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	Health, Safety and Security	VERSION:
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I. HEALTH, SAFETY AND SECURITY

POLICY

The Company upholds its responsibility to ensure the health, safety, and security of each employee.

REGULATIONS

1. Employees must refrain from leaving their personal belongings before, during and after office hours unattended. They shall each be responsible for attending to their own personal belongings. The Company will not be held liable for the misplacement or loss of his belongings.
2. Employees who are diagnosed with a contagious sickness must avoid coming to work to ensure that his colleagues are not infected.
3. Should there be any reported outbreak of any sickness or disease, Management shall implement the required vaccination for the employees to contain such epidemic.
4. All persons other than MAPFRE Insular Insurance Corporation employees, agents, and intermediaries who enter the premises for official or personal reasons are considered guests and/or visitors of the Company. They are required to stay at the designated/receiving areas until they are accommodated by the employees concerned. Visitors are not allowed to loiter around the office premises.
5. Should there be a reported calamity around the area, Branch Heads have the prerogative to call off work in their respective offices. They shall secure the approval of the President, and division head upon which they shall notify HRMD.