

POLICY AND DATA RELATING TO HEALTH, SAFETY AND WELFARE OF EMPLOYEES, INCLUDING COMPANY SPONSORED TRAININGS

I. Introduction

Kepwealth Property Phils. Inc. (“KPPI” or “The Company”) is committed to the promotion of a safe and healthy work environment. It aims to continually improve the health and safety activities of its employees. The health, safety and welfare of its employees and members of community are of vital importance, and through which human and operational efficiencies and the Company’s competitiveness is thereby achieved.

II. Purpose

This purpose of this policy (the “**Policy**”) is to guide the Company and its board of directors (“**Board**”) in developing a positive health, safety and welfare culture through the Company’s organization.

III. Policy Statement

The Company is committed to:

1. Formulate and continually review a written incentive plan that encourages and rewards employees to contribute to achieving Company goals and objectives.
2. Conduct learning and development activities for employees, taking into account their learning and training needs to ensure that employees are competent, adequately trained and have suitable supervision on their tasks.
3. Identify, assess and prepare for potential emergency situations in the workplace, and must minimize their impact through prevention and readiness to implement emergency plans and response procedures.
4. Promote a work place that is free from drug or alcohol abuse as it is detrimental to the health, safety and work performance of employees and poses risks to Company’s operation.
5. Strive to protect its employees from harassment of any form. The Company shall provide a workplace free of harassment, discrimination, harsh and inhumane treatment. Any abusive behavior such as sexual harassment, corporal punishment, mental or physical coercion, or verbal abuses or threats among workers will not be tolerated. Discrimination for reasons of race, age, gender, gender-orientation, ethnicity, disability, religion, political affiliation, union membership or marital status will not be condoned. The Company shall actively implement mechanisms for dealing with such occurrences and must ensure that it will act justly, swiftly and decisively in addressing such complaints.
6. Respect individuals in a manner consistent with the rights to privacy and data protection. Information about people must be used appropriately for necessary business purposes and must be protected from misuse to prevent undue harm to individuals such as discrimination, stigmatization or other damage to reputation and personal dignity, impact on physical integrity, fraud, financial loss or identity theft.

IV. **Programs**

The Company has the following programs within the organization:

1. **Wellness and Insurance.** The Company has a health care maintenance program available to its qualified employees.
 - Intellicare is the official Health & Wellness partner of the Company. This benefit is given to all regular employees and their two (2) dependents. The Health & Wellness coverage includes the following: In Patient, Outpatient, Emergency Care, Pre Existing Condition, Dental Services, Special Diagnostics Procedure and Annual Physical Exam.
 - The Company's Group Life and Accident Insurance partner is Manulife. The policy covers Basic Life, Accidental Death and Dismemberment Benefit, Total and Permanent Disability Benefit, Family Assistance Benefit, Terminal Illness Benefit and Hospital Income Benefit.
 - The Company also adheres and supports the Department of Labor and Employment's Breastfeeding Policy. There is designated nursing room, complete with chair, an electric outlet for operating the breast pump and refrigerator used for the safe storage of the expressed milk. Moreover, nursing mothers are encouraged to take lactation breaks.
2. **General Welfare.**
 - a) Annual team building and socialization events that promote camaraderie among employees (i.e. Christmas parties, Halloween parties, company outings).
 - b) Employee communication program (i.e. bulletin board)
3. **Safety and Security.**
 - a) Regular fire and earthquake drill exercises;
 - b) Centralized alarm system and CCTV coverage system;
 - c) Fumigation of building; regular maintenance of air-conditioning, lighting and electrical, alarm and elevator systems; cleaning of building premises; provision of fire extinguishers and regular maintenance of building water-sprinkles; regular inspection of fire exits; and
 - d) Workplace free of harassment, discrimination, harsh and inhumane treatment
4. **Awards and Recognition.** Annual performance and productivity review to promote and recognize the contribution of employees to the Company's annual business objectives

Apart from this, the Company shows gratitude and appreciation to employees who have stayed loyal and committed over the years (i.e. Loyalty Award) through an annual recognition program.

V. **Policy Review**

The Board shall review and assess this Policy at least annually for any changes it considers necessary.