

**WESTFIELDS INTERNATIONAL  
SCHOOL**

**EMPLOYEE MANUAL**

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## **SECTION 1**

### **INTRODUCTION**

This Manual is designed to acquaint you with Westfields International School and provide you with information about working conditions, benefits, and policies affecting your employment.

The information contained in this Manual applies to all employees of Westfields. Following the policies described in this Manual is considered a condition of continued employment. However, nothing in this Manual alters an employee's status. The contents of this Manual shall not constitute nor be construed as a promise of employment or as a contract between the School and any of its employees. The Manual is a summary of our policies, which are presented here only as a matter of information.

You are responsible for reading, understanding, and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

#### **1.1 CHANGES IN POLICY**

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this Manual.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by the School, and after those dates all superseded policies will be null.

No individual supervisor or head has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with your direct supervisor.

#### **1.2 EMPLOYMENT APPLICATIONS**

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### **1.3 EMPLOYMENT RELATIONSHIP**

You enter into employment voluntarily, and you are free to resign with at least 60 days notice due to valid reason acceptable to the school. Similarly, Westfields is free to conclude its relationship with any employee at any time for valid reason. Following the probationary period, employees are required to follow the Employment Termination Policy (See Section 3.13).

## **SECTION 2**

### **DEFINITIONS OF EMPLOYEES STATUS**

#### **“EMPLOYEES” DEFINED**

An “employee” of Westfields is a person who regularly works for WIS on a wage or salary basis. “Employees” may include regular full-time, regular part-time, and temporary persons, and others employed with the Company who are subject to the control and direction of Westfields in the performance of their duties.

#### **REGULAR FULL-TIME**

Employees who have completed the 180 days probationary period and who are regularly scheduled to work 48 or more hours per week. Generally, they are eligible for the Company’s benefit package, subject to the terms, conditions, and limitations of each benefit program.

#### **REGULAR PART-TIME**

Employees who have completed the 180 days probationary period and who are regularly scheduled to work less than 48 hours per week. [Regular part-time employees are eligible for some benefits sponsored by the school, subject to the terms, conditions, and limitations of each benefit program.

#### **TEMPORARY (FULL-TIME or PART-TIME)**

Those whose performance is being evaluated to determine whether further employment in a specific position or with the School is appropriate or individuals who are hired as interim replacements to assist in the completion of a specific task or for vacation relief. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that

status until they are notified of a change. They are not eligible for any of the School's benefit programs.

### **PROBATIONARY PERIOD FOR NEW EMPLOYEES**

A new employee whose performance is being evaluated to determine whether further employment in a specific position or with Westfields is appropriate. When an employee completes the probationary period, the employee will be notified of his/her new status with Westfields.

## **SECTION 3**

### **EMPLOYMENT POLICIES**

#### **3.1 NON-DISCRIMINATION**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Westfields will be based on merit, qualifications, and abilities. Westfields does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

Westfields will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, including termination of employment.

#### **3.2 NON-DISCLOSURE/CONFIDENTIALITY**

The protection of confidential business information is vital to the interests and success of Westfields. Such confidential information includes, but is not limited to, the following examples:

- Compensation data,
- Financial information,

- Marketing strategies,
- Pending projects and proposals,
- Grades and other Students' school records
- Addresses and telephone Numbers of all students and personnel
- Personnel/Payroll records, and
- Conversations between any persons associated with the company.

All employees are required to sign a non-disclosure agreement as a condition of employment.

Employees who improperly use or disclose confidential business information will be subject to disciplinary action, including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

### **3.3 NEW EMPLOYEE ORIENTATION**

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the company, and prepared for their position. New employee orientation is conducted by the Guidance Office representative or the Department Head, and includes an overview of the school history, an explanation of the school core values, vision, and mission; and school goals and objectives. In addition, the new employee will be given a overview of benefits, tax, and legal issues, and complete any necessary paperwork.

Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. The new employee's supervisor then introduces the new hire to staff throughout the school, reviews their job description and scope of position, explains the school's evaluation procedures, and helps the new employee get started on specific functions.

