

<b>Jollibee Foods Corporation</b>	<b>Human Resources Policy Manual</b>		
<b>Subject</b>	Leave for Victims of Violence Against Women and their Children	<b>Number</b>	CHR 39
<b>Effective Date</b>	August 1, 2014	<b>Edition</b>	First

## 1. GENERAL STATEMENT OF POLICY

The Company recognizes the need to protect the family and its members, particularly women and children from violence and threats to their personal safety and security. The Company shall provide female employees paid leave benefit to attend to medical and legal concerns related to violence in accordance with Republic Act 9262 otherwise known as "Anti-Violence against Women and Their Children Act of 2004."

This policy covers all female employees regardless of rank, position and employment status.

## 2. DEFINITION OF TERMS

2.1 Violence against women and their children as defined in RA 9262 refers to any act or series of acts committed by any person against a woman who is his wife, former wife, or against a woman with whom the person has or had sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, with or without the family abode, which result in or is likely to result in physical, sexual, psychological harm or suffering, or economic abuse including threats or such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty.

2.2 Children refers to those below eighteen (18) years of age or older but are incapable of taking care of themselves. This includes the biological children of the victim and other children under her care.

## 3. ACCOUNTABILITIES

The Immediate Superior is responsible for ensuring that the VAWC leaves are filed on time and proper documentation is followed.

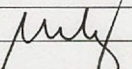
SBU HR shall ensure that the policy is observed.

JWS Timekeeping shall be responsible for proper monitoring and recording of VAWC leaves.

## 4. GUIDELINES

4.1. Qualified employee shall be entitled to ten (10) days of VAWC Leave per year.

4.2. The benefit can be availed to get medical attention, during the application of any protection order, investigation, prosecution and/or trial of the criminal case.

<b>Approved by</b>		<b>Approval Date</b>	
<b>Revision</b>		<b>Page</b>	Page 1 of 2





<b>Jollibee Foods Corporation</b>	<b>Human Resources Policy Manual</b>		
<b>Subject</b>	Leave for Victims of Violence Against Women and their Children	<b>Number</b>	CHR 39
<b>Effective Date</b>	August 1, 2014	<b>Edition</b>	First

4.3. The leave can be availed on a continuous or staggered basis subject to the approval of the Immediate Superior. Notification to her Immediate Superior should be done within 24 hours if the leave is an emergency. For non-emergency cases such as court hearings, the leave should be filed at least 3 days ahead of time. Supporting documents such as medical certificate or other applicable proof should be provided.

4.4. Should the employee need to extend her leave, she may use her earned vacation or sick leave credits whichever is applicable. In the absence of available leave credits, the absence shall be without pay.

4.5. This leave is non-cumulative. All unused leave credits at the end of the year will automatically be forfeited and cannot be converted to cash upon resignation.

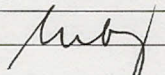
4.6. To avail of the VAWC leave benefit, an employee should present any of the following:

- a. Certification from the Barangay Chairman (Punong Barangay)
- b. Certification from the Barangay Councilor (Barangay Kagawad), or
- c. Certification from the Prosecutor or the Clerk of Court.
- d. If leave is due to a medical concern, a medical certificate should be presented.

4.7. The leave application, together with the certification, should be filed not later than two (2) days from the time employee returns to work.

## 5. EXCEPTIONS

Any exceptions to this policy shall be subject to review and approval by the Corporate HR Head.

<b>Approved by</b>		<b>Approval Date</b>	
<b>Revision</b>		<b>Page</b>	Page 2 of 2

