



2020 Communication on Progress

Participant

- OMON GROUP INC.

Published

- 2020/03/25

Time Period

- 01/2020 – 12/2020

Format

- Stand Alone Document – Basic COP Template

Differentiation Level

- This COP qualifies for the Global Compact Active Level

Self-Assessment

- Includes explicit statement of continued support for the UN Global Compact and its ten principles
- Description of actions or relevant policies related to Human Rights
- Description of actions or relevant policies related to Labor
- Description of actions or relevant policies related to Environment
- Description of actions or relevant policies related to Anti-Corruption
- Includes measurements of outcomes
- Statement of continued support by the President & Chief Executive Officer (CEO)
- Statement of the President & CEO expressing his/her continued support for the Global Compact and renewing the company's ongoing commitment to the initiative and its principles.

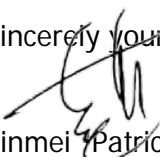
25 March 2020

To our stakeholders:

I am pleased to confirm that OMON GROUP INC., engaged in production of mechanical fasteners and cable products reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labor, Environment and Anti-Corruption.

In this annual Communication on Progress, we describe our actions to continually improve the integration of the Global Compact and its principles into our business strategy, culture and daily operations. We also commit to sharing this information with our stakeholders using our primary channels of communication.

Sincerely yours,



Xinmei "Patricia" Zhao
President & CEO

LABOR PRACTICE & HUMAN RIGHTS

- Assessment, policy and goals
- Description of the relevance of labor practice and human rights for the company (i.e. human rights risk-assessment). Description of policies, public commitments and company goals on Human Rights.

OMON Group Inc (OGI) fully support, respect and implemented the principles of universal Labor practice human rights which includes the right to equal opportunity and non-discrimination, the right to the security of persons, the right of employees. Company policy with regards to Respect for Human Rights of employee is part of OGI Business Ethics and Code of Conduct Policy (OGI-GD-01 REV.0). We, ensures that all employees are aware with the Human Rights Policy through conducting a formal training/orientation for both existing (refresher) and incoming employees.

Clear and explicit reference on respecting Labor & Human Rights is also included in our Company Code of Conduct and Policy. The HR & Admin department monitors compliance and regularly evaluates the individual conduct of staff against company's Company Rules and Regulations. Failure to comply with the Company Rules and Regulations (Code on employee Discipline) can lead to the imposition of sanctions foreseen in the applicable rules, on the basis of which the local working relationship is regulated and will be applied after impartial, sensitive and fair examination is completed. This Company Rules and Regulations is based on the values of the company and labor code of the Philippines (Annual report submission to Local Government – Department of Labor and Employment).

As far as the rules for **Labor Practice & Human Rights** are concerned, all OGI's internal regulations respect or are based on the Phils. Labor Code.

Recruitment, Selection and Separation

OGI respects the freedom of hired employees to perform the functions of the position offered to them and does not use force, bonded or indentured labor or involuntary prison labor. All the works to be accomplished by the employees are guided by their own free will. The company gives the employee the prescribed notification day of at least 15 – 30 days before leaving and shall provide the last salary pay governed by the provisions of labor code on separation and retirement pay with release, waiver and quitclaim.

Prohibition of Child Labor and Non-Employment of Minors

OGI complies with the provision in Article 139, which states: "No child below fifteen (15) years of age shall be employed, except when he works directly under the sole responsibility of his parents or guardian, and his employment does not in any way interfere with his schooling."

"Any person between fifteen (15) and eighteen (18) years of age may be employed for such number of hours and such periods of the day as determined by the Secretary of Labor and Employment in appropriate regulations."

"The foregoing provisions shall in no case allow the employment of a person below eighteen (18) years of age in an undertaking which is hazardous or deleterious in nature as determined by the Secretary of Labor and Employment."



Working Hours

- a) At OGI, your regular work shall be eight (8) hours per day and a total of forty-eight (48) hours per week except when exigencies of the business operations require the establishment of a special work schedule.
- b) Regular work schedule per week is Monday to Saturday but alternating Saturday weekly.
- c) Regular work schedule is 8:00 AM to 5:00 PM while for working schedule with Saturday rest day is 8:00 AM – 6:00 PM on Monday to Thursday and 8:00 AM to 5:00 PM on Friday.

Wage and Salary Administration

The company pays the salary of all employees every 15th and 30th of the month including overtime rendered, holiday pay and night differential in accordance with the provisions of the Labor Code.

Benefits

The company provides the following benefits to employees:

- 1. Government mandated benefits
- 2. Salary increase based on annual performance evaluation and company performance
- 3. Company Incentives
- 4. Maternity Assistance
- 5. Bereavement Assistance
- 6. Health Card Provision
- 7. Insurance provision

The company also extends emergency assistance to employees due to calamity, hospitalization of immediate family member and other necessity.

Leave Benefits

The company provides leave benefits to qualified employees, such as sick leave, vacation leave, maternity leave, paternity leave, bereavement leave and birthday leave.

Non-cash Benefits

The company grants the following non-cash benefits: Group Life / Accident Insurance, Group Hospitalization Insurance, free use of mobile phone, free uniforms, staff house. Shuttle service and birthday celebration.

Annual Performance Evaluation

The company conducts annual performance evaluation of all employees and grants salary increase based on the result of the evaluation according to the performance of the company, economic or inflation rate.



Seniority/Loyalty Incentive

The company grants Seniority/Loyalty Incentive to qualified employees who have rendered a continuous service starting from the 3rd year of employment.

Sales Incentive

The company gives incentive to employee based on Sales achievement on deliveries to customers (from rank & file up to the management team).

Humane Treatment and Respect for Co-Employee

The company instills respect to all employees and does not tolerate harsh and inhumane treatment, sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of employee. Disciplinary policies and procedures are in place and communicated to employees.

Non-Discrimination

The company practices non-discrimination of any employee because of race, color, nationality, age, gender, sexual orientation, expression ethnicity or national origin, disability, pregnancy, religion, political affiliation, membership in legal organization like union or mental status in hiring and employment practices such as promotions, rewards and trainings.

Magna Carta of Women

The company respects the rights of women and abides by the provisions of Republic Act 9710 on leave benefits during surgery caused by gynecological disorders and non-discrimination on employment.

Freedom of Association

The company respects the rights of employee to join labor organization or seek representation in accordance with local laws. Employees and their representative shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation or harassment.

Measurement of outcomes

- Description of how the company monitors and evaluates performance.
- Since 01 January 2020 to 31 Dec 2020, OMON Group Inc. (OGI) had no incidents of any legal case or human rights violation.
- For work related accident/illness incidents, see attached submitted report to local government (PEZA, EMB & DENR and DOLE – OGI Q1-Q4 SMR Report / Annual Work Accident/Illness Exposure Data Report).

