

## **POLICY AND DATA RELATING TO HEALTH, SAFETY AND WELFARE OF EMPLOYEES**

FPG Insurance Co., Inc. has never been this successful without the help of its ever committed employees. For decades, it has been the practice of the Company to treat its employees as family, making them feel that they are valued and loved. Thus, policies and procedures have been designed to ensure their safety, health and welfare in the Company.

The Company strives to maintain a healthy, safe and productive work environment which is free from discrimination or harassment based on race, color, religion, sex, sexual orientation, age, disability, or other factors that are unrelated to the Company's legitimate business interests.

The Company does not tolerate sexual advances, actions or comments, or racial or religious slurs, jokes or any other comments or conduct in the workplace that creates, encourages or permits offensive, intimidating or inappropriate work environment. Employees, who are found to have engaged in harassment or discrimination, or to have misused their positions of authority in this regard, will be subject to disciplinary measures, possibly dismissal.

Other conduct that is prohibited because of its adverse impact on the work environment includes: 1) threats; 2) violent behavior; 3) possession of weapons of any type; 4) gambling including use of Internet for gambling and 5) use, distribution, sale or possession of illegal drugs. In addition, employees should not be on the Company premises or in work environment if they are under the influence of or affected by illegal drugs, controlled substances used for non-medical purposes or alcoholic beverages. Consumption of alcoholic beverages during company-sponsored events requires the Company's management approval.

Safety and security are amongst the priority of the Company. Generally, the office building of the Company is seismically designed. Entrance to the building and in the main office uses access cards to ensure that only authorized personnel are allowed in the building premises.

The Company wants its employees to have the basic knowledge needed in case of calamities. Employees are required to join the disaster preparedness training, first aid and basic life support training conducted by third-party professionals.

The Company provides comprehensive health care services directed at prevention of disease, protection from health hazards and maintenance of health. Every employee is required to complete the annual physical exam. Discounted rates for immunization/vaccination are also provided to employees including their families. Should there be a need for consultation and/or confinement, all employees are provided with a health card which can be used on our accredited partner-hospitals. The Company also provides personal accident insurance and life insurance for all regular employees.

The Company is committed to improve the quality of life of its employees through healthy living and piloting of wellness initiatives to encourage employees to maintain active and healthy lifestyles through provisions of regular fitness activities.

Providing a recreation has also been part of the Company's initiatives to release the inevitable stress in work and to recuperate the positive working habits of the employees.

As the Company wants to improve the technical competence and personal development of its employees, they are encouraged to attend a number of seminars. An email is sent to all employees containing the list of Insurance and Soft Skills Seminars within which everyone could opt to attend with a proper endorsement from the immediate superior. The same was also posted in the Company's Information Bulletin Board for everyone's information. Company also provides in-house trainings and seminars on insurance technicalities especially for the new employees.

## **2016 ACTIVITIES**

An employee orientation for new hires is conducted to ensure that they are able to blend well with their new work environment.

It has been the Company's practice that reminders be sent to all employees on various safety measures being done. Everyone is also required to attend earthquake fire drill simulations to reiterate awareness on proper procedures to follow to ensure safety and security of everyone.

The Company conducts an annual physical examination to regularly monitor the health of each employee.

To strongly encourage employees to maintain a healthy diet and lifestyle, Zumba dance sessions are conducted. Sports tournaments like badminton, bowling and basketball are also organized for the more active and athletic employees. These activities improve an individual's body, diet and overall physical fitness while also promoting camaraderie and fun among employees.

The much-awaited annual Company outing done out-of-town leaves everyone undoubtedly delighted with numerous presentations and surprises for everyone.

To share blessings and promote the spirit of volunteerism among employees, the Company supports worthy causes like activities and advocacies of The Philippine Red Cross. Blood donors give a part of themselves in order to save lives of others in need.

Throughout the year, maintaining its spot as one of the country's top insurance companies in the industry, the Company sends out a number of employees in the various (Insurance Institute of the Philippines (IIAP) trainings and seminars. This ensures that employees are technically competent and updated with their insurance knowledge thereby providing the best service to well-valued customers.

The Company recognizes its committed and outstanding employees during the Employees' Annual Christmas Party celebration. Awards in recognition for the loyal employees (starting at 10 years of service) and topnotchers in the IIAP examinations for all non-life insurance companies are highlighted during the said major event.

All these activities' success and sustainability are attributable to the combined efforts and talents of various events committees like the Sports Committees and Company Outing Committees among others.