### **3.4 PROBATIONARY PERIOD FOR NEW EMPLOYEES**

The probationary period for regular full-time and regular part-time employees lasts up to 180 days from date of hire. During this time, employees have the opportunity to evaluate our School as a place to work and management has its first opportunity to evaluate the employee. During this introductory period, both the employee and the School have the right to terminate employment with advance notice of at least 30 days.

Upon satisfactory completion of the probationary period, a 30-day review will be given and benefits will begin as appropriate. All employees, regardless of classification or length of service, are expected to meet and maintain School standards for job performance and behavior (See Section 4, Standards of Conduct).

### **3.5 OFFICE HOURS**

Westfields International School office is open for business from 7:30 am to 5:00 pm, Monday to Friday and 8:00 am to 2:00 pm, Saturday, except for Holidays (See Section 6.7, Holidays).

The standard workweek is 48 hours of work. In the computation of various employee benefits, the employee workweek is considered to begin on Monday through Saturday, unless a supervisor makes prior other arrangement with the employee.

### **3.6 LUNCH PERIODS**

Employees are allowed a total of one-hour for lunch break and break period. Lunch breaks generally are taken between the hours of 11 a.m. and 2:00 p.m. on a staggered schedule so that your absence does not create a problem for co-workers or clients.

### **3.7 BREAK PERIODS**

Westfields provides for employees to break during work hours between 9:00 to 10:00 am and 3:00 to 4:00 pm.

If employees have unexpected personal business to take care of, they must notify their direct supervisor to discuss time away from work and make provisions as necessary. Personal business should be conducted on the employee's own time.

Employees who do not adhere to the break policy will be subject to disciplinary action, including termination.

### **3.8 PERSONNEL FILES**

Employee personnel files include the following: job application, test results, résumé, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews, coaching, and mentoring.

Personnel files are the property of Westfields, and access to the information is restricted. Management personnel of Westfields who have a legitimate reason to review the file are allowed to do so.

Employees who wish to review their own file should contact their supervisor or the Principal. With reasonable advance notice, the employee may review his/her personnel file in the Principal's office and in the presence of their supervisor or the Principal.

### **3.9 PERSONNEL DATA CHANGES**

It is the responsibility of each employee to promptly notify their supervisor or the Principal of any changes in personnel data such as:

- Mailing address,
- Telephone numbers,
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency.

An employee's personnel data should be accurate and current at all times.

### **3.10 INCLEMENT WEATHER/EMERGENCY CLOSINGS**

At times, emergencies such as severe weather, fires, or power failures can disrupt school operations. The decision to close the office will be made by the Principal.

When the decision is made to close the office, employees will receive official notification from their supervisors.

Time off from scheduled work due to emergency closings will be unpaid for all non-regular employees. However, if employees would like to be paid, they are permitted to use vacation time if it is available to them.

### **3.11 EMPLOYEE PERFORMANCE REVIEW AND CONFERENCES**

Supervisors will conduct performance reviews and conferences sessions with all employees after three/ five of service or as needed. Supervisors may conduct informal performance reviews and conferences more often if they choose.

Performance reviews and conferences are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills, and areas for improvement.

Westfields directly links wage and salary increases with performance. Your performance review and planning sessions will have a direct effect on any changes in your compensation. For this reason among others, it is important to prepare for these reviews carefully, and participate in them fully.

New employees will be reviewed at the end of their probationary periods (see Section 3.3, Probationary Period for New Employees). After the initial review, the employee will be reviewed according to the regular schedule.

### **3.12 OUTSIDE EMPLOYMENT**

An employee may hold outside job in non-related businesses or professions as long as the employee is given the permission by the Principal and meets the performance standards of their job description with Westfields. Unless an alternative work schedule has been approved by Westfields, employees will be subject to the company's scheduling demands, regardless of any existing outside work assignments.

Westfields' office space, equipment, and materials are not to be used for outside employment.

### **3.13 CORRECTIVE ACTION**

Westfields holds each of its employees to certain work rules and standards of conduct (see Section 4). When an employee deviates from these rules and standards, Westfields expects the employee's supervisor to take corrective action.