Environment & Health & Safety

- Assessment, policy and goals
- Description of the relevance of environmental protection for the company (i.e. environmental risks and opportunities).
- Description of policies, public commitments and company goals on environmental protection.
- OGI has established Environmental Policy and Objective which includes commitment to continual improvement and prevention of pollution and compliance to applicable environmental legal requirements.
- Description of concrete actions to implement environmental policies, address environmental risks and respond to environmental incidents.
- Compliance Monitoring related to Environmental, Health and Safety requirement submitted to local government through EMB, DENR & PEZA (for PEZA locators). Please refer to the attached OGI 2020 Sem 1 & 2 CMR Report, report submission for sem 2 was done through online as part of the Covid-19 safety protocol from EMB/DENR.



Monitoring Period & ECC Reference No.	Project Title & Location	CMR Status	Location
2nd Semester 2020 ECC-CLARA-2019-08A1	Box Build Assembly for Electronic Equipment Specifically Router and Switch, Datacenter Display (Monitor) Panel Project Rearwing Ddy, Lot 10 Ddy 24 Phase IV Santa Elena Economic Zone, Rosario, Cavite, Rosario, Cavite, Philippines	For Review	With Major V. Remondo on 11/10/2021 11:33:33 AM
2nd Semester 2020 ECC-CLARA-2019-0289	Manufacturing of Various Electronic Products and Warehousing and Logistics of Non-hazardous Materials and Chemicals Projects Bldg. 5 Lot 7.6, CMB St., Laguna International Industrial Park, Alayapan, Baitan City, Laguna, Baitan, Laguna, Philippines	For Review	With Major V. Remondo on 11/10/2021 11:32:10 AM

- For 2020 , OGI was able to achieve some of its environmental objective and target as follows :
 - Compliance with Phils. DENR Air emission standards.
 - Zero complaints by nearby locators.
 - Compliant to Phils. Clean Air Act of 1999 R.A. 8749 and and Clean Water Act of 2004 R.A. 9275.
- OGI has established Environmental Management System Core Team who promotes and monitors environmental initiatives of the company. On the other hand, Pollution Control Officer (PCO) ensures OGI is compliant to all applicable legal environmental requirements
- Environmental performance is being reported to top management annually during management review to asses areas for improvement or resources needed to ensure effective implementation of environmental programs and activities.
- Some of the environmental initiatives of the company are as follows:
 - Monitoring of controlled chemicals used in production
 - Emission testing of company vehicles
 - Annual Waste Water Effluent Testing
 - Annual Ambient Air/Noise measurement
- OGI Established waste management system to ensure collection, storage, transportation and disposal of waste is properly managed and recycle as much as possible, likewise, proper waste segregation scheme is also strictly being implemented through trainings and color coded trash bins.
- Measurement of outcomes
- Environmental performance is monitored quarterly and submitted to top management.
- Description of how the company monitors and evaluates performance.

- Likewise, environmental performance is reported to top management annually during management review to assess areas for improvement or resources needed to ensure effective implementation of environmental programs and activities.
- Engage the external providers to be compliant with the environmental requirement with regards to responsible sourcing of minerals that has huge impact to the environment.
- Compliance to the safety guidelines & protocols against the spread of Covid-19 virus released by the national gov't agency like IATF, DOLE, DOH, PEZA, DTI, etc.
- Provision of the WORKPLACE POLICY AND PROGRAM ON COVID-19 PREVENTION AND CONTROL (please refer to the attachment)
- Participation at the River rehabilitation program of the Economic Zone where our facility is located. (Note: Y2020 river clean-up was cancelled due to ECQ & GCQ and the safety of the employees, instead we resumed to join on the 1st quarter of 2021 please refer to the report dated Q1 2021).
- Initiate the tree planting activity together with the top management and employee representative from each department. Please refer to the attached report (tree planting activity).

Anti-Corruption

- Assessment, policy and goals
- Description of the relevance of anti-corruption for the company (i.e. anti-corruption risk-assessment). Description of policies, public commitments and company goals on anti-corruption.
- OGI is committed to support UN Global Compact in its undertakings in the area of Anti -Corruption.
- Likewise, OGI adheres and support Philippine government initiatives in combating corruption through practicing Philippine Anti-Graft and Corrupt Practices Act Republic Act No. 3019.

Republic of the Philippines
Department of Labor and Employment
Regional Office No. IV
Quezon City



ANNUAL MEDICAL REPORT FORM

For Period January 1, 2020 to December 31, 2020

1. Name of Establishment : **OMON GROUP INC.**
2. Address : **2nd Floor Fastech Bldg-1 Ampere St. LISP-1
Brgy Diemo, Cabuyao, Laguna 4025**
3. Name of Owner : **MS. XINMEI ZHAO**
4. Nature of Business : **Logistics Service Enterprise and Export Enterprise**
5. Number of Employees : **118** Number of Shift : **1**
6. Distribution of Employees as to nature / workplace, sex and work shift :

	1 st Shift	2 nd Shift	3 rd Shift
Male	48	-	-
Female	70		
Total	118		

7. Preventive Occupational Health Services :
 - a. Occupational health services is organized / provided by:
(/) the establishment / undertaking
() government authority / institution
() other bodies / group / institution (specify)
 - b. Occupational health services as described under 7a above, is organized / provided as a services :
(/) solely for the workers of the establishment / undertaking
() common to a number of establishments / undertakings
 - c. The employer engages the services of :
(/) Occupational health practitioner
Name : Thursday D. Belita/ Safety Officer
Address : Cuevas Subd Brgy Tejeros Convention, Rosario, Cavite
(/) Occupational health physician
Name : c/o Prima Care Medical Laboratory & Polyclinic
Address : Ground Floor Rosario Commercial Center,
Tejeros Convention, Rosario, Cavite 4107
() Occupational health dentist
Name : -
Address :
() Occupational health nurse
Name :
Address :

- d d. The occupational health physician/practitioner/nurse/personnel conducts an inspection of the workplace :

() once every month
() once every two months
() once every three months
(/) once every six months
() other details

8. Emergency Occupational Health Services :

- a. The employer provides a treatment room / medical clinic in the workplace with medicines and facilities :

(/) yes
() no
() others, please specify

- b. Schedule of attendance in the workplace:

Occupational health physician	:	Workshift
Occupational health dentist	:	hrs. /day
Occupational health practitioner	:	hrs. /day
Occupational health nurse	:	8 hrs. /day
		hours/day

- c. Schedule of attendance of full time first aider

(/) 1st workshift
() 2nd workshift
() 3rd workshift

- d. The following occupational health personnel of this establishment have undergone training in occupational health and safety / first aid :

() occupational health physician
() occupational health dentist
() occupational health nurse
(/) first aider
() others, please specify

