



BETHEL GENERAL INSURANCE AND SURETY CORPORATION

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INTER-OFFICE MEMORANDUM

Date : AUGUST 05, 2020
To : **ALL HEAD OFFICE/BRANCH EMPLOYEES**
From : THE MANAGEMENT
Subject : COMPANY RULES AND POLICIES ON COVID-19

In view of the continuing rise of confirmed cases of COVID-19, the serious threat to the health, safety, security and lives of the employers, officers, employees, business partners and their respective families, **BETHEL GENERAL INSURANCE AND SURETY CORPORATION** hereby declares the **immediate effectivity** of the Rules and Policies for the implementation of health and safety standards in the workplace and by its employees on-site.

General policy:

The Rules of Conduct for employees are intended to promote the orderly and efficient operation of the company, as well as to protect the rights of all employees. Violations, therefore, shall be regarded as cause for disciplinary action.

These rules are published for the employees' information and protection. **Ignorance of work rules is not an acceptable excuse for violation.** It is each employee's responsibility to know the rules and abide by them. Employees are expected to know and abide by these rules as well.

Basic Rules:

1. All on-site employees are enjoined to **immediately** report to the Department Head and Human Resources Department if he or she is experiencing the following COVID-19 symptoms:
 - a. Headache
 - b. Fever
 - c. Flu

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- d. Sore Throat/Itchy Throat
- e. Colds
- f. Cough
- g. Difficulty in breathing
- h. Loss of smell
- i. Muscle pain and
- j. Other infectious diseases

Further, on-site employees are also enjoined to immediately report that they have been exposed to any confirmed infected by COVID-19 or those who are considered suspected or probable COVID-19 infected persons as they are suffering from the above-mentioned illnesses.

2. He or she is **mandatorily** placed under "work-from-home" arrangement and isolate himself/herself for a minimum period of fourteen (14) days.
3. Rapid testing or swab testing must be conducted after the lapse of fourteen (14) days home quarantine period. Any testing done on or before the lapse of the minimum home quarantine period shall not be considered.
4. To avoid business interruption, the Department Head of the affected employee shall ensure that those under existing "work-from-home" arrangement shall immediately report for work on-site provided that the replacement employee needs to undergo rapid test in a duly accredited laboratory or clinic of Department of Health.

Corresponding Disciplinary Sanctions:

OMISSION/COMMISSION OF AN OFFENSE	PENALTY
1. Non-disclosure or non-reporting to Human Resources Department and/or Department Head that an employee has: <ul style="list-style-type: none"> a. experiencing or experienced a headache, flu, fever, sore throat, cough, colds, difficulty in breathing, muscle pain, loss of smell and other infectious diseases 	Suspension to Dismissal

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b. experiencing other illnesses not covered under "a".	Suspension	
c. exposed to person who has experiencing headache, flu, fever, sore/itchy throat, cough, colds, difficulty in breathing, muscle pain, loss of smell and other infectious diseases	Suspension Dismissal	to
d. gone to hospital or any quarantine facilities for COVID-19 patients to visit any person either a relative, by affinity or consanguinity, or friend, during the existence of a pandemic situation.	Suspension Dismissal	to
2. Submission of falsified rapid test/swab test result	Dismissal	
3. Reporting for work without submitting or presenting rapid test or swab test with negative result or any clearance from Human Resources Department or his/her Department Head	Suspension Dismissal	to
4. Submission of rapid test/swab test result before the lapse of fourteen (14) days home quarantine period	Suspension Dismissal	to

Non-compliance of the above-mentioned company rules and policies shall tantamount to the following offenses, either singly and combination:

- a. Dishonesty,
- b. Gross neglect of duty,
- c. Gross insubordination or refusal to comply with employer's instructions,
- d. Violation of existing law that requires mandatory prompt and honest disclosure of health conditions, and
- e. Reporting for work to make the workplace under "unsafe" condition.



On the other hand, it is a company policy that all data or information gathered in relation to the company rules and policies shall be given utmost confidentiality and to be fairly and lawfully processed and used by authorized corporate officers.

For strict compliance and guidance.


JOSELITO C. BANTAYAN
President and CEO