Corrective action at Westfields is progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective actions includes an oral warning, a written warning, suspension without pay, demotion of level and finally termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, Westfields considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, gross inefficiency, excessive absences and tardiness, vandalism or destruction of company property, being on school property during non-business hours without prior consent from the Principal, the use of school equipment and/or school materials without prior authorization by the Principal, untruthfulness about personal work history, skills, or training, divulging school practices, and misrepresentations of Westfields to a customer, a prospective customer, the general public, or an employee.

### **3.14 Procedure for Grievances and Complaints**

Differences of opinions, misunderstandings, complaints, grievances, and personality clashes inevitably occur in any institution from time to time

As a member of an academic community, such conflicts are best settled through a sincere dialogue and discussion. Allowing conflicts and grievances to remain unsettled gives them a chance to worsen and then they become too complicated to untangle.

Grievances are handled informally or formally.

#### **Informal Settlements**

A grievance or any serious disagreement is considered settled informally after the two parties concerned have threshed out their differences by themselves with a third party acting as a mediator. The third party refers to the immediate superior

#### **Formal Settlements**

Any formal complaint against any number of the school community should be expressed in writing. Only when it is expressed in writing shall a formal procedure take place.

Stage 1            The employee who has a grievance or complaint shall submit this in the first instance to his immediate superior in person. He shall then require the adverse party to answer the grievance or complaint within a period of ten (10) working days from the time of receipt of the grievance or complaint. The immediate superior shall have the discretion to require or complainant to reply to the answer within a period of five (5) days upon receipt. He must rule in writing within a period of five (5) days furnishing copies thereof to the complainant and the adverse party.

Stage 2            The grievance or complaint shall be brought in writing to the attention of the head Administrator concerned who shall act on the complaint within a period of ten (10) working days. The Head Administrator acts on the complaint on the following grounds:

- If the employee is dissatisfied with the answer of the immediate superior
- If the matter is not within the competence of the superior to deal with; or
- If it concerns a general issue of interpretation

The Head Administrator has the discretion to convene the Investigation Committee as the need arises

Stage 3            If the matter is not settled to the satisfaction of the employee, this may then be appealed to the President who acts on the complaint within a period of seven (7) working days upon its receipt. The ruling of the President shall be final and un-appealable.

## **B.                    Schedule of Sanctions for Offenses**

Any WIS employee (administrator, faculty member, guidance personnel, non-teaching office staff, maintenance, personnel) who commits any of the following offenses on campus or off-campus while on official function may be disciplined in accordance with the rules and regulations set forth after due process:

Legend:

- 1 - Oral Warning
- 2 - Written Warning
- 3 - Suspension without pay  
( the duration will depend upon the gravity of the offense)
- 4 - Demotion of category  
( movement to a lower rank, e.g. in the case of the faculty, from senior to junior, etc.)
- 5 - Termination (subject to legal action)

- Please note: In all cases, gravity of the offense is considered in determining penalty.
- If offenses are committed for several years, the fifth warrants a corresponding penalty
- Within a school term, three (3) first offenses warrant a suspension, the corresponding penalty for a third offense

The Principal implements the sanction upon the recommendation of the immediate supervisor.

OFFENSE	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>	4 <sup>TH</sup>	5 <sup>TH</sup>
1. Grave public scandal	5				
2. Habitual absenteeism or absences from work without permission	2	3	4	5	
3. Tardiness in excess of two times during the week, four times during the month or an accumulated tardiness of 30 minutes during the year	1	2	3	4	5
4. Abuse/misuse/dishonest use of the attendance record in the computer	1	2	3	4	5
5. Failure to return to work promptly upon expiration of leave of absence	2	3	4	5	