9. Occupational Health Services:

- a. The occupational health personnel of this establishment conducts regular appraisal of the sanitation system in the workplace:

(/) yes () no

- b. Number of workers who underwent the following medical examinations

	Physical Examination	Urinalysis	X-rays
--	----------------------	------------	--------

- 1 Pre-placement
- 2 Periodic
- 3 Return to work
- 4 Transfer
- 5 Special
- 6 Separation

Stool Exam Blood Test ECG Others

- 1 Pre-placement
- 2 Periodic
- 3 Return to work
- 4 Transfer
- 5 Special
- 6 Separation

10. Report of Diseases

a. Number of consultation / treatment for the following diseases

	Male	Female	Total Number cases
Skin:			
() Allergy			
() Dermatoses			
() Infection as folliculitis			
() Abscess/Parenchyma			
() Fungal Infection			
Head :			
() Tension headache			
() Others			
Eye:			
() Error of refraction			
(/) Bacterial / Viral		1	1
() Conjunctivitis			
() Cataract			
(/) Poor Vision		1	1
Mouth & ENT:			
() Gingivitis			
() Herpes Labiales/nasalis			
() Otitis Media/Externa			
() Deafness			
() Meniere's Syndrome/Vertigo			
(/) Rhinitis/colds		1	1
() Nasal Polyps			
() Sinusitis			
(/) Tonsillopharyngitis		3	3
() Laryngitis			
() Other (dental caries)			
() (impacted cerumen)			
Respiratory:			
() Bronchitis			
() Bronchial Asthma			
() Pneumonia			
() Tuberculosis			
() Pneumoconiosis			
() Others (Pulmonary Fibrosis)			

Heart and Blood Vessel:

(/)	Hypertension	2	2	4
()	Hypotension			
()	Angina Pectoris			
()	Myocardial Infraction			
()	Vascular disturbances in extremities due to continuous vibration			

Male

Female

Total
Number
Cases

Gastrointestinal:

(/)	Gastroenteritis/Diarrhea	1		1
()	Amoebiasis			
()	Gastritis/Hyperacidity			
()	Appendicitis			
()	Infectious Hepatitis			
()	Liver Cirrhosis			
()	Hepatic Abscess			
()	Cancer (Hepatic/Gastric)			
()	Ulcer			
()	Others (Hemorrhoids)			

Genito Urinary:

(/)	Urinary Tract Infection		6	6
()	Stones			
()	Cancer			
()	Others			

Reproductive:

(/)	Dysmenorrhea		8	8
()	Infection (Cervicitis) (Vaginitis)			
()	Abortion (Spontaneous) (Threatened)			
()	Hyperemesis Gravidarum			
()	Uterine Tumors			
()	Cervical Polyp/Cancer			
()	Ovarian Cyst/Tumors			
()	Sexually Transmitted Diseases			
()	Hernia (Inguinal) (Femoral)			
()	Others (Breast Mass)			

Nueromuscular/Skeletal/Joints:

()	Peripheral Neuritis			
()	Torticollis			
(/)	Arthritis	2	1	3
(/)	Others (Mild Scoliosis)		2	2

Lymphatics and Circulatory:

- () Anemia
- () Leukemia
- () Cerebrovascular Accidents
- () Lymphadenitis
- () Lymphoma
- () Others

Infectious Diseases:

- | | | | |
|-------|---------------------------|---|---|
| (/) | Influenza | 1 | 1 |
| () | Typhoid/Paratyphoid Fever | | |
| () | Cholera | | |
| () | Measles | | |
| () | Mumps | | |
| () | Tetanus | | |
| () | Malaria | | |
| () | Schistosomiasis | | |
| () | Herpes Zoster | | |
| () | Chicken Pox | | |
| () | German Measles | | |
| () | Rabies | | |
| (/) | Others dengue | 1 | 1 |

Diseases Due to Physical Environment:

a. Diseases Due to Noise and Vibration

- () Deafness (noise induced)
- () White Finger Disease
- () Musculo-skeletal disturbances
- () Fatigue

b. Diseases Due to Temperature and Humidity Abnormalities:

- Hot Temperatures
- () heat strokes
- () heat cramps
- () dehydration
- () heat exhaustion
- () others
- Cold Temperature
- () chilblain
- () frost bite
- () immersion foot
- () general hypothermia
- () others

c. Diseases Due to Pressure Abnormalities

- () Decompression Sickness
- () Air embolism
- () Bends diseases
- () Barotrauma
- () Hypoxia
- () Altitude Sickness

d. Diseases Due to Radiation

- () Cataracts
- () Keratitis
- () Burns
- () Radiation related cancers

TOTAL NUMBER

5

27

32

11. Report of Occupational Accidents / Injuries

Nature	Male	Female	Number of cases
Contusion, bruises, hermatoma			
Abrasions			
Cuts, lacerations, <u>punctures</u>			
Concussion			
Avulsion			
Amputation, loss of body parts			
Crushing injuries			
Spinal injuries			
Cranial injuries			
Sprains			
Dislocation / Fractures			
Burns			

12. Immunization Program

Tetanus Toxoid Injection
Tetanus Antitoxin Injection
Tetanus Gloulin Injection
Hepatitis B Vaccine
Others (please specify)

13. Keeping of Medical Records of Workers (please marked)

(/) done () not done

14. Health Education and Counselling by Health and Safety Personnel

(/) done individually as each worker comes to the clinic for consultation
() done in organized group discussion / seminars
() done with the use of visual displays and/or promotional materials,
leaflets, etc.

15. Other Health Program (please marked)

Kind of Program	Seminar	Use of Visual Aid / Materials	
Counseling			
Nutrition Program			
Maternal and Child Program			
Family Planning Program			
Mental Health Activities			
Personal Health Maintenance			
Physical Fitness Program			
Sports Activities	(/)	Yes	() No
Others (please specify)	(/)	Yes	() No

Republic of the Philippines
Department of Labor and Employment
Regional Office No. IV



OCCUPATIONAL SAFETY AND HEALTH SECTION

Date : January 08, 2021

ANNUAL WORK ACCIDENT / ILLNESS EXPOSURE DATA REPORT

Name of Establishment : **OMON GROUP INC.**
Address : 2nd Floor Fastech Bldg1 Ampere St., LISP-1,
Brgy Diezmo, Cabuyao, Laguna 4025
Nature of Business : Logistics Service Enterprise and Export Enterprise

Exposure Data (January 01, 2020 to December 31, 2020)

Number of Employees	:	96
Total Hours Work by all	:	2,024 hours/year
Employees During the year	:	118
Injury Summary	:	0
Total All Disabling Injuries/Illness	:	0
Total Non Disabling Injuries/Illness	:	0
Frequency Rate	:	-


