

HEALTH, SAFETY AND WELLNESS OF EMPLOYEES

OFBank, in recognition of the importance of human capital in the organization, provides for the professional development and care of our workforce. We encourage growth by providing capability-building programs and granting every employee access to fair and equal opportunities for training and development. We safeguard occupational health and safety through full compliance with relevant standards.

The Bank's issued policies in Y2020 were still in effect and strictly implemented by the Bank, to wit:

- Executive Order (EO) No. 04 Series of 2020 re Interim Guidelines on Banking Operations - Work From Home
- EO No. 05 Series of 2020 re Guidelines on the Implementation of Virtual Private Network (VPN)
- EO No. 06 Series of 2020 re Guidelines on Work From Home (WFH) Virtual Private Network (VPN) Access
- EO No. 09 Series of 2020 re General Guidelines and Strategies on Return to Work and Resumption of Operations after the Community Quarantine
- EO No. 16 Series of 2020 re Guidelines on the Use of Leave Credits for Absences Due to Quarantine and/or Treatment Relative to the Coronavirus Disease 2019 (COVID-19)

For Y2021, the following activities and health protocols were undertaken:

- Vaccination of all bank employees in compliance with the Advisory No. 43 of National COVID-19 Vaccination Operations Center dated May 15, 2021.
 - Prepared and submitted the DOH Vaccine Information Management Template Immunization Registry and List of Vaccinated Employees.
 - All Bank employees had received their vaccinations accordingly.
- Adopted the required onsite capacity of government offices during ECQ, MECQ and Alert Level System issued by the Inter-Agency Task Force covered by Advisories
- Employees with suspected exposure to COVID-19 virus were quarantined, subjected to testing, and allowed to work-from-home
- Completed the termite fumigation/treatment of OFBank Center and its perimeter on June 12, 2021, with follows-up within the year
- Conducted weekly sanitation/disinfectant of the entire building; maintained cleanliness of the surroundings
- Measured body temperature and screened the employees and customers if wearing face masks/shields prior to entry to bank premises
- Provided alcohol to all bank employees and at the main entrance
- Registered with StaySafe.PH to facilitate contact tracing
- Observed social distancing at all times

Fortunately, only one (1) out of twenty-five (25) or equivalent to 4% of total Bank personnel including service contract workers and security personnel was tested COVID-19 positive. The subject employee was asymptomatic and was able to report for work after the required quarantine period.

No other incident related to occupational, and safety occurred in the Y2021.