6.	Soliciting, requiring money or service, collecting and receiving money or gift for partisan and political action	2	3	4	5	
7.	Speaking against religious beliefs/ propagating ones own religious beliefs	2	3	4	5	
8.	Breach of contract	5				
9.	Neglect or refusal to turn over records, data and equipment	3	4	5		
10.	Criticizing a school policy or practice in the presence of students, parents or any person outside WIS community	1	2	3	4	5
11.	Using official hours for personal interest	1	2	3	4	5
12.	Plagiarism or intellectual dishonesty	2	3	4	5	
13.	Divulging confidential information or documents, removing records from the files without official permission	2	3	4	5	
14.	Anonymous or fabricated criticism of an associate; destructive criticism of an associate in the presence of students, associates and parents	2	3	4	5	
15.	Unprofessional acts: abusive behavior and/or subordinates or superiors in public	2	3	4	5	
16.	Deciding unilaterally on major policies		2	3	4	5
17.	Disrespectful language or behavior towards the parents or persons in authority	1	2	3	4	5

18.	Encouraging parents unfair criticism of associates, administration and the school system.	1	2	3	4	5
19.	External manifestations of partiality, prejudice or discrimination against the students.	1	2	3	4	5
20.	Any other unprofessional, immoral and/or dishonorable conduct.	3	4	5		

### 3.14 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – voluntary employment termination initiated by an employee.
- **Termination** – involuntary employment termination initiated by Westfields.
- **Layoff** – involuntary employment termination initiated by Westfields for non-disciplinary reasons.

When an employee intends to terminate his/her employment with Westfields, he/she shall give Westfields at least 60 days written notice.

Since employment with Westfields is based on mutual consent, both the employee and Westfields have the right to terminate employment at will, with valid cause during the Introductory/Probationary Period for New Employees (See Section 3.3, Introductory/Probationary Period for New Employees).

An employee shall buy back his/her contract ( period of the number of months he/she signed) if he/she wishes to leave the school anytime within the school year.

Any employee who terminates employment with Westfields shall return all files, records, keys, and any other materials that are property of Westfields. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final salary.

Furthermore, any outstanding financial obligations owed to Westfields will also be deducted from the employee's final salary.

Employee's benefits will be affected by employment termination in the following manner. All benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense (See Section 5, Benefits) if the employee elects to do so. The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations.

### **3.15 SAFETY**

Westfields provides information to employees about workplace safety and health issues through regular internal communication such as:

- Training sessions
- Team meetings
- Bulletin board postings
- Memorandums
- Other written communications

Each employee is expected to obey safety rules and exercise caution and common sense in all work and school activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their supervisor (See Section 3.16, Employee Requiring Medical Attention).

### **3.16 HEALTH-RELATED ISSUES**

Employees who become aware of any health-related issue, including pregnancy, should notify their supervisor, the Principal and the Business Office of health status. This policy has been instituted strictly to protect the employee.

A written "permission to work" from the employee's doctor is required at the time or shortly after notice has been given. The doctor's note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify their supervisor and the Principal.

### **3.17 EMPLOYEE REQUIRING MEDICAL ATTENTION**

In the event an employee requires medical attention, whether injured or becoming ill while at work, the employee's personal physician must be notified immediately. If it is necessary for the employee to be seen by the doctor or go to the hospital, a family member will be called to transport the employee to the appropriate facility. If an emergency arises requiring Emergency Medical Services to evaluate the injury/illness of an employee on-site, the employee will be responsible for any transportation charges. Furthermore, Westfields' employees will not be responsible for transportation of another employee due to liabilities that may occur.

A physician's "return to work" notice may be required.

### **3.18 BUILDING SECURITY**

All employees who are issued keys to the office or to the classroom are responsible for their safekeeping. These employees will sign a Building Key Disbursement form upon receiving the key. The last employee, or a designated employee, who leaves the office or the classroom at the end of the business day assumes the responsibility to ensure that all doors are securely locked, air-con turned off, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on School property after hours without prior authorization from the Support Services Head and or the Principal.

### **3.19 PERSONAL EFFECTS**

Westfields assumes no risk for any loss or damage to personal property.

### **3.20 SUPPLIES; EXPENDITURES; OBLIGATING THE SCHOOL**

Only authorized persons may purchase supplies in the name of Westfields. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Westfields or bind Westfields by any promise or representation without written approval.