Ms. Ximpei Zhao
President/ CEO

1. This report shall be accomplished with or without accident/illness occurrence during the period covered and submitted to the Regional Labor Office or Local Government having jurisdiction, not later than 30th day of the month following the end of each calendar year.
2. Frequency Rate is the total number of disabling injuries per million employees hours exposure

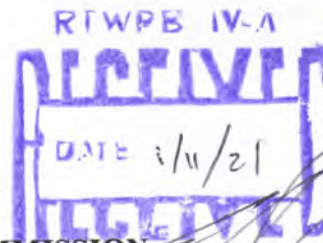
$$\text{Frequency Rate} = \frac{\text{No. of disabling injured} * 1,000,000.00}{\text{Employee's hours of exposure}}$$

3. Severity Rate is the total number of days lost or change per million hours of exposure

$$\text{Severity Rate} = \frac{\text{No. of days lost of exchange} * 1,000,000.00}{\text{Employee's hours of exposure}}$$

4. Exposure is the total number of hour's works by all employees in each establishment including employees or operating production, maintenance, transportation, clerical, administrative, sales and other department.
5. Disabling injuries – work injuries which result in death permanent partial disability or temporary disability.
6. Non-disabling injuries (Medical Treatment) – injuries which do not result into disabling injuries but required first-aid or medical attention of any kind.

Republic of the Philippines
Department of Labor and Employment



**NATIONAL WAGES AND PRODUCTIVITY COMMISSION
REGIONAL TRIPARTITE WAGES AND PRODUCTIVITY BOARD**

Pursuant to Section 3 of the Wage Rationalization Act and Chapter III of the implementing Rules, any person, company, corporation, partnership or any entry engaged in business shall submit this form properly accomplished to the appropriate Regional Tripartite Wages and Productivity Board, not later than January 2002.

Name of Establishment	Economic Activity / Principal Product	No. of Working Days / Year
OMON GROUP INC.	Logistics Service Enterprises and Export Enterprises	253 days / year

Address	Total Employment	No. of Working Hours /Year
2 nd Floor Fastech Bldg-1 Ampere St. LISP-1 Brgy Diezmo Cabuyao,Laguna 4025	Male 48 Female 70 Total 118	2,024 hours / year

Name of Union	No. of Workers Covered by CBA	Amount of Wage Increase thru CBA for 1990 (Average per year)

SUPPLEMENTARY BENEFITS GIVEN TO EMPLOYEE / WORKERS (please check if given)

PAID LEAVES

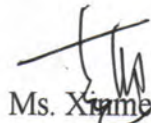
(/)	Vacation	5 days / year
(/)	Sick	5 days / year
(/)	Maternity	105 days / year
(/)	Paternity	7 days / year
(/)	Others, SIL	3 days / year

BONUS / SERVICES

(/)	13 th Month Pay
(/)	Mid Year
(/)	Year End
()	Productivity / Performance
()	Profit Sharing
(/)	Medical / Dental
(/)	Meal Allowances / Subsidiaries
(/)	Transportation Allowances
()	Others, Housing Allowance

CERTIFICATION

I hereby certify that the above information is true and correct



Ms. Ximei Zhao
President/ CEO
OMON GROUP INC.

SUBSCRIBED AND SWORN to before me this JAN 07 2021 day of January 2021, employer
exhibiting his _____ Number _____ issued on _____ at
_____.

NOTARY
PUBLIC

Doc No. 702
Page No. 62
Book No. 1
Series of 2021

~~Atty. Ma. Fatima Ungson-Liu~~
Unit 109 Humana Wellness Ctr. Sta. Rosa City, Laguna
Notary Public for the City of Sta. Rosa, Laguna
Until December 31, 2021
Roll No. 46386, IBP LRN no. 03411
MCLE no. VI-0024880/4-17-19
TIN no. 172-447-973-000
PTR no. 3930181/01-02-2020/Sta. Rosa, Laguna

Republic of the Philippines
Department of Labor and Employment
Regional Office No. IV
BUREAU OF WORKING CONDITIONS



REPORT ON HEALTH AND SAFETY ORGANIZATION

Date : January 08, 2021

Name of Establishment : **OMON GROUP INC.**

Address : 2nd Floor Fastech Bldg-1 Ampere St., LISP-1,
Brgy Diezmo, Cabuyao, Laguna 4025

Nature of Business : Logistics Service Enterprise and Export Enterprise

Number of Persons Employed (Including Management): 118

1 st Shift	:	Male	48	Female	70
2 nd Shift	:	Male		Female	
3 rd Shift	:	Male		Female	
TOTAL	:	Male	70	Female	70

A. POLICY AND PROGRAM ON HEALTH AND SAFETY:

"WORK SAFELY FOR YOUR OWN SAFETY"

Training on First Aid Treatment
Training on Basic Occupational Health and Safety
Training on Basic Fire Prevention and Safety
Medical Examinations

B. COMPOSITION OF HEALTH AND SAFETY COMMITTEE:

Type	Name	Position in the Establishment
Chairman	Roselle Macuha	Quality & IT Manager
Health and Safety Officer:	Thursday Belita	QA Engineer
Full- Time First Aider:	Laguna Team Rosegen Plopenio Reyno Matus Cavite Team Manilyn Torre	Accounting Staff Mechanic/ Driver Warehouse Coordinator



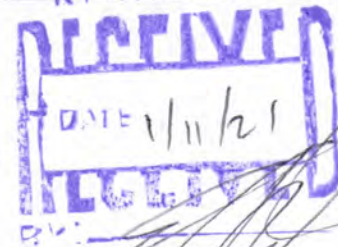
Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. IV-A (CALABARZON)



Management
System
ISO 9001:2015
www.tuv.com
ID: 010440004



RTWPB IV-A



REPORT ON COMPLIANCE WITH P.D. NO. 851

1. Name of Establishment : OMON GROUP INC.
2. Address : 2ND FLR. FASTECH BLDG-1 COR WST RD. LISP-1 CABUYAO LAGUNA
3. Principal Product of Business : MANUFACTURING AND WAREHOUSING
4. Total Employment : 115
5. Total Number of Workers Benefited : 115
6. Amount Granted per Employee : 12,55591.62
7. Total Amount of Benefits Granted : 12,55591.62
8. Name of person giving information : CAMILLE TIONGCO
Position : HR SUPERVISOR
Tel. No. : 049 536-8885

XINMEI ZHAO

Owner/Manager

Note:

1. Amount and payment of 13th month pay. The minimum 13th month pay required by P.D. 851 as amended should not be less than one twelfth (1/12) of the basic pay within a calendar year and should be paid not later than December 24 of each year.
2. Section 8 of P.D. 851 as amended. Every covered employer shall make a report on compliance to the nearest Field/Provincial Office on or before January 15 of each year.
3. Attach payrolls / vouchers duly signed by the employees as proof of compliance.

