

## **Reference for C.3.1&C.3.2**

### **Article V. HEALTH, SAFETY AND SECURITY**

#### **Section 5.01 Health, Safety and Office Security**

CARE MBA is committed to providing its employees with a safe and healthy place to work, and pledges its efforts to this objective.

CARE MBA believes that accidents can be prevented.

CARE MBA strives to operate its facilities safely establishing and enforcing safety rules, practices and procedures, providing safety training, encouraging the use of personal protective equipment where applicable and appropriate, and building elements of responsibility and discipline into the health and safety program.

CARE MBA complies with all standards, regulations and codes applicable to health and safety. Although the management of CARE MBA is held accountable for the safety performance of its employees working under supervision, all employees are responsible for working safely and actively contributing to a safe work environment by reporting any potentially hazardous situations, thus protecting the life, health, safety of themselves and their fellow employees.

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## **Reference for Item C.3.3**

### **Article IV. PERFORMANCE DEVELOPMENT**

#### **Section 4.01 Training and Development** **HR- 04-001\_ Training and Development**

Training and Development as defined shall refer to the planned efforts by the Association to facilitate the learning of job related behavior of its employees' current and future roles and responsibilities aligned with CARE MBA's goals and direction.

Training needs analysis must be conducted and training and development plan must be developed for which activities must be strategic, purposive and shall result to a positive contribution to the Association's objectives.

## Reference for Item C.3.5

### Section 4.03 Performance Reward and Management System HR-04-003\_Performance Reward and Management System

#### A. Purpose

In managing employee performance, aside from measuring the extent from which employee's contribution has affect the Association's performance based on its goals, part of its management is employee development through rewards and recognition or through performance corrective measures. CARE MBA shall recognize above average and exemplary performance through monetary and non-monetary reward **annually or after every 2 performance rating period**. However, below average and poor performances shall be managed through corrective action as may be necessary.

#### B. Basic Guidelines

1. To impose a performance by objective, Performance Evaluation shall be done annually for the R&F employees and twice a year for the Supervisor, Managers and Sr. Managers.
2. The same with Field Staff, who are being measured by the target and commitment, office-based staff must also commit to an annual objective in terms of service level linked with the unit's objective.
3. While the Field Staff performances shall be annually evaluated, guided by the HR Policy, it shall be the responsibility of the Supervisors and Managers to conduct Monthly Performance Monitoring of their field staff and ensure implementation of corresponding performance rewards and penalty because of their performances.
4. Operations Rewards and Corrective Measures are as follows:
  - 4.1. Monthly incentive for performers, basis shall be the Operations Incentive Scheme.
  - 4.2. Below average performance (NI) based on operation's requirement for the 6 month period shall be managed through performance development/corrective plan.
  - 4.3. Employee with two (2) consecutive Needs Improvement rating based on operation's standard for the annual period is automatically terminated.
5. There would be monetary and non-monetary recognition after annual evaluation result.
6. The basis of merit increase/adjustment is performance and shall be part of the Performance Management System of CARE MBA, thus, CARE MBA shall impose annual merit increase after annual evaluation within the in-step or pay range.
7. Merit increases shall be imposed only on exemplary performance, which is surpassing the average performance expectations.
  - 7.1. Very Satisfactory – 2.5 % in-step increase
  - 7.2. Outstanding – 5% in-step increase
8. All salary increases are subject to the Association's income performance and must be approved by the ED and/or BOT. CARE MBA has the prerogative and has the

sole discretion to defer or suspend merit increases, during financial difficulty and business operation decisions, wherein merit increases is objectively seen not appropriate.

9. This shall be applicable to all regular employees.

10. Incentive Scheme for Operations monthly performance is different from the PMS Reward System.

Reference for Item C.41& C.42

## **2.4. HR-02-005\_Employee Progressive Discipline and Standard of Conduct**

### **7. Procedures:**

7.1. Administrative proceedings:

7.1.1. The administrative proceedings shall commence upon discovery or violation or filing of formal complaint to the Unit/Department Head or the Committee on Discipline thru HR Unit, whichever is applicable. It may also emanate from reports received involving violations of certain rules/policies by the employees concerned.

7.1.2. All complaints shall be in writing otherwise the same shall not be given due course. No action shall be taken on anonymous complaint unless there is obvious truth or merit to the allegations set forth in the complaint.

7.1.3. The complaint shall be written in clear, simple and concise language and a systematic manner as to apprise the respondent (i.e., employee who is subject of complaint) of the nature of the charges against him/her and to enable him/her to prepare his/her defense.

7.1.4. The complaint shall contain the following information:

- The full name, position, department of the complainant and respondent;
- Specification of charges; and
- A brief statement of relevant and material facts, accompanied by certified true of the documentary evidence, if any, and sworn statement covering the testimony of witness.

7.1.5. If a prima facie case (i.e. there is enough evidence or factual basis to establish a case) exists based on the documents presented in the complaint, the disciplinary authority shall notify the respondent in writing thru Notice of Offense, the charges against him/her within three (3) working days from the date of receipt of complaint. Copies of the complaint, sworn statements and other documents submitted shall be attached to said notification.

7.1.6. The offender or respondent shall be given not less than seventy two (72) hours or

three (3) days to submit his/her answer to the charges in writing. Supporting documents may also be submitted.

7.1.7. If the answer of the respondent is found to be satisfactory and the supporting documents presented are sufficient, the disciplining authority shall dismiss the case outright and the respondent shall be notified accordingly thru Notice of Exoneration. If not, the formal investigation shall commence.

7.1.8. All investigation must start not later than ten (10) working days from the date of receipt of the respondent's answer. Said investigation shall be finalized within **thirty(30) working days** from the filing of the charges unless the period is extended for meritorious reasons.