### **3.21 EXPENSE REIMBURSEMENT**

Expenses incurred by an employee must have prior approval by a supervisor and the Head of the Business Office. Reimbursements will be included in the employee's next regular salary. If the amount is more than P500.00, the reimbursement request will be processed like an invoice. All completed reimbursement request forms should be turned in to the Business Office .

### **3.22 PARKING**

Employees must park their cars in areas indicated and provided by the School.

### **3.23 VISITORS IN THE WORKPLACE**

To provide for the safety and security of employees, visitors, and the facilities at Westfields, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors must enter through the main reception area, sign-in, and sign-out at the front desk and receive a 'Visitor' ID to wear while on premises. Authorized visitors will be escorted to their destination and must be accompanied by an employee at all times.

### **3.24 IMMIGRATION LAW COMPLIANCE**

Westfields employs only Filipino citizens and those non-Filipino citizens authorized to work in the Philippines in compliance with the Bureau of Immigration and Deportation of the Philippines.

## **SECTION 4**

### **STANDARDS OF CONDUCT**

The work rules and standards of conduct for Westfields are important, and the School regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the School's business. Please note that

any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (see Section 3.12, Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records (See Section 5.2, Timekeeping);
- Working under the influence of alcohol or illegal drugs (See Section 4.6, Substance Abuse);
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (See Section 4.6, Substance Abuse);
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of school-owned or customer-owned property;
- Insubordination or other disrespectful conduct;
- Violation of safety or health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment (See Section 4.3, Harassment, Including Sexual Harassment);
- Excessive absenteeism or any absence without notice (See also, Section 4.1 Attendance/Punctuality and 4.2, Absence without Notice);
- Unauthorized use of telephones, or other school-owned equipment (See Section 4.4, Telephone Use);
- Using company equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Unauthorized disclosure of confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

#### **4.1 ATTENDANCE/PUNCTUALITY**

The School expects that every employee will be regular and punctual in attendance. This means being in the office or school, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the School.

If you are unable to report for work for any reason, notify your supervisor before regular starting time. You are responsible for speaking directly with your supervisor about your absence. It is not acceptable to send a text message on a supervisor's cellphone, except in extreme emergencies. In the case of sending a text message, a follow-up call must be made later that day. The school phone number is (045) 887-4966.

Should undue tardiness become apparent, disciplinary action may be required.

If there comes a time when you see that you will need to work some hours other than those that make up your usual work week, notify your supervisor at least two days in advance. Each request for special work hours will be considered separately, in light of the employee's needs and the needs of the School. Such requests may or may not be granted.

#### **4.2 ABSENCE WITHOUT NOTICE**

When you are unable to work owing to illness or an accident, please notify your supervisor. This will allow the School to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and the School is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor of the situation [and check out in the computer attendance record.

#### **4.3 HARASSMENT, INCLUDING SEXUAL HARASSMENT**

Westfields is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of possible harassment should promptly advise their supervisor and the Principal who will handle the matter in a timely and confidential manner.

#### **4.4 TELEPHONE USE**

Westfields' telephones are intended for the use of serving our customers and in conducting the school's business.

Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action (See Section 3.12, Corrective Action).

#### **4.5 PUBLIC IMAGE**

A professional appearance is important anytime that you come in contact with customers or potential customers. Employees should be well groomed and dressed appropriately for our business and for their position in particular.

The following items are considered inappropriate working attire for Westfields:

A school uniform must be worn everyday except during dress-down day. The following inappropriate working attire are not allowed in school during dress-down day:

- Slippers
- Spaghetti-strapped shirts
- Tank tops or revealing shirts
- Short mini skirts
- Sheer clothing
- T-shirts with inappropriate or offensive gestures or advertising

When meeting with a client, the dress code is more business-oriented, including attire such as:

- Slacks and dress shirt or blouse
- Dress or skirt and blouse

- School Uniform

Consult your supervisor if you have any questions about appropriate business attire.

#### **4.6 SUBSTANCE ABUSE**

The Company is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all employees of the School while they are on school premises or elsewhere on school business.

The manufacture, distribution, possession, sale, or purchase of controlled substances of abuse on school property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on school property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions:

School property: All School owned or leased property used by employees.