REGIONAL OFFICE

3F & 4F Anderson Bldg. II, Parian, City of Calamba, Laguna

(049)545-7360/(049)545-7362/(049)545-7364/(049)545-0292/(049)545-0294/(049)545-7357 • dole4imsd@yahoo.com/tssd.dole4a@yahoo.com.ph/planning.dole4a@gmail.com
www.calabarzon.dole.gov.ph

CAVITE PROVINCIAL OFFICE
One FS Industrial Bldg., Brgy. Hugo Perez,
Trece Martires City, Cavite
(046)419-1996/(046)419-0830
dole_cavite@yahoo.com/
cpo.dole4a@gmail.com

LAGUNA PROVINCIAL OFFICE
2F Puregold Jr. Bldg., Parian,
City of Calamba, Laguna
(049)545-7361/(049)545-7358
lpo_dole4a@yahoo.com/
lpo.dole4a@gmail.com

BATANGAS PROVINCIAL OFFICE
Unit L The Olan Business Center,
Brgy. Marauay, Lipa City, Batangas
(043)981-2959/(043)312-0484
dole4a.bpo@gmail.com/
bpo.dole4a@gmail.com

RIZAL PROVINCIAL OFFICE
2F J & P Bldg., Soliven Ave. II,
Brgy. San Isidro, Cainta, Rizal
(02)682-1532/(02)212-1648
dole4a_rpo@yahoo.com/
rpo.dole4a@gmail.com

QUEZON PROVINCIAL OFFICE
2F Grand Central Terminal,
Lucena City, Quezon
(042)785-0894/(042)710-3023
dole_qfo@yahoo.com/
qpo.dole4a@gmail.com

Business Ethics and Code of Conduct Policy

Objectives:

This Omon Group Inc. (OGI) Business Ethics and Code of Conduct Policy aims at laying down the standard practices of the company in line with the legal directives of Philippine government.

The company shall ensure the compliance to Labor Code, the safe working conditions of employees, that they are treated with respect and dignity. Business operation of the company shall uphold the responsibility in protecting the environment and observe the rules on ethical standards.

The company shall implement activities to manifest its corporate social responsibilities.

The company shall require the adherence of third party and / or service providers on OGI Business Ethics and Code of Conduct.

1. Labor Practice & Human Rights

Recruitment, Selection and Separation

OGI respects the freedom of hired employees to perform the functions of the position offered to them and does not use force, bonded or indentured labor or involuntary prison labor. All the works to be accomplished by the employees are guided by their own free will. The company gives the employee the prescribed notification day of at least 15 – 30 days before leaving and shall provide the last salary pay governed by the provisions of labor code on separation and retirement pay with release, waiver and quitclaim.

Prohibition of Child Labor and Non-Employment of Minors

OGI complies with the provision in Article 139, which states: "No child below fifteen (15) years of age shall be employed, except when he works directly under the sole responsibility of his parents or guardian, and his employment does not in any way interfere with his schooling."

"Any person between fifteen (15) and eighteen (18) years of age may be employed for such number of hours and such periods of the day as determined by the Secretary of Labor and Employment in appropriate regulations."

"The foregoing provisions shall in no case allow the employment of a person below eighteen (18) years of age in an undertaking which is hazardous or deleterious in nature as determined by the Secretary of Labor and Employment."

Working Hours

- a) At OGI, your regular work shall be eight (8) hours per day and a total of forty-eight (48) hours per week except when exigencies of the business operations require the establishment of a special work schedule.
- b) Regular work schedule per week is Monday to Saturday but alternating Saturday weekly.
- c) Regular work schedule is 8:00 AM to 5:00 PM while for working schedule with Saturday rest day is 8:00 AM – 6:00 PM on Monday to Thursday and 8:00 AM to 5:00 PM on Friday.

Wage and Salary Administration

The company pays the salary of all employees every 15th and 30th of the month including overtime rendered, holiday pay and night differential in accordance with the provisions of the Labor Code.

Benefits

The company provides the following benefits to employees:

- 1. Government mandated benefits
- 2. PO and Quarterly Sales Incentives
- 3. Salary increase based on annual performance evaluation and company performance
- 4. Maternity Assistance
- 5. Bereavement Assistance

The company also extends emergency assistance to employees due to calamity, hospitalization of immediate family member and other necessity.

Leave Benefits

The company provides leave benefits to qualified employees, such as sick leave, vacation leave, maternity leave, paternity leave, bereavement leave and birthday leave.

Non-cash Benefits

The company grants the following non-cash benefits: Group Life / Accident Insurance, Group Hospitalization Insurance, free use of mobile phone, free uniforms, staff house. shuttle service and birthday celebration.

Annual Performance Evaluation

The company conducts annual performance evaluation of all employees and grants salary increase based on the result of the evaluation according to the performance of the company, economic or inflation rate.

Seniority/Loyalty Incentive

The company grants Seniority/Loyalty Incentive to qualified employees who have rendered a continuous service starting from the 3rd year of employment.

Quarterly Sales Incentive

The company gives quarterly incentive to employee based on Sales achievement on deliveries to customers.

Humane Treatment and Respect for Co-Employee

The company instills respect to all employees and does not tolerate harsh and inhumane treatment, sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of employee. Disciplinary policies and procedures are in place and communicated to employees.

Non-Discrimination

The company practices non-discrimination of any employee because of race, color, nationality, age, gender, sexual orientation, expression ethnicity or national origin, disability, pregnancy, religion, political affiliation, membership in legal organization like union or mental status in hiring and employment practices such as promotions, rewards and trainings.

Magna Carta of Women

The company respects the rights of women and abides by the provisions of Republic Act 9710 on leave benefits during surgery caused by gynecological disorders and non-discrimination on employment.

Freedom of Association

The company respects the rights of employee to join labor organization or seek representation in accordance with local laws. Employees and their representative shall be able to openly communicate and share ideas and concerns with management regarding working conditions and management practices without fear of discrimination, reprisal, intimidation or harassment.

2. Environment, Health and Safety

OGI commits to provide quality products and services that ensures safe and healthy working environment for all employees. It establishes the various areas to below as part of commitment and approach.

Occupational Safety

OGI abides by the regulations provided by Occupational Safety and Health Association and ensures control to prevent any untoward incident and exposure to potential hazards, such as, electrical and other energy sources, fire, vehicles and machine operations. It lays down engineering and administrative controls, proper design, preventive maintenance and safety work procedures to contain and prevent any incident. Whenever, hazards in workplace are beyond control, the company issues personal protective equipment suitable to their areas of responsibility. Employees are encouraged to submit their suggestion for the improvement of potential hazard and reminded to practice safety first in their work stations.

