

PNB's POLICIES REGARDING HEALTH, SAFETY AND WELFARE OF EMPLOYEES

| POLICY NAME | DESCRIPTION |
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| SMOKE-FREE WORKPLACE POLICY AND PROGRAM | <p>The Bank's Smoke-Free Workplace Policy & Program is hereby issued in compliance with Republic Act No. 9211, otherwise known as the Tobacco Regulation Act of 2003, which specifically prohibits indoor smoking and protects people against second hand smoke.</p> <p>This policy aims to protect the employees and clients against the hazard brought about by smoking. This will also protect non-smokers from the dangers of second-hand smoke and encourage employees to either quit smoking or reduce their cigarette consumption.</p> |
| WORKPLACE POLICY ON BREASTFEEDING | <p>The Bank recognizes the importance of breastfeeding for both mother and baby and hereby supports and promotes breastfeeding. The Bank shall thus, provide facilities and the support necessary for breastfeeding/ breast milk expression in the workplace.</p> |
| WORKPLACE POLICY AND PROGRAM ON HEPATITIS B | <p>The Bank is committed to conform to the established standards, assurance of customer satisfaction, protection of our environment and health and safety of employees in the workplaces.</p> <p>The Bank promotes and ensures a healthy environment through its various health programs to safeguard its employees. As part of the Bank's compliance to DOLE Department Advisory No. 05, Series of 2010 (Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B), this Workplace Policy and Program on Hepatitis B has been developed. This Program is aimed to address the stigma attached to Hepatitis B and to ensure that the employees' right against discrimination and confidentiality is maintained.</p> <p>This guideline is formulated for all employees' information and reference for the diagnosis, treatment and prevention of Hepatitis B. This will inform the employees of their role as well as the Bank in dealing with Hepatitis B. A healthy environment encompasses a good working relationship and great output for continuous business growth.</p> |
| WORKPLACE POLICY AND PROGRAM ON TUBERCULOSIS (TB) PREVENTION AND CONTROL | <p>The Bank recognizes that while 80% of Tuberculosis (TB) cases belong to the economically productive individuals, it is also treatable and its spread can be curtailed if proper control measures will be implemented. As such, this Workplace Policy and Program on Tuberculosis Prevention and Control is hereby issued for the information and guidance of all Bank employees.</p> |

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| <p>POLICY ON DRUG-FREE WORKPLACE</p> | <p>The Bank's Policy on Drug-Free Workplace is in compliance with Republic Act No. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, which mandates all private establishments to formulate and implement drug abuse prevention and control programs in the workplace including the formulation and adoption of company policies against dangerous drugs use.</p> <p>It is also in accordance with the Department of Labor and Employment (DOLE) Department Order No. 53-03 setting the guidelines for employers in formulating and implementing company policies and programs against drug abuse.</p> |
| <p>EARTHQUAKE SAFETY TIPS</p> | <p>This circular describes some safety tips for the following event/situation:</p> <ul style="list-style-type: none"> A. What to do in Case of Earthquake B. What to do After an Earthquake C. How to be Prepared for an Earthquake |
| <p>POLICY ON SEXUAL HARASSMENT</p> | <p>The Bank adopts this Policy as a manifestation of its full support to the declared policy of the State to value the dignity of the workers and their right to a humane, just and safe work environment. The Bank shall not tolerate the commission in the workplace of any act constituting sexual intimidation and hereby declares all acts of sexual harassment as unlawful. The Bank shall likewise not hesitate to impose the corresponding administrative sanction to employees found guilty of violation of this Policy.</p> <p>This policy shall cover all Bank employees, service personnel and students undergoing training in the Bank as well as job applicants.</p> |
| <p>ANNUAL PHYSICAL EXAMINATION</p> | <p>As part of the benefits under the PNB Healthcare Plan, employees and dependents have been scheduled to undergo the Annual Physical Examination (APE) during the month of November 2012.</p> <p>OBJECTIVE: To provide all employees (officers/rank-and-file) and dependents the benefit of a regular physical examination and evaluation and enable the prescription of preventive health care or medical treatment, if necessary.</p> |

Sustaining a Healthy and Competent Workforce

(Source 2017 PNB Annual Report)

PNB believes that its people are its most valued asset. Along with the management team, employees play a vital role in helping the Bank realize its goals and fulfilling PNB's brand promise of serving customers first. Recognizing the need to sustain a healthy and competent workforce, PNB's Human Resources Group (HRG) runs year-round employee development and overall wellness programs that promote productivity, continuous development and work-life fit.