Controlled substance of abuse: Any substance listed by National Drug Regulatory Board

Drug: Any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drug:

- a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage is illegal or regulated under the national and , or local law or regulation.
- b. Any drug, including – but not limited to – a prescription drug, used for any reason other than that prescribed by a physician.
- c. Inhalants used illegally.

Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance of abuse.

Consistent with the rules listed above, any of the following actions constitutes a violation of the School’s policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination.

Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so, while in the course of employment.

Working or reporting to work, conducting School business or being on School property while under the influence of an illegal drug or alcohol, or in an impaired condition.

#### **4.7 TOBACCO PRODUCTS**

The use of tobacco products is not permitted anywhere on the Company’s premises . Employees must follow all rules and adhere to all policies associated with this policy (See Sections 3.6, Break Periods and 3.14, Safety).]

#### **4.8 INTERNET USE**

Westfields employees are allowed use of the Internet and e-mail when necessary to serve our customers and conduct the School’s business.

Employees may use the Internet when appropriate to access information needed to conduct business of the School. Employees may use e-mail when appropriate for School business correspondence.

Use of the Internet must not disrupt operation of the school computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are public and not private. Westfields reserves the right to access and monitor all files and messages on its systems.

## **SECTION 5**

### **WAGE AND SALARY POLICIES**

#### **5.1 WAGE OR SALARY INCREASES**

Each employee's hourly wage or annual salary will be reviewed at least once each year. The employee's review date will usually be conducted before the beginning of the school year. Such reviews may be conducted more frequently for a newly created position, or based on a recent promotion.

Increases will be determined on the basis of performance, adherence to school policies and procedures, and ability to meet or exceed duties per job description and achieve performance goals (See Section 3.10, Performance Review/Planning Sessions).

Although the School's salary ranges and hourly wage schedules will be adjusted on an ongoing basis, Westfields does not grant "cost of living" increases. Performance is the key to wage increases in the School.

#### **5.2 TIMEKEEPING**

Accurately recording time worked is the responsibility of every employee. Time worked is the time actually spent on a job(s) performing assigned duties. Westfields does not pay for extended breaks or time spent on personal matters.

The computer time clock is a legal instrument. Altering, falsifying, tampering with time records, or recording time on another co-employee's time record will result in disciplinary action, including termination of employment.

Authorized personnel will review time records each week in the computer. Any changes to an employee's time record must be approved by his/her supervisor or appropriate

person. Questions regarding the timekeeping system should be directed to the appropriate person.

### **5.3 PAYDAYS**

All employees are paid every 15<sup>th</sup> and 30<sup>th</sup> /31<sup>st</sup> of the month. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive pay the on the day before the said date.

If a regular payday falls during an employee's vacation, the employee's salary will be available in his/her ATM account.

## **SECTION 6**

### **BENEFITS AND SERVICES**

Westfields offers a benefits program for its regular full-time employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

#### **BENEFITS MANDATED BY THE PHILIPPINE LABOR LAW**

##### **6.1 SOCIAL SECURITY**

**Social Security System Benefits** – As a member of the SSS, an employee may avail himself of any of the following benefits:

- Housing Loan
- Salary Loan
- Sickness
- Maternity
- Disability
- Retirement
- Death
- Funeral
- Dependent's Pension

## **6.2 PHILHEALTH**

**Phil. Health** - is the health insurance program for SSS members and their dependents who get sick or injured and who require hospitalization.

## **6.3 PAG-IBIG**

Pag-ibig - provides housing, salary and emergency loans to all its members.

## **6.4 13<sup>th</sup> MONTH PAY**

**Westfields** pays its rank and file employees a 13<sup>th</sup> month pay as required by the law. However an employee who assumes supervisory position is not entitled to such benefit.

## **6.5 SERVICE INCENTIVE LEAVE**

The school is required to grant a service incentive leave of a minimum of five working days a year to its employees who served at least one year. This five – day incentive leave is more than covered by not less than 10 - day school holidays such as semestral and Christmas breaks.