Emergency Preparedness

OGI organizes Health and Safety Committee to plan and develop accident prevention programs. The committee guides the employees on accident prevention by conducting periodic meetings, investigation on accidents and reviewing the reports, initiating and conducting safety training, and providing disaster contingency plans.

Occupational Injury and Illness

The company establishes guidelines to prevent, track down and report occupational injuries and illness, and treatment of affected employees.

Industrial Hygiene

The company designates a proper storage area for chemical, biological and physical ingredients to prevent exposure to employees with proper design, engineering and administrative controls. In case of spillage or contamination or to prevent such incident to happen, employees are provided with personal protective equipment while applying the containment of substances.

Physically Demanding Work

The company orients the employees on ergonomics to control their bodily movement, while exposed to hazards of physically demanding work like on material handling like repetitive lifting, prolonged standing and

Machine Safeguarding

The company protects the safety of employee in handling the machines by providing work instructions and giving them orientation prior to operations. Likewise, proper engineering set-up for the machines are in place to protect the employee who are not directly operating it and also for the safety of machines from unavoidable breakdown through preventive maintenance.

Sanitation, Food and Housing

Good housekeeping is considered one of the fundamental defenses against accidents and injuries in the workplace and as such personnel are given the responsibility in maintaining safety workplace with the following practices – removing all obstructions along the walkways, passages, fire exit doors, periodic inspection of fire extinguisher and other fire fighting equipment, containment of chemical and its spillage, segregated containers for disposal of wastes. Employees are provided with area for storage of their tools and movable equipment and all other materials in their proper storage areas. They are encourage to ensure good housekeeping by regularly cleaning the workplace area and prohibition of bringing food to avoid contamination with other substances.

Health and Safety Communication

The company organizes Emergency Response Team for the delineation of jobs prior and during emergency situation also to have a channel of communication. The team evaluates the health and safety conditions of facilities, equipment and in case of emergency shall appraise the situation to organize evacuation, rescue, salvage and fire fighting. The team takes care of notifying appropriate agencies to coordinate and request for needed assistance and actions.

Environment

The company adheres to the systems and procedures laid down in government regulations through its agencies to minimize the potential impact on environment. It implements programs and adopt best practices to prevent and control pollution of any kind. It takes into consideration the proper handling, storage and disposal of chemical and substances for the protection of environment and human health.

Disastrous Weather Conditions (Storm Water Management)

The Site Main Controller, as the leader and its Emergency Response Team of the company shall be responsible during emergency situation including un-avoidable and disastrous weather conditions. The team will provide the accurate information regarding weather conditions and the possible effect to the company facility and employee, then inform management to make the necessary decision and proclamation.

Flood Control Program

The company prepares its facilities and contingency plans in case of projected flood within the area. Control measures like sand bag are provided all the time to put in areas where the flood water will enter. Safety precautionary measures for the machines and equipment, and safety of employees are provided through orientation to protect everyone from serious and detrimental effect, such as, drowning and electrocution.

3. Ethics

Business Integrity

The company protects the interest and integrity of its business and the ethical behavior of its employees in dealing with its customers and third party suppliers. Such that, OGI shall not allow and condone any payment to an employee representing undisclosed commission, kickback or bribe from a third party to obtain a contract, a competitive award or otherwise bestowing a special favor. All business transactions shall be carried out with transparency and accuracy according to its business records.

No Personal Advantage

The company discourages any employee to take any personal advantage by virtue of his position in dealing with third party supplier. It does not allow any form of bribery to obtain a contract even to the benefit of the company. This prohibition covers promising, offering, authorizing,

giving or accepting anything of value, either directly or indirectly through a third party in order to obtain or retain a business.

Disclosure of General Information

Information on business activities related to Environmental, Health and Safety, structure and performance is to be disclosed to restrictive government agency and guided by applicable regulations and prevailing industrial practice. Falsification of records and misrepresentation of information on environment, health and safety practices and condition in the supply chain is to be avoided.

Intellectual Property

Respect is given to intellectual property right. Transfer of technology is carried out protecting the intellectual property rights, including protection of customer information.

Fair Business Practice, Advertising and Competition

The company upholds fair business practice in its advertisements. It abides by the fair competition and not take side with unfair behavior, such as monopoly, forced trading, illegal tie-ups, false propaganda, dumping, defamation, collusion, infringement of trade secrets. It also safeguards customer information.

Grievance Committee, Protection of Identity and Non-Retaliation

The company respects the individual to raise their concerns through a suggestion box located in accessible area. It ensures confidentiality and anonymity of the employee airing out its opinion and does not retaliate in any form.

Sourcing of Minerals

The company advocates responsible sourcing of minerals and ensure that tantalum, tin, tungsten and gold in its products, do not directly nor indirectly finance or benefit armed group that are perpetrators of human rights.

Privacy

It is the commitment of the company to protect the privacy of personal information of individual including suppliers, customers, consumers and employees. It obliges everyone to comply with the privacy of information and abide by the secrecy laws and regulatory requirements while personal information is gathered, stored, processed and transmitted.

4. Management System

Management Commitment

The management of OGI commits to abide by all the applicable laws, rules and regulations in dealing with customer requirements. OGI also conforms to this code for the continual improvement of its operations and performance.

Management Accountability and Responsibility

OGI appoints company representative to ensure the proper implementation, maintenance and regular review of the compliance to management systems.

Legal and Customer Requirements

OGI monitors, abides and continuously update itself on the prevailing and applicable laws, regulations and customer requirements, including the requirements of this code.

Risk Assessment and Risk Management

The company identifies the potential hazards and risks, their probability, likelihood and severity to measure their effects in the operations and to project the period of business recovery.

Continuous Improvement and Objectives

The company strives for continuous improvement in its operations in attaining its objectives. It also considers the improvement on social and environmental performance with periodic assessment for the achievement of objectives.

Training and Development

The company provides training and development to managers and employees for the implementation of policies, procedures to comply with legal and regulatory requirements.

Proper Communication

The company conducts orientation to communicate its policies, practices, expectation and performance to employees, suppliers and customers. It provides other forms of communications

such as memorandum, bulletin boards, letters, emails, meetings and other practical way of information.

Employee Feedback System

Employees are allowed to submit their concerns and observation through suggestion box. They are also given the opportunity to bring out their ideas during meetings for the improvement of practices in the operations.

Audits and Assessment

The company conducts periodic audit and assessment of its performance and compliance to the procedures, legal and regulatory requirements, and the content of this code. It also conducts audits to verify its fulfillment of social and environmental responsibility.

Corrective and Preventive Action Report

The company provides corrective and preventive action report in case of deficiencies and non-compliance identified either internal or external and conducts inspection, investigation and review.

