

HR Policies

Policy/ Guidelines on Force Majeure & Other Contingencies (Oct 18, 2014)

POLICY/ GUIDELINES ON FORCE MAJEURE & OTHER CONTINGENCIES (OCT 18, 2014)

TO / FOR : ALL CONCERNED

FROM : HR Department

SUBJECT : POLICY/ GUIDELINES ON FORCE MAJEURE & OTHER CONTINGENCIES

DATE : 18 October 2014

It is the company's standing practice to take prompt and necessary action to ensure that practical and reasonable work arrangements are in place whenever force majeure or contingencies especially weather disturbances occur.

Force majeure means "a cause, event and/ or circumstance that is NOT reasonably foreseeable/ caused by/ under the control of neither the company nor its employees thereby the effects thereof and/ or personnel's failure to perform his/ her obligations cannot be attributed to any of the party".

Below are examples of force majeure among others:

Acts of Nature	Explosions	Wars	Terrorism
Fires	Governmental Acts	Hurricane	Heavy Rains
Metro Manila Wide Flood	Riots	Sabotage	Strong Winds
Labor Strikes	Restraint of Government	Injunctions	Accident

In assertion however of our goal which ensures that all our personnel will be safe from hazards, the following policy and guidelines shall take effect immediately once there is no declaration from the government:

IN THE ABSENCE OF ANY DECLARATION FROM THE PRES./ VP BY 7:00 A.M.		
PARTICULARS	TREATMENT/ REMARKS	
For those who reported for work	With special incentive on a case to case basis	Force majeure/ "Orange or red rainfall"/ Metro Manila Wide floods/ Signal No. 3/ with heavy rains and/ or strong winds. The day is excused from Early Bird and PANTAC Incentive disqualification
For those who did not report for work	Forced leave of absence whether with pay or without pay	

IN THE PRESENCE OF DECLARATION FROM THE PRES./ VP BY 7:00 A.M. THAT SUSPENDS THE WORK		
PARTICULARS	TREATMENT/ REMARKS IF THE DAY IS DECLARED A COMPANY LEAVE	
For those who still reported to the office	No bearing/ shall be treated on a case to case basis	Declared no work for whatever basis or reference/ on account of his discretion The day shall be considered as leave with pay/ excused from Early Bird and PANTAC Incentive disqualification
For those who did not report for work	Company leave with pay	

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PARTICULARS	TREATMENT IF DECLARED FOR MAKE-UP WORK ON A SCHEDULED SAT.	
For those who are not able to report for work on the scheduled Saturday	Forced leave of absence whether with pay or without pay	While make-up works will be on the Saturday of the week if the force majeure occurred on or before Wednesday, make-up works will be on the following Saturday if the force majeure happened on Thursday or Friday

The declaration of the President/ CEO and/ or Vice-President shall be cascaded to or verified by the Executive Secretary (and/ or HR Department) who shall relay the same to all Department Heads to in turn inform their respective subordinates.

Forced leave of absence shall be charged to unused leave credits (VL first then SL) for those who are entitled. More so, it must be filed whether with pay or without pay in order not to be considered AWOL during the day.

In the event wherein works are only performed less than eight (8) hours for whatever justifiable reasons, the special incentive shall be treated equitably or on a pro-rated basis.

Whereas tardiness shall be excused in terms of deductions and disciplining during the days with force majeure, overtime shall only be allowed and eligible for due compensation per standing policy and practice in cases where operational expediency requires and/ or with prior approval of the Department Head concerned.

Further, when there is a force majeure immediately preceding the holiday, it will have no bearing and qualified employees shall be entitled to holiday pay.

This policy shall take immediately and supersede practices inconsistent thereto.

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