## **6.6 HOLIDAY PAY**

Westfields observes the following paid holidays per year for all employees:

- New Year's Day
- EDSA Day
- Holy Thursday
- Holy Friday
- Black Saturday
- Araw ng Kagitingan
- Labor Day
- Independence Day
- Ramadan
- All Saints Day
- All Souls Day
- Bonifacio Day
- Angeles Foundation Day
- Christmas Day
- Rizal Day

Local and other Legal holidays declared by local and national government

## **BENEFITS PROVIDED BY THE SCHOOL**

### **6.7 VACATION PAY**

Paid vacation is available to regular full-time employees after serving the probationary period. Westfields encourages all employees to make the most of their vacation time. Regular breaks from daily work make everyone more productive. However, because circumstances do not always permit everyone to take vacation time when it is requested.

### **6.8 EDUCATIONAL BENEFITS FOR CHILDREN OF EMPLOYEES**

Legitimate children of WIS employees are entitled to tuition fee discounts up to 100% provided they fulfill the admission and promotion requirements of the grade or year level they are enrolled in.

The schedule of tuition fee discounts are as follow:

<b>Years of Service</b>	<b>Discount</b>	
	<b>1<sup>st</sup> &amp; 2<sup>nd</sup> child</b>	<b>3<sup>rd</sup> child</b>
1	30%	0
2	40%	0
3	50%	50%
4	75%	50%
5	80%	60%
6	90%	70%
7	100%	75%
8	100%	75%

## **6.9 Loans to Employees**

Subject to the availability of funds and other conditions, the following loans may be requested by the employee:

- a. Medical loan:** This may be granted to cover payment of hospital expenses or medical treatment of an employee or a member of his family where such expenses are not covered by PHILHEALTH.
- b. Educational loan:** A permanent employee may avail himself of this loan at reasonable interest rates to finance the education of his children rates to finance the education of his children not enrolled in Westfields. An educational loan for dependents other than the children of an employee who is the head of a family shall be granted at reasonable interest rates. The maximum amount of this loan is one month salary payable in five months. No educational loan may be granted until after the loan period is over and until a full payment of the previous loan is done.
- c. Emergency loan:** This may be granted in cases of emergency (death in family serious illness, etc.) which shall be documented.

## **6.10 PERFECT ATTENDANCE CASH INCENTIVE**

An employee who has not incurred a single absence and tardiness during the entire year is awarded a cash incentive equivalent to 10 days work.

## **6.11 MOST PUNCTUAL CASH INCENTIVE**

It is a cash incentive given to an employee who has not been late in reporting to his work during the entire trimester.

## **6.12 TRAINING AND PROFESSIONAL DEVELOPMENT**

Westfields recognizes the value of professional development and personal growth for employees. Therefore, Westfields encourages its employees who are interested in continuing education and job specific training to research these further and get approval before signing up for the seminars or courses.

### 6.13 CLOTHING ALLOWANCE

Westfields provides free clothing allowance by subsidizing the cost of the school uniform of all employees depending on the number of years they have served the school.

The schedule of the clothing subsidy are as follow:

No. of Years of Service	Percentage of Subsidy
Year 1	0%
Year 2	50%
Year 3 onward	100%

## **SECTION 7**

### **EMPLOYEE COMMUNICATIONS**

#### **7.1 STAFF MEETINGS**

Weekly and monthly staff meetings will be held . These informative meetings allow employees to be informed on recent company activities, changes in the workplace and employee recognition.

#### **7.2 BULLETIN BOARDS**

Bulletin boards placed in [designated areas] provide employees access to important posted information and announcements. The employee is responsible for reading necessary information posted on the bulletin boards.

#### **7.3 MESSAGE BOX**

Westfields encourages employees who have suggestions that they do not want to offer orally or in person to write them down and leave them in the message box located in the Business Office. If this is done anonymously, every care will be taken to preserve the employee's privacy.

#### **7.4 PROCEDURE FOR HANDLING COMPLAINTS**

Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with their immediate supervisor. At this level, employees usually reach the simplest, quickest, and most satisfactory solution. If the employee and supervisor do not solve the problem, Westfields International School encourages employees to contact the Principal.