Documentation and Control of Records

Systems and procedures on documentation and control of records are maintained by the company.

Suppliers Responsibility

OGI communicates and promotes its sustainability and initiatives for its continuous business operations with its suppliers and ensures that the suppliers meet its business objectives.

5. Anti-Bribery and Anti Corruption

5.1 Bribery refers to the act of offering, giving, promising, asking, agreeing, receiving, accepting, or soliciting something of value or of an advantage so to induce or influence an action or decision.

5.2 A bribe refers to any inducement, reward, or object/item of value offered to another individual in order to gain commercial, contractual, regulatory, or personal advantage.

5.3 Bribery is not limited to the act of offering a bribe. If an individual is on the receiving end of a bribe and they accept it, they are also breaking the law.

5.4 Bribery is illegal. Employee must not engage in any form of bribery, whether it be directly, passively (as described above), or through a third party (such as an agent or distributor). They

must not bribe a foreign public official anywhere in the world. They must not accept bribes in any degree and if they are uncertain about whether something is a bribe or a gift or act of hospitality, they must seek further advice from the company's compliance manager.

5.5 What is and what is NOT acceptable

5.5.1 Gifts and hospitality – OMON Group Inc. accepts normal and appropriate gestures of hospitality and goodwill (whether given to/received from third parties) so long as the giving or receiving of gifts meets the following requirements:

- a. It is not made with the intention of influencing the party to whom it is being given, to obtain or reward the retention of a business or a business advantage, or as an explicit or implicit exchange for favours or benefits.
- b. It is not made with the suggestion that a return favour is expected.
- c. It is in compliance with local law.
- d. It is given in the name of the company, not in an individual's name.
- e. It does not include cash or a cash equivalent (e.g. a voucher or gift certificate).
- f. It is appropriate for the circumstances (e.g. giving small gifts around Christmas or as a small thank you to a company for helping with a large project upon completion).
- g. It is of an appropriate type and value and given at an appropriate time, taking into account the reason for the gift.
- h. It is given/received openly, not secretly.
- i. It is not selectively given to a key, influential person, clearly with the intention of directly influencing them.
- i. It is not offer to, or accepted from, a government official or representative or politician or political party

* As good practice, gifts given and received should always be disclosed to the compliance manager. Gifts from suppliers should always be disclosed.

5.5.2 Facilitation Payments and Kickbacks

* We do not accept and will not make any form of facilitation payments of any nature. We recognize that facilitation payments are a form of bribery that involves expediting or facilitating the performance of a public official for a routine governmental action. We recognize that they tend to be made by low level officials with the intention of securing or speeding up the performance of a certain duty or action.

* We do not allow kickbacks to be made or accepted. We recognize that kickbacks are typically made in exchange for a business favour or advantage.

* We recognizes that, despite our strict policy on facilitation payments and kickbacks, employees may face a situation where avoiding a facilitation payment or kickback may put their/their family's personal security at risk. Under these circumstances, the following steps must be taken:

- a. Keep any amount to the minimum
- b. Ask for a receipt, detailing the amount and reason for the payment
- c. Create a record concerning the payment
- d. Report this incident to your line manager

5.5.3 Political Contributions

We will not make donations, whether in cash, kind, or by any other means, to support any political parties or candidates. We recognize this may be perceived as an attempt to gain an improper business advantage.

5.5.4 Charitable Contributions

* We accept (and indeed encourages) the act of donating to charities – whether through services, knowledge, time, or direct financial contributions (cash or otherwise) – and agrees to disclose all charitable contributions it makes.

* Employees must be careful to ensure that charitable contributions are not used to facilitate and conceal acts of bribery.

* We will ensure that all charitable donations made are legal and ethical under local laws and practices, and that donations are not offered/made without the approval of the compliance manager.

Business Ethics and Code of Conduct Policy for Employees, Suppliers/Subcontractors

The Code of Conduct of OMON Group Inc. defined as the principle to establish a Policy. It is to ensure that working conditions are safe, that workers are treated with respect and dignity, and that business operations are environmentally responsible, conducted ethically and free from bribery and corruption. The Policy is also expected as guidance to meet local laws and regulations, customer's requirements, and Company's vision, mission and values. In addition to this, we also take considerations that Subcontractors and Suppliers will accept this Policy in which both parties will be benefits.

Policies for Suppliers / Subcontractors declares as assign herewith:

1. Management System

*Company commitment on corporate social and environmental responsibility policy statements affirming that company must commit to comply and have a continual improvement endorsed by executive management and posted in the facility in the local language.

*Management accountability and responsibility clearly identifies senior executive and company representative(s) responsible for ensuring implementation of the management systems and associated programs. Senior management reviews the status of the management system on a regular basis.

*Risk assessment and Risk management process to identify the legal compliance, environmental, health and safety and labor practice and ethics risks associated with employee operations.

2. Environment Protection, Health & Safety

*That the Company Permits and Reports are required environmental permits (e.g. discharge monitoring), approvals and registrations are to be obtained, maintained and kept current and their operational and reporting requirements are to be followed.

*Company Pollution Prevention and Resource Reduction is the use of resources and generation of waste of all types, including water and energy. This should be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation and recycling of materials.

*Company Hazardous Substances Chemicals and other materials posing a hazard if released to the environment are subject to be identified and managed to ensure their safe handling, movement, storage, use, recycling and disposal.

*Company Wastewater and Solid Waste shall implement a systematic approach to identify, manage, reduce, and responsibly dispose. Wastewater generated from operations, industrial processes and sanitation facilities are to be characterized, monitored, controlled and treated as required prior to discharge or disposal. Additional measures should be implemented to reduce generation of wastewater. Participant shall conduct routine monitoring of the performance of its wastewater treatment systems.

*Company Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, routinely monitored, controlled and treated as required prior to discharge. Participant shall conduct routine monitoring of the performance of its air emission control systems.

3. Business Ethics

*Integrity should be upheld in all business interactions. Participants shall have a zero tolerance policy to prohibit any and all forms of bribery, corruption, extortion and embezzlement. All business dealings should be transparently performed and accurately reflected on Participant's business books and records. Monitoring and enforcement procedures shall be implemented to ensure compliance with anti-corruption laws.

*Bribes or other means of obtaining undue or improper advantage are not to be promised, offered, authorized, given or accepted. This prohibition covers promising, offering, authorizing, giving or accepting anything of value, either directly or indirectly through a third party, in order to obtain or retain business, direct business to any person, or otherwise gain an improper advantage.

*Information regarding participant labor, health and safety, environmental practices, business activities, structure, financial situation and performance is to be disclosed in accordance with applicable regulations and prevailing industry practices. Falsification of records or mis-representation of conditions or practices in the supply chain is unacceptable.

*Intellectual Property - Respect is given to intellectual property right. Transfer of technology is carried out protecting the intellectual property rights, including protection of customer information.

