

# KOLIN PHILIPPINES INTL. INC.

POLICY ON	WORK STOPPAGE OR SUSPENSION	SECTION	029
CATEGORY	ALL EMPLOYEES	PAGE	1 of 3
PREPARED BY	THADDEUS GEORGE ROMAN	REVISION	Rev. 02
APPROVED BY	OLIVER M. FILOTEZO	EFFECTIVE DATE	DEC 1, 2025

## I. POLICY

This policy promotes the safety and protection of all employees from unnecessary physical dangers that may be exposed to during natural disasters and calamities. This is to ensure that their constitutional rights to life, health, safety and property are always protected.

Except as provided for by the law or appropriate proclamation, in the exercise of management prerogative and in coordination with the occupational safety and health committee suspend work to ensure the safety and health of every employee during weather disturbances and similar occurrences.

Situations wherein work suspension is automatic and does not need any announcement:

### a. Weather / Natural Disaster:

- i. Tropical Cyclone Wind Signal (TCWS) # 3 or severe tropical storms and stronger as announced by the government or by the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA).
- ii. Suspension may be warranted even if the TCWS is below # 3 if a red rainfall warning indicating the heaviest rainfall sustained for over 3 hours results in or is likely to result in flooding or landslides.
- iii. Alert Levels 3 or higher for nearby volcanoes, and operations will only resume once the threat has subsided and safety is confirmed.

### b. Infrastructure:

- i. Power disruption that may last more than 4 hours.
- ii. Building inspection due to earthquakes, aftershocks or fire.

### c. Security or safety concerns:

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- i. Civil war or major disturbance that government declared that work is suspended in both government and private sector.
- ii. Hazardous material spills and the likes.
- d. Others:
  - i. Government declaration that no work for the private sector in any given circumstances.
  - ii. Other declarations from the management.

## II. GUIDELINES

- a. President / CEO or his authorized representative has the sole authority to declare work suspension.
- b. Notifications shall be sent through official communication channels.
- c. In the event of a work suspension, management may determine certain roles or departments that are required to report on-site, subject to safety conditions. The need for on-site presence will be evaluated based on the situation (e.g., operational needs, safety risks, etc.). Management will communicate directly with those employees required to report for work, providing clear instructions based on the assessed safety conditions.
- d. Payment of Wages. The following pay rules shall apply:
  - i. If unworked – the employee may use accrued emergency leave or other available service incentive leave credits. The “no work, no pay” policy will apply if no leave credits are used.
  - ii. If worked – employees who report for work and render at least six (6) hours shall be entitled to full regular pay, while those who work less than six hours shall be paid proportionately based on hours worked. No additional or premium pay shall apply.

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- e. If the foregoing circumstances occurred at a time when normal operation have already begun, the management will immediately suspend the work operation and send everyone home, if it is safe to do so. However, the management will keep its employees if travelling has become unsafe.
- f. Employees who can safely overcome road challenges should still report to the office. Those facing safety risks can take emergency leave, vacation leave or leave without pay.
- g. Employee who fail or refuse to work by reason of imminent danger resulting from weather disturbances and similar occurrences shall not be subject to any disciplinary action pursuant to Republic Act No. 11058.