



### **M. Workplace Security Policy**

The Company is committed to maintain a safe and secure workplace. In order to maintain a secure work environment, the company strictly prohibits employees and visitors from bringing any firearm on Company property. In addition, all visitors are asked to check in with the receptionist. Failure to comply with this policy will result in disciplinary action up to and including termination.

### **N. Safety Policy**

The Company puts high premium in the safety and well-being of our employees. The Company will make every effort to keep the office equipment in excellent condition and make sure that all safety devices are working properly.

If, in spite of our efforts to ensure safe working conditions, an employee has an accident or becomes ill on the job, it should be reported to the appropriate Department Manager immediately. He/She will ensure that prompt medical attention is provided.

### **O. Visitors in the workplace**

To further ensure the safety and security of employees, visitors, and the facilities of the company, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps ensure security, decreases insurance liability, 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 lobby guard and receive a 'Visitor' badge to wear while on premises. Authorized visitors will be escorted to their destination



## EMPLOYEE HANDBOOK

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by the security guard assigned at the floor of destination.

### **P. Wellness Policy**

The PNOC Wellness Policy provides the foundation for employees to develop activities and modify work environment and policies to support the health and well-being of employees. In addition to the benefits for employees, positive benefits are likely to accrue to their families resulting in better health for families and the community.

### **Q. Personnel Files**

- Employee personnel files include the following: job application, job description, 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 PNOC, and access to the information is restricted. Management personnel of the company 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 Personnel Services Division. With reasonable advance notice, the employee may review his/her personnel file in Company's office and in the presence of their supervisor or the PSD Representative.

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