

Welcome to the C.F. Sharp Group of Companies.

You are now a significant contributor to the sustained growth of a global competitor in the fields of shipping, crewing, travel, freight forwarding, brokerage, air cargo, airline GSA, and land-based recruiting and training. People like you have laid down the foundation that has brought the company to its present heights.

Seven decades of teamwork, dedication, and a strong work ethic made us stand out in the world market. Your efforts in streamlining your potentials towards achieving the mission of continuing our commitment to our clients and principals will definitely lead to a beneficial relationship.

I am pleased to present to you the Employee's Handbook published by Corporate Human Resources. The boundaries and opportunities of the C. F. Sharp Group are laid down in its pages. As such, enjoy reading it and refer to it as a useful informational tool.

AMB. JOHN J. ROCHA
Chairman of the Board

MISSION

"The C. F. Sharp Group is committed to helping its Clients and Principals achieve leadership positions in their respective fields in the Global Market by consistently delivering Global Quality Services that constantly exceed the expectations and requirements of all our Clients and Principals."

VISION

"The C.F. Sharp Goup aims to become the Preferred Services Provider to its Clients and Principals by always delivering in the most cost effective manner, Global Quality Services that always exceeds their expectations and requirements."

W E L C O M E

You are hired.

Employment in the company is competitive. All applicants are treated alike, accorded equal opportunities and hired only after passing the series of interviews, appropriate psychological tests (i.e. intelligence, aptitude, personality) and medical examinations. All efforts are exerted to properly place you and others in positions you best qualify for, underscoring your education, experience, aptitude, skills and interests.

Your Tenure.

Tenure of employment is the right to continue in employment, until the same is terminated for a just and valid cause. In the company, tenure could be contractual, probationary or regular/ permanent.

Contractual Employment

Employee is hired for a fixed period to assist regular staff due to a temporary increase in workload in a unit or for a special particular project, task or undertaking. The termination or completion of which has been fixed at the time of hiring. It is also called Temporary Employment and is covered by a letter-agreement between the Company and the employee.
Probationary Employment

It is a prelude to Permanent and Regular Employment. It is also known as the trial period with qualified tenure. The period is six (6) months or less. Employee under probationary status is expected to show his competence for the position. This is also covered by a letter-agreement between the Company and the employee. After a careful and thorough Performance Appraisal, tenure may be regularized, extended or terminated

Regular and Permanent Employment

An employee, who has rendered and successfully passed the Probationary Period, may be considered a Regular/Permanent employee. Benefits such as Medical and Dental (under an accredited HMO), and Funeral Services are automatically accorded.

Position Grades.

Employee/ Staff grades in the Company are:

1. Executive (GM, AVP, VP, SVP, EVP, President)
2. Managerial (Junior, Senior)
3. Supervisory (Junior, Senior)
4. Rank and File (Job Class 1 to 6)

Distinctions among four (4) levels are based on the nature of the functions performed and degree of responsibilities.

Your Professional Growth and Development.

The Company provides opportunities for professional growth and development. It is the Company's policy to promote from within its present work force whenever possible. Therefore, you are encouraged to prepare yourself to assume positions of greater responsibilities.

Performance Appraisal.

You are expected to perform to the best of your abilities, according to pre-established work standards. The company conducts an annual Employee's Performance Appraisal and Review. Separately, this method is also conducted to evaluate probationary status. This has been designed to provide a common and equitable basis in evaluating objectively your performance. It also assists you in your professional development and growth in the company. Furthermore, it is a source for determining merit increases.

The Professional Standard.

You are required to observe high standards of professional conduct and business ethics, and a total commitment to professionalism in your work. You are advised to report to your supervisors or department heads any and all possible conflicts between personal interests and that of the Company.

Your Standard Behavior.

