

# **POLICIES ON HEALTH, SAFETY AND WELFARE**

At **House of Investments, Inc.**, our goal is to provide every employee with a supportive environment that enhances their well-being, minimizes risks, and promotes a balanced, productive work-life experience. Additionally, we believe that the health, safety, and welfare of our employees are essential to achieving the organization's vision and mission.

## **Employee Health and Safety**

The company is committed to maintaining a work environment that upholds its core values and protects employees. We achieve this by crafting and implementing health, safety, and employee development policies that promote awareness, encourage positive behavioral changes, and ensure that all employees are treated with dignity, fairness, and respect. These policies also safeguard employees' rights against discrimination while upholding confidentiality and supporting their growth and development.

### Drug-Free Workplace Policy

This policy is part of the company's ongoing drug-free awareness program, aimed at eliminating drug abuse and its effects in the workplace. Drug abuse and dependence pose serious threats not only to the user but also to their coworkers and clients.

This policy aligns with the provisions of Republic Act No. 9165, also known as the "Comprehensive Dangerous Drugs Act of 2002," as well as its Implementing Rules and Regulations, Department Order No. 53-03 from the Department of Labor and Employment, and the Labor Code of the Philippines.

### HIV AIDS Workplace Policy

In accordance with Republic Act No. 8504, also known as the "Philippine AIDS Prevention and Control Act of 1998," along with its Implementing Rules and Regulations and Department Order No. 102-10 issued by the Department of Labor and Employment, this policy establishes workplace-based programs to address HIV/AIDS as a global pandemic. It is intended to inform and guide all employees on the diagnosis, treatment, and prevention of HIV/AIDS in the workplace.

### Tuberculosis (TB) Workplace Policy

This policy applies to all employees, regardless of their employment status, to address the stigma associated with tuberculosis (TB) and to protect workers' rights against discrimination related to the disease.

Further, this policy is aligned with the provisions of Executive Order No. 187, which establishes a unified policy for tuberculosis control in the Philippines, as well as Department Order No. 73-05 from the Department of Labor and Employment, which outlines the implementation of tuberculosis prevention and control programs in the workplace.

### Hepatitis B Workplace Policy

This policy is in compliance to the provisions of the Department of Labor and Employment's (DOLE) Department Advisory No. 5, Series of 2010 on the Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B.

### Mental Health Workplace Policy

The company prioritizes the mental health of all its employees. Good mental health enables individuals to navigate life's challenges, provides a sense of purpose and direction, and fuels the energy to pursue their goals. It also optimizes individual performance, contributing to overall business objectives.

Our policy aims to raise awareness about mental health, provide support to those at risk or living with mental health conditions, facilitate access to mental health services, and promote employee well-being for healthier, more productive lives. This policy aligns with the provisions of Republic Act No. 11036, known as the "Mental Health Act," its Implementing Rules and Regulations, and Department Order No. 208 Series of 2020, which outlines guidelines for implementing mental health workplace policies and programs in the private sector.

### **Employee Welfare**

#### Anti-Sexual Harassment Policy

Sexual harassment is a serious offense. This is a form of power play where a person uses the clout of his/her position to intimidate subordinates into tolerating sexual overtures or advances. It is committed by any person who, having authority, influence or moral ascendancy over another in a work or training environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether said demand, request or requirement is accepted by the object of the said act. This policy is intended to prevent sexual harassment in the workplace, provide and establish clear guidelines and procedures on the handling of complaints and investigation. It also aims to foster an atmosphere of respect and equality.

#### Bawal Bastos Law

The "Bawal Bastos" law, officially known as Republic Act No. 11313, aims to address behaviors such as catcalling, misogynistic comments, and other forms of verbal and physical harassment. It emphasizes that both men and women have the right to equality, security, and safety in all spaces – private, public, online and within workplaces and educational and training institutions. The law imposes penalties on offenders and aims to create a safer environment for everyone.

#### Sustainable Commuting

Sustainable commuting encompasses hybrid and remote work options for employees, combining the flexibility of remote work with designated office days that foster face-to-face collaboration, brainstorming, and relationship building. This approach creates an environment that enhances productivity, employee satisfaction, and organizational effectiveness.

### Training and Development

The company is committed to providing a climate that fosters continuous learning. To achieve this, we place great importance on people development programs that help employees become more effective and efficient in their roles. By investing in various training initiatives, we enhance employee skills, boost individual performance, and foster a culture of continuous improvement.

### Talent Management & Succession Planning

The company is committed to establishing and maintaining a robust pool of internal talent ready to assume key positions and ensure business continuity in the event of resignations, retirements, reassignments, or reorganizations. Talent management assists leaders and the organization as a whole in securing a collective understanding of strengths, needs, and development opportunities for employees across all job levels, thereby facilitating succession planning. It is an ongoing process focused on developing the skills of employees and enhancing the capabilities of core performers.

### Diversity, Equity, and Inclusion (DEI)

We are an equal opportunity employer committed to promoting diversity, equity, and inclusion. We strive to create a workplace that values and supports diverse backgrounds and foster an inclusive environment guaranteeing equal opportunities for all.

### Open Communication

Open communication makes the Company's Core Values come alive. It means the Company keeps employees informed about developments and important announcements related to their general welfare and well-being, ensuring that everyone is on the same page. Open communication ensures open channels between leadership and employees, fostering trust, aligning goals, and maintaining a strong connection, ultimately contributing to a more productive and motivated workforce.