

Policies on Health, Safety and Welfare of Employees

PSBank advocates a work environment free of work hazards, and is conducive to the well-being and professional development of its employees. As such, PSBank has instituted the following programs and policies:

- **Health/Wellness and Family Welfare Program.** The Bank supports a clean and healthy lifestyle among its employees. It also promotes work-life balance for its employees and dependents.

The Bank partnered with a Health Maintenance Organization (HMO) provider, Intellicare, to provide extensive Health Management Program to its employees. The Intellicare health card allows employees to avail medical services from any of the one thousand one hundred forty two (1,142) accredited Intellicare hospitals and clinics throughout the country. This include well-known hospitals like St. Luke's Hospital, Makati Medical Center, Manila Doctors, Medical City, Asian Hospital to name a few. Health card is not only given for free to employees but also to their two (2) qualified dependents. Additional dependents may be enrolled for a minimal fee. Availed services of non-accredited Intellicare doctors and hospitals may be reimbursed up to 80% of the total cost.

Aside from the health card, the Bank gives additional subsidies and allowances to employees that will aid them in maintaining their overall health and wellness. These allowances include: medical and dental subsidy, optical subsidy, and cash assistance when an employee or his/her dependent was confined in a hospital, per day up to maximum of fifteen days per confinement.

In 2009, the Bank started its annual vaccination program for Flu, Cervical Cancer, Pneumonia and/or Hepatitis A and B. Employees may avail of the vaccines for themselves and for their family members at a lower cost. This may also be paid on a staggered basis either thru over-the-counter payment or payroll deduction.

As a commitment to partner in monitoring the health of its employees, all employees are mandated to undergo the Executive or Annual Physical Check-up.

In addition, employees are encouraged to join activities, such as but not limited to sports tournaments, exercise and dance classes, and pampering sessions. These activities are not only good for health; they also build competitiveness and camaraderie. The Bank also partners and sponsors activities, like the World Vision Run, as part of its Corporate Social Responsibilities (CSR), by providing subsidies to its employees.

For 2024, the bank will focus on the Physical, Mental, Socio – Emotional and Spiritual Wellness of the employees. This aims to increase PSBankers quality of life and for them to LIVE LONGER by helping create a sort of a *PSBlue Zone*.

For the last two (2) years, PSBank held the following Health/Wellness activities:

2024		
Activity	Date	No. of Employees (and Dependents) Covered
Cervical Vaccination Day (2023 Vaccination - completion dose)	January 20, 2024	47
2023		
Activity	Date	No. of Employees (and Dependents) Covered
Mobile Annual Physical Examination (APE)	September 16 and 30, 2023	257
Flu, Pneumonia and Cervical Vaccination Day	July 22, Aug 19, Sep 23, 2023	547
2022		
Activity	Date	No. of Employees (and Dependents) Covered
Mobile Annual Physical Examination (APE)	19-Nov-22	112
Flu and Pneumonia Vaccination Day	August 20 and 27, 2022	331
Pag-IBIG Loyalty Card Plus Registration Day	July 9 and 16, 2022	86
Partnership with PhilSys for the National ID Registration	June 20 - July 20	No data available

To give employees an opportunity for rest, recreation, and to attend to their personal concerns, they are entitled to different type of leaves annually.

Type of Leave	Number of Days
Vacation Leave	15
Sick Leave	15
Emergency Leave	5 (per incident per year)
Solo Parent Leave	7
Paternity Leave	7
Maternity Leave - Normal	90 calendar days + 5 working days
Maternity Leave - Caesarian	90 calendar days + 5 working days
Magna Carta for Women	60 calendar days

**Two days additional vacation leaves are given to employees who've been with the Bank for twenty (20) years and above.*

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The Head Office provides a health clinic, where nurses are available daily and a doctor four times a week to cater to their health needs. The branches are provided with first-aid kits, with accredited HMO clinics and hospitals nearby. The Bank also sponsors vaccination programs for employees and their dependents at affordable price. For health buffs and gym buffs, the Bank has partnered with different gym and health institutions for the employees and their families to avail of subsidized wellness programs.

On top of these, the Bank institutionalizes different programs and activities for the employees. The following were held in the past two (2) years:

2022		
Month	Date	Employee Engagement Initiatives
February	02/24/2022	PSBikers Klub First Huddle
July	07/06/2022	Release of Health Advisories and #WednesdayWellness Posts
	07/15/2022	Comeback of #WeekdayWellness (Yoga and Zumba Sessions)
	07/07/2022	FOODtography (Cravings x Comfort) Contest and Weekday Wellness Sessions
October	10/10/2022	Colorwalk @ PSBank Hall - World Mental Health Day Celebration
	10/21/2022	2022 Q4 Blood Donation Drive