By yearend 2017, the Bank has on record a total of 8,234 employees, about 45% of whom are union members. The Bank has two unions: the Philnabank Employees Association (PEMA) and the PNB Employees' Union (PNBEU). Having a Collective Bargaining Agreement (CBA) shows the solid foundation of the PNB family – a group made stronger by mutual respect and collaboration.

1. Improved Talent Acquisition.

As the Bank continues to grow its business, HRG was able to hire a total of 509 new employees, translating to an average monthly rate of 42 new hires. Of the new hires, 63% are female, 67% of whom are in the 20- to 25-year-old age group. Of the male new hires, 59% are in the 20- to 25-year-old age group.

Attrition was kept at bay at 7.81% which was below the industry benchmark.

PNB has managed to grow its female population over the years. Females comprise 67% of the total employee count, 4% of whom hold key management positions. Of the male population, 6% hold key management positions.

Understandably, the biggest number of employees is found in the Retail Banking Sector, numbering 5,162 or more than half of the total population worldwide.

PNB has enhanced its strategic recruitment efforts to align with business directives. HRG has expanded the assessment and profiling of officers for hiring to include Workplace Scenario for Leadership Roles. HRG also implemented a one-day screening process for officers. To widen its pool of potential talents, the Bank participated in 17 university job fairs in 2017.

2. Competitive Compensation and Benefits Package.

PNB recognizes the value of its human capital and provides programs and benefits geared towards a holistic approach to employee well-being. Employees are provided with remuneration and benefits at par with industry standards. The Bank also extends benefits to qualified dependents of employees.

3. Enhanced Performance Management and Continuous Improvement.

It has always been PNB's thrust to nurture talent, reward performance, and value innovation and commitment. HRG actively pursued initiatives aimed at sustaining the value of excellence across various HR functional areas while effectively responding to new business requirements and challenges. Noteworthy to mention are the following:

- a. Intensified succession management program and identified high potential employees and enrolled them to the PNB Talent Pool.
- b. Managed year-round training programs for rank and file employees being groomed to become officers: Management Development Program, Branch Operations Training Program, and the Junior Executives Development Institute (JEDI) Program. Programs that form part of the group's learning and development curriculum were pursued.
- c. Launched the PNB Business Unusual Seminar Series where external subject matter experts are invited quarterly to discuss with directors and key officers of the Bank relevant topics such as business disruptions, threats and opportunities, new regulatory requirements, and digitization.

To enhance competencies, the Bank provided learning and development opportunities for employees. A total of 20, 885 training seats were made available throughout the year, as training hours averaged at 56.58 hours per employee.

4. Regulatory Compliance.

The Department of Labor and Employment (DOLE) has certified PNB as an institution that is compliant with the department's program and policies – the first Philippine bank to be given such recognition after meeting requirements on general labor and occupational safety and health standards. In a simple awarding ceremony held on April 26, 2017 at the Century Park Hotel, Labor Secretary Silvestre H. Bello III awarded the compliance certificates to PNB Director Dr. Lucio C. Tan and Chairperson Florencia G. Tarriela. Prior to this, the certificates were issued to PNB in July 2016 after it passed the joint assessment conducted by labor inspection teams.

In February 2018, the Board approved the adoption of DOLE Department Order No. 178 or the "Safety and Health Measures for Workers who by the Nature of their Work have to Stand at Work" with the policy that female employees who, by the nature of their work have to stand for a long period or are frequently required to walk may wear shoes with heels no higher than one inch.

5. Sustainable Employee Welfare and Wellness Program.

In partnership with health care provider, ValuCare, HRG conducted monthly wellness lectures for head office employees, with speakers from various health organizations. Also, the group disseminated over 20 e-mail wellness bulletins and newsletters nationwide to keep employees abreast with relevant health topics such as stress management, lifestyle diseases, "deskercise", and nutrition. Practical knowledge on health and wellness not only helps employees to get fit; it can also enhance productivity at work.