4. Labor Practice and Human Rights

*Freely Chosen Employment, as part of the hiring process, workers must be provided with a written employment agreement that contains a description of terms and conditions of employment prior to the worker before he/she being hired. Employers and agents may not hold or otherwise destroy, conceal, confiscate or deny access by employees to their identity documents, such as government-issued identification, passports or work permits, unless such holdings are required by law. Workers shall not be required to pay employers' or agents' recruitment fees or other related fees for their employment. If any such fees are found to have been paid by workers, such fees shall be repaid to the worker.

*Wages and Benefits Compensation paid to workers shall comply with all applicable wage laws, including those related to minimum wages, overtime hours and legally mandated benefits. In compliance with local laws, workers shall be compensated for overtime at pay rates greater than regular hourly rates. Deductions from wages as a disciplinary measure shall be permitted. For each pay period, workers shall be provided with a timely and understandable wage statement that includes sufficient information to verify accurate compensation for work performed. All use of temporary, dispatch and outsourced labor will be within the limits of the local law.

*Human Treatment must be no harsh and inhumane treatment including any sexual harassment, sexual abuse, corporal punishment, mental or physical coercion or verbal abuse of workers; nor is there to be the threat of any such treatment. Disciplinary policies and procedures in support of these requirements shall be clearly defined and communicated to workers.

*Non-Discrimination should be committed to a workforce free of harassment and unlawful discrimination. Companies shall not engage in discrimination based on race, color, age, gender, sexual orientation, gender identity and expression, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, protected genetic information or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training. Workers shall be provided with reasonable accommodation for religious practices. In addition, workers or potential workers should not be subjected to medical tests or physical exams that could be used in a discriminatory way.

*Worker exposure to potential safety hazards (e.g., electrical and other energy sources, fire, vehicles,

and fall hazards) are to be controlled through proper design, engineering and administrative controls, preventive maintenance and safe work procedures (including lockout/tagout), and ongoing safety training should be provided by the company.

*Machine Safeguarding Production and other machinery shall be evaluated for safety hazards. Physical guards, interlocks and barriers are to be provided and properly maintained where machinery presents an injury hazard to workers.

*Sanitation, Food, and Housing Workers are to be provided with ready access to clean toilet facilities, portable water and sanitary food preparation, storage, and eating facilities. Worker dormitories provided by the Employer or a labor agent are to be maintained to be clean and safe, and provided with appropriate emergency egress.

5. Anti-Bribery and Anti Corruption

5.1 Bribery refers to the act of offering, giving, promising, asking, agreeing, receiving, accepting, or soliciting something of value or of an advantage so to induce or influence an action or decision.

5.2 A bribe refers to any inducement, reward, or object/item of value offered to another individual in order to gain commercial, contractual, regulatory, or personal advantage.

5.3 Bribery is not limited to the act of offering a bribe. If an individual is on the receiving end of a bribe and they accept it, they are also breaking the law.

5.4 Bribery is illegal. Employee must not engage in any form of bribery, whether it be directly, passively (as described above), or through a third party (such as an agent or distributor). They must not bribe a foreign public official anywhere in the world. They must not accept bribes in any degree and if they are uncertain about whether something is a bribe or a gift or act of hospitality, they must seek further advice from the company's compliance manager.

5.5 What is and what is NOT acceptable

5.5.1 Gifts and hospitality – OMON Group Inc. accepts normal and appropriate gestures of hospitality and goodwill (whether given to/received from third parties) so long as the giving or receiving of gifts meets the following requirements:

- a. It is not made with the intention of influencing the party to whom it is being given, to obtain or reward the retention of a business or a business advantage, or as an explicit or implicit exchange for favours or benefits.
- b. It is not made with the suggestion that a return favour is expected.
- c. It is in compliance with local law.
- d. It is given in the name of the company, not in an individual's name.
- e. It does not include cash or a cash equivalent (e.g. a voucher or gift certificate).
- f. It is appropriate for the circumstances (e.g. giving small gifts around Christmas or as a small thank you to a company for helping with a large project upon completion).
- g. It is of an appropriate type and value and given at an appropriate time, taking into account the reason for the gift.
- h. It is given/received openly, not secretly.
- i. It is not selectively given to a key, influential person, clearly with the intention of directly influencing them.
- i. It is not offer to, or accepted from, a government official or representative or politician or political party

* As good practice, gifts given and received should always be disclosed to the compliance manager. Gifts from suppliers should always be disclosed.

5.5.2 Facilitation Payments and Kickbacks

* We do not accept and will not make any form of facilitation payments of any nature. We recognize that facilitation payments are a form of bribery that involves expediting or facilitating the performance of a public official for a routine governmental action. We recognize that they tend to be made by low level officials with the intention of securing or speeding up the performance of a certain duty or action.

* We do not allow kickbacks to be made or accepted. We recognize that kickbacks are typically made in exchange for a business favour or advantage.

* We recognizes that, despite our strict policy on facilitation payments and kickbacks, employees may face a situation where avoiding a facilitation payment or kickback may put their/their family's personal security at risk. Under these circumstances, the following steps must be taken:

- a. Keep any amount to the minimum
- b. Ask for a receipt, detailing the amount and reason for the payment
- c. Create a record concerning the payment
- d. Report this incident to your line manager

5.5.3 Political Contributions

We will not make donations, whether in cash, kind, or by any other means, to support any political parties or candidates. We recognize this may be perceived as an attempt to gain an improper business advantage.

5.5.4 Charitable Contributions

* We accept (and indeed encourages) the act of donating to charities – whether through services, knowledge, time, or direct financial contributions (cash or otherwise) – and agrees to disclose all charitable contributions it makes.

* Employees must be careful to ensure that charitable contributions are not used to facilitate and conceal acts of bribery.

* We will ensure that all charitable donations made are legal and ethical under local laws and practices, and that donations are not offered/made without the approval of the compliance manager.

WORKPLACE POLICY AND PROGRAM ON COVID-19 PREVENTION AND CONTROL

Pursuant to the provisions of RA 11058, An Act Strengthening Compliance with Occupational Safety and Health Standards and Providing Penalties for Violations Thereof, and the Department Order 198-18 or its Implementing Rules and Regulations (IRR), OMON GROUP INC recognizes workplace-based programs as a potent tool in addressing COVID-19 as an international pandemic problem, thus Company policy for the information and guidance of the employees in the assessment and prevention of COVID-19 in the workplace is hereby adopted.

I. COVERAGE

This program shall apply to all employees regardless of their employment status and all visitors, clients/customers, and other stakeholders of OMON GROUP INC.

II. WORKPLACE HEALTH & SAFETY

In compliance with the mandates of the Department of Health (DOH), Department