2023		
Month	Date	Employee Engagement Initiatives
February	February 15, 2023	#SpiritualBreak - Celebrating Love
	February 21, 2023	PSBikers' Klub's #KilometerZero Challenge
March	March 05, 2023	Fun Walk to Wellness
	March 11, 2023	PSBank Basketball League Opening Day
	March 15, 2023	#SpiritualBreak - Being Healthy Inside
	March 16, 2023	Cebu Summer Sportsfest
	March 17, 2023	Give Love, Give Life: Q1 Blood Donation Drive
	March 25, 2023	PSBikers' Klub's #HalinaSaNuvali
April	April 05, 2023	Litratura Club Workshop Day 1: Smartphone Photography Workshop
	April 06, 2023	Litratura Club Workshop Day 2: Photowalk @ Intramuros
	April 19, 2023	#SpiritualBreak - Know Your Significance
	April 22, 2023	Eco-Warriors Club @ Million Trees Foundation Inc.
	April 29, 2023	Lenten Recollection
May	May 09, 2023	Senior's Officers Meeting and HE1GHTS Awarding
	May 12, 2023	Mother's Day Celebration @ e-Hub (Coffee, Cookies, Roses and Merch)
June	June 03, 2023	PSBank Basketball League Finals and Awarding
	June 10, 2023	PSBank Chorale sang during the Mass at San Nicolas De Tolentino Parish
	June 13, 2023	The Green Normal: An EConversation for the People and Planet
	June 16, 2023	Father's Day Feature and Celebration (Coffee and Massage Day)
	June 17, 2023	La Liga Marikina River Clean-Up Drive

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2023		
Month	Date	Employee Engagement Initiatives
July	July 05, 2023	Karaoke Night @ e-Hub
	July 07, 2023	Words for Wellness: A Forum for Mental Health and Bibliography
	July 14, 2023	Q2 Blood Donation Drive 2023
	July 22, 2023	Brigada Eskwela
August	August 08, 2023	SO Meeting and HE1GHTS Awarding for Q2
	August 27, 2023	Wow: MindaNOW
	August 30, 2023	WMP: Agosto kong Maging Author: Ikalawang Yugto
September	September 09, 2023	Indayog Club Dance Session
	September 16, 2023	PSBikers Klub Bike Ride at Antipolo
	September 16, 2023	International Coastal Clean-Up Day
	September 16, 2023	Adopt-A-Green Spot / Eco-Warriors: Take a Root Farm Day at Move to Change Foundations Inc.
	September 26, 2023	Anniversary Club Fair
October	October 11, 2023	Q4 Blood Donation Drive
	October 17, 2023	Senior Officers' Lunch c/o Federal Land and HE1GHTS Q3 Awarding
	October 20, 2023	Kapihan para sa #SimplengMaaasahan
	October 25, 2023	Adopt-A-Green Spot Cycle 3 Awarding
	October 28, 2023	PSBEU Basketball and Volleyball Season 2 Opening Day
	October 31, 2023	Creepy Carnival at Roof Top 777 and Elevator Prank
November	November 15, 2023	Metrobank and GT Capital Inter-Legal Event
	November 24, 2023	It's a Deal! : A Forum for Dental Wellness
December	December 08, 2023	Feast of the Immaculate Conception
	December 16, 2023	PSBank Chorale Christmas Carolling
	December 20, 2023	Christmas Station ID
	December 22, 2023	SO Year-end Party and Send Off Party for PZD and EAT

- **Occupational Health and Safety (OSH) Program.** The program aims to ensure that the workplace is safe and free from work hazards that may cause or likely cause physical harm to the workers, or damages to property. To effectively implement this program, Occupational Safety and Health Committee (OSHCOM) was created by Management.

The OSHCOM, as representative of the Bank:

- Acts as the planning and policy initiating group in all matters pertaining to the safety and health of the employees;
- Ensures that the Bank is compliant with the minimum requirements on occupational safety and health standards;
- Provides complete job and safety instructions to employees, especially the work environmental hazards, to which the employees may be exposed; and steps to take in case of emergency;

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- Ensures adequate guidelines, programs, and measures are adopted to ensure employee's health and safety;
- Maintains and controls the working environment in fit and comfortable conditions for the purpose of promoting and sustaining the health of employees; and
- Conducts inspection and job hazard analysis.
- Develops and maintains a disaster contingency plan and organizes such emergency service units as may be necessary to handle disaster situations pursuant to the emergency preparedness manual for establishments of the Office of Civil Defense.

The OSHCOM is assisted by the following:

- Safety Officers (SO) - Employees who have completed the Basic Occupational Safety and Health Seminar conducted by accredited learning centers by the DOLE.
- First Aiders - Employees who have completed the Basic Life Support Training by the Philippine Red Cross or by an accredited learning center.
- Doctors and Nurses - Health practitioners who are assigned to the Bank by its HMO provider.
- All branch personnel shall compose the local OSHCOM with the Branch Head acting as the person in charge and the other personnel as members.