You are required to properly conduct yourself in all business transactions and relations. The Company respects the privacy of personal affairs except when its good image and reputation is affected. The Company shall take appropriate, corrective and remedial measures against any infraction of its rules, regulations and commonly accepted standards of employee behavior.

WHILE YOU ARE WORKING

Your Attendance and Punctuality.

You are obliged to report for work regularly and punctually. Time records are required for non-managerial employees. All time entries must be accurate. Members of the managerial staff do not keep time records, but are expected to observe punctuality. Selected companies in the Group award its punctual employees with some cash who have acquired a perfect attendance within a month. Changes on your reporting time is allowed through a written request, to be approved by your department head and the Corporate HR Department. The new time slot takes effect on the 1st or 16th of the month whichever comes first.

Your Working Days and Number of Work Hours.

Regular workdays are Mondays through Fridays, with Saturdays and Sundays as regular rest-days. However, there are some Companies within the Group, whose nature of business require employees to report on Saturdays, either half or whole day. Where regular rest-day is changed, employee is informed in writing at least fifteen (15) days before its implementation. From Monday to Friday, number of working hours is eight (8), a total of forty (40) hours in a week. Saturday work is either (8) or four (4) hours, whichever applies to the work arrangement of the concerned Companies.

Total number of working hours in a week varies: forty (40), forty four (44), or forty eight (48) hours.

Dress for Success.

For regular employees:

You are expected to report for work according to company standards. A regular employee, after one (1) year of service, shall be provided with Company Uniforms to be worn from Mondays thru Thursdays. Fridays are allotted for laundry, hence, casual wear is allowed. However, rubber shoes, sneakers, sandals, denim pants, corduroys, cargo pants, short pants, T-shirts, sleeveless clothes and blouses are strictly not allowed.

For contractual and probationary employees:

Polo shirt, long sleeve and tie, barong, polobarong, slacks, skirt, blazer, leather shoes are appropriate proper office attire. All male employees must have a neatly cut hair. Company I.D. must be properly worn at all times whenever present in the building premises.

Your Work Place.

Your work area's layout of furniture and equipment were carefully designed to provide you a functional and conducive working environment. Therefore, you are obliged to preserve the good condition of appliances, equipments, computer units, tables, chairs, office supplies and other company properties. For necessary maintenance or repair, contact the M.I.S. Dept. for Personal Computer units, Maintenance Dept. for appliances, lights and furniture, and Motorpool for company vehicles.

Furniture, Equipment and Supplies.

Requisitions for furniture, equipment and supplies may be channeled through the employee's department head. Office supplies are available at the General Services Department.

Security.

The security guards, when the need arises, may require you to submit packages or baggage for inspection. You are expected to cooperate and follow security measures to protect not only Company properties, but also yours and that of fellow employees.

Staff Consultation.

The company encourages you to discuss your office problems or concerns with your supervisor or department head. They are in a better position to take appropriate action. They are expected to refrain from discussing these problems with outside parties, who are not knowledgeable of the rules, regulations, practices and policies of the Company. If desired, you may also feel free to discuss some personal problems with your supervisor and/or any executive of the Company.

ABOUT YOUR SALARY, OVERTIME and LEAVE Salaries and Wages.

The salary structure of the Company is competitive with other similar companies and other industries in the same geographical area. Such factors as skill, effort, responsibility and working conditions are considered in determining the salary scales of employees. The Job Classification System structured by management dictates the hiring rate. It ranges from minimum, medium to maximum salary rates for a certain Job Class. The company may adjust the salary scale to reflect industry trends and business growth.

You are paid on the 15th and end of each month.

What's deducted from your Salary?

Generally, the following are automatically deducted from your monthly salary: - Withholding tax, Premiums for SSS, PhilHealth and Pag-IBIG, loan amortization (if applicable).

Overtime Compensation.

You are paid overtime compensation for work done in excess of your regular working hours. Staffs or rank-and-files are allowed to render overtime work for a minimum of 2 hours. The rates are as follows:

Regular O.T. rate	:	125%
Rest days/ Special Holidays	:	130%
Night Differential	:	110%
Legal Holidays	:	200%
Legal Holiday on a Sunday	:	230% (1st 8 hours)
		260% (in excess of 8 hours)

Overtime compensation shall be computed in accordance with the implementing rules of the Department of Labor and Employment.

Employees in a Supervisory level position are allowed to claim meal allowances for extra services rendered for a minimum of three (3) hours on regular working days and five (5) hours on rest days and holidays.

Overtime Authorization.

All overtime authorizations shall be submitted to the department head for approval not later than two (2) hours prior to rendering overtime work. For work on rest-days or non-working holidays, the authorization shall be submitted for approval on the preceding day. Overtime forms, which are available at the HRD office, must be accomplished and duly signed by the superior on each overtime work, otherwise, overtime service compensations cannot be processed.

Vacation Leaves

Regular employees with one or more years of continuous service are entitled to fifteen (15) days paid vacation leaves.

In emergency cases, unforeseen or urgent situations, you are required to inform your superior of your absence within 3 hours of said date of absence. Moreover, you are also required to file a leave application upon your return for work. The maximum number of days allowed for leaves that are emergency in nature is three (3) days. You may consult your HR Officer for more information about the policy and procedures.

Birthday Leave

All regular employees with at least one year of continuous service are entitled to a one (1) day paid birthday leave on top of their vacation leave benefit. This is to give employees the chance to celebrate their birthdays with friends and family. You may consult your HR Officer for more information about your birthday leave benefit.

Overtime and Meal Allowance

Work rendered in excess of your regular working hours shall be paid in accordance with the implementing rules of the Department of Labor on overtime compensation. Staff and rank and file employees are allowed to render a minimum of 2 hours of overtime work.

Employees in supervisory level positions are allowed to claim meal allowances for extra services rendered in excess of their regular working hours. Extra time on a regular day for a minimum of 3 hours merits an allowance of Php250. Extra time on a rest day or holiday for 2 hours merits a meal allowance of Php250 while 4 hours of extra time on a rest day or holiday merits Php400.

Sick Leave Conversions

Your unused sick leaves at the end of the year shall be paid its equivalent value in the succeeding fiscal year. This applies only to Company-specified position levels. You may consult your HR Officer for more information.

Perfect Attendance

You are entitled to a Perfect Attendance incentive should you incur no tardiness or absences in any given month. A duly approved and properly filed application for Vacation Leave (for those entitled to it) plus no tardiness incurred in any given month shall also qualify you for a perfect attendance incentive. However, filing for Sick Leave in a given month disqualifies you for the incentive on that month.

The Perfect Attendance incentive is given on a monthly, quarterly, and annual basis. The 'fiscal' year is from December of the preceding year up to November of the current year.

Paternity Leave.

Every married male employee shall be entitled to paternity leave benefits of seven (7) days with full pay for the first four (4) deliveries by his lawful spouse. A married male employee shall be entitled to paternity benefits provided that:

1. He is an employee at the time of delivery of his child;
2. He is cohabiting with his spouse at the time she gives birth or suffers a miscarriage;
3. He has applied for paternity leave in accordance with company rules after notification;
4. His wife has given birth or suffers a miscarriage.

An employee may apply for paternity leave commencing on the expected date of delivery of the pregnant spouse. The employee must inform his superior of the emergency within three (3) hours after the start of working time. Consequently, the superior shall then inform the Corporate HR at once. Upon return to work, an application for Paternity Leave must be filed with the Corporate HR with supporting documents (medical certificates and the like).

Leave Without Pay.

This applies to employees who are yet to be regularized and whose service with the Company is less than one (1) year. Normally, this is not allowed but only as a last recourse in emergency cases.

* Leave Without Pay (LWOP) is not allowed for regular employees, unless approved by the President & CEO for meritorious cases

Unfiled Leaves.

All unfiled leaves will be considered AWOL (Absence Without Official Leave) and are subject to disciplinary actions and/or payroll deductions, whichever is applicable.

YOUR BENEFITS

Life and Accident Insurance.

All regular and probationary employees are insured under a non-contributory Group Accidental Death and Dismemberment Insurance Plan. The amount of insurance varies, according to the level of your Position Grade.

Hospitalization Insurance.

All regular employees are covered under the Group Hospitalization Insurance Plan entered into by the Company with a private insurance company. The plan includes, among others, room, board, X-ray and laboratory examinations, surgical, general nursing and other professional services, but subject to maximum limits as ordinarily imposed by insurance companies. For details, please see the HR head in-charge of Benefits Administration.

Medical Benefits.

You are provided with the following free medical services:

1. Pre-employment medical examinations (Reimbursement).
2. Minor emergency treatment by the Company Nurse.
3. Annual Medical Examination and Tooth extraction for regular employees, under an affiliated HMO provider.
4. First-aid medicines (available at the Company Clinic).
5. Reimbursement of medicines with prescriptions, however, applies only to employees whose salary rate within a pre-established category.

To avail of the leave, the employee must apply and seek approval from management at least two (2) workdays in advance prior to taking the leave. The company may determine, however, the schedule of your vacation with due consideration to the operational needs of your department or Company. Should you fail to avail of your scheduled leave due to pressing workloads, you may re-schedule it to another date within the year. Otherwise, your leaves shall be forfeited at the end of the year.

Maternity Leave.

All female regular employees upon one (1) year of service with the company are entitled to forty-five (45) calendar days maternity leave with pay. Employees can extend their maternity leaves up to seventy-eight (78) calendar days in cases of caesarian deliveries. Maternity leave extensions will not be paid by the company. As soon as an employee becomes pregnant, she must officially notify the Company, accompanied by a medical certificate, with the expected date of delivery. The Company supports and endorses the family planning program of the Government, which regulates by legislation that no maternity benefits or privileges will be granted after the fourth (4th) delivery. (For further information on how to qualify for this benefit and other rules and regulations of the Social Security System, please contact Corporate HR).

Funeral Benefits.

The Company grants free funeral services and coffin to a deceased regular employee. This is in addition to the funeral benefit given by the Social Security System (SSS). The kind of funeral services and coffin depend on the level and rank of employee, which is in accordance with the Company's funeral plan with Funeraria Nacional. Extra services from Funeraria Nacional over and above the Company's Funeral Plan shall be borne exclusively by the deceased family. In the event that the family of the deceased utilizes funeral services of other funeral parlors, all funeral expenses including cost of coffin shall be solely shouldered by the family. For more clarification on this benefit, please consult the Corporate HR Head-In-Charge of Benefits Administration.

Statutory Benefits.

In addition to the fringe benefits voluntarily given by the Company to you, all Government-mandated memberships and benefits are also being complied. All employees are members of the Social Security System (SSS) with social security benefits like salary loans, educational loan, housing loan, death, funeral, PhilHealth, Employee's Compensation Commission (ECC), maternity benefits; membership in the Home Development Mutual Fund otherwise known as Pag-Ibig with housing loan benefits, guaranteed dividends, provident fund, which insures to the advantage of the employees, and thirteenth (13th) month pay.

How About Your Retirement Benefits?

The Company may retire an employee who reaches the age of sixty (60) with at least ten (10) years of faithful and continuous service. Said employee who has rendered at least twenty (20) years of service shall be entitled to retirement benefit of one month of his latest basic salary for every or more of service but less than twenty (20) years shall be entitled to onehalf (1/2) month basic salary for every year of service, and in both, a fraction of at least six (6) months shall be considered as one whole year for purposes of computing the retirement benefit.

An employee who reaches the age of sixty-five (65) with at least twenty (20) years of service may apply for retirement and shall be entitled to benefit equivalent to one month basic salary for every year of service, a fraction of at least six (6) months service being also considered as one whole year. Except as provided hereunder, no application for retirement shall be entertained for employees below sixty (60) years of age.

L O A N S

Dependent on the financial position of the company, on very meritorious instances, the company may extend loans in cases of emergencies. The amount of which and other terms and conditions shall solely be the prerogative of Management.

Salary Loan

C.F. Sharp Group has an arrangement with certain banks and other accredited institutions for the granting of salary loans to its qualified employees.

AS WE PART WAYS

Should You Wish to Transfer.

You are allowed to transfer to other Companies laterally within the Group as long as the following conditions permit:

- a) Vacancy of the position;
- b) Your department superior agrees to the transfer, in as much as the other party conforms; or
- c) Per management's prerogative.

This movement shall pass through the control of the Corporate HR, bearing the top management's approval.

Resignation.

Should you resign from the Company, you must furnish a written notice or resignation letter in advance of at least thirty (30) calendar days. This shall be accepted by your superior and noted by the Corporate HR. This process provides ample time for the contingency of hiring a replacement and proper turnover. You must undergo an exit interview to be conducted by Corporate HR and internal audit by the Audit Department. The Corporate HR will not clear your Accountability Clearance Form in the absence of an exit interview.

What if you are Terminated?

You may be terminated if found guilty of committing major infraction/s against Company policies (Please read the Code of Discipline Manual). An outright termination of your service is inevitable following an in-depth investigation, which will be undertaken by the management to accord due process. Termination is guided by the Labor Code of the Philippines. Unless the case is still pending, a terminated employee is entitled for:

- Unused vacation leave
- Pro-rated vacation leave earned during the current year
- Pro-rated 13th month pay
- Withholding tax refund
- Clearance

CELEBRATIONS

Christmas Celebration.

The Company traditionally hosts a formal Christmas party in venues which can accommodate all the employees of the C.F. Sharp Group of Companies such as Philippine International Convention Center (PICC) or a Five-Star Hotel.

All employees of the entire Group of Companies gather in a night filled with fun and excitement. Bountiful raffle prizes such as cash prizes, and showcases are given to lucky employees attending the party. It is a grand get-together where part of the program is a presentation from each company. Showdown of talents such as acting, dancing, singing, and great food highlight the night.

Children's Christmas Party.

If you have children ranging from one day to ten years old, a fun-filled children's Christmas party awaits them. Your kid/s will have the chance to enjoy the rides, prizes, gifts and foods. Venue of the party is usually held in recreational malls. Individual gifts (toys, candies, balloons, etc.) are distributed to your kids according to age and sex.

Sports and Recreational Programs.

For employees to develop good camaraderie and physical fitness, the Company sponsors tournaments such as a bowling tournament and basketball games, every third quarter of the year. This provides an opportunity for all employees not only to realize sportsmanship but as well as team building. Each Company is represented by a team and struggles to emerge as the victor. Trophies and cash prizes are up for grabs. The best player in both male and female category are acknowledged and awarded during the Group Christmas party.

The Company's Anniversary.

Every 23rd of November, the Company commemorates its founding anniversary. As history proclaims, the Company was founded back in Nov. 23, 1937. On this occasion, all employees are enjoined to utter a personal prayer for more success and longevity of the Company and its work force.

Sharp Baby.

Your baby can be a "Sharp Baby". A regular employee whose legitimate child is born of natural birth on the anniversary date of the Company (November 23) shall be entitled to free education from primary to college. In addition, the hospital expenses shall be shouldered by the Company. However, in cases when the child is born of natural birth nearest the anniversary date (within a week before or after) the company shall then shoulder (50%) only the hospital expenses of both the mother and the infant. Separation of the parent from the Company by reason of his/ her fault or voluntary resignation automatically cancels the privileges not yet granted.