OSHCOR believes that the success of the Program does not lie solely on the Bank. Immediate supervisors, employees, and all those who work for the Bank should also do their part. Employees are expected to work in accordance with the established safety practices and standards. On the other hand, supervisors should ensure that the employees in their watch are properly oriented with the bank's policies on occupational health and safety and ensure that these are followed. Lastly, it is the duty of any person builder, contractor, service providers or enforcement agents, who visits, renovates, install devices or conduct business with the Bank, to comply with the provisions of the Bank's health and safety standards.

To ensure the continuity, efficiency and effectiveness of the program, the Bank shall continue to send employees to external trainings on occupational health and safety, as deemed necessary. Further, the Bank's Training Unit shall develop a training program that may be attended by all its employees.

Should ailments and accidents still happen despite proper implementation of this Program, an investigation shall be conducted and the appropriate reporting to DOLE and Management shall be made.

To further ensure health and safety of its employees, the Bank also has the following initiatives:

- a. Conduct of annual fire and emergency drills, partnering with the Bureau of Fire and Protection. During the conduct of the fire drill, Wing Marshals and First Aiders are assigned to each floor at the Head Office to guarantee timely, orderly and safely evacuation of employees during emergency situations. Aside from the trainings attended by Wing Marshals and First Aiders annually, information on what to do during emergency situations

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especially earthquake is also disseminated to all employees via email. Each floors of the Headoffice and all branches are also equipped with fire extinguishers.

b. Bank's Head Office Building Administration Department conducts regular maintenance of critical equipment like elevator, generator sets and air-conditioning system. Recently, the Bank partnered with International Elevator and Escalators Incorporated in providing the Bank's Head Office with newer and more efficient elevators.

c. The Bank's branches and every floor of the Head Office have purified drinking water which is replenished daily and is available to all employees for free. Due to the pandemic, daily misting is also conducted in all floors. Repairs and Maintenance Department visits our Branch for misting quarterly.

d. A housekeeper of a service provider of the Bank is assigned to every floor of the Head Office and to each branch to ensure cleanliness of the Bank's premises at all times. The Bank also has a program called Green Housekeeping (GH) which encourages all employees to maintain orderly workstations at all times. A representative from Service Quality Division conducts surprise inspection monthly to branches and departments to monitor compliance.

e. No Smoking Policy is implemented in the Bank. Smoking is prohibited inside the branch's and Head office premises including the HO parking area.

f. For the Head Office and selected branches, there is a 24-hour security. For the Head Office, roving guards inspect each floor especially during night and weekends to check on employees who render overtime. CCTVs are also installed in all branches, lobbies of each floor and restricted areas.

The following workshops, training, and seminars were conducted and attended in the past two (2) years:

EVACUATION DRILLS

YEAR 2023

HEAD OFFICE

Evacuation of Occupants						
Location	Population Count	Exempted	Expected Number for Evacuation	Evacuated	Accounted (Leave, OB)	Remarks
Paseo Wing	901	213	688	559	129	Passed
Sedeno Wing	949	151	798	609	189	Passed
TOTAL	1850	364	1486	1168	318	Passed

Evacuation Time				
Location	Shortest Time in Mins	Longest Time in Mins	Standard Time in Mins	Remarks
Paseo Wing	5	18	19	Passed
Sedeno Wing	6	16	16	Passed

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BRANCHES

Evacuation of Occupants			
Population Count	Evacuated	Accounted	Remarks
		(Leave, OB)	
1358	1225	133	Passed

Evacuation Time			
Shortest Time in Mins	Longest Time in Mins	Standard Time in Mins	Remarks
1	5	5	Passed

YEAR 2022

Activity	Evacuated	Remarks
Duck Cover and Hold	All employees	Passed
Earthquake Drill (Head Office Employees and Tenants)	1211	Passed

OCCUPATIONAL SAFETY AND HEALTH TRAININGS

Year	Training	Date	No. of Employees
2023	Basic Occupational Health and Safety Training	March - November	95
	Occupational First Aid Training	February - November	238
2022	Basic Occupational Health and Safety Training	Various Dates	231
	Occupational First Aid Training	March & November	304

- **Compliance to Laws and Regulations.** PSBank complies with the following laws and regulations, on the protection of rights in the workplace, as well as the control of infectious diseases:
 - Republic Act (RA) 9231 or the Anti-Child Labor Law;
 - RA 9710 or the Magna Carta of Women;
 - RA 8972 or the Solo-Parents' Welfare Act;
 - RA 7877 or the Anti-Sexual Harassment Act;

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- RA 9262 or the Anti-Violence against Women and their Children (“VAWC”);
- RA 9165 or the Comprehensive Dangerous Drugs Act;
- RA 8504 or the Philippine AIDS Prevention and Control Act;
- DOLE Department Order 73-05 or the Program TB Prevention and Control in the Workplace; and,
- DOLE Department Advisory No. 05 Series of 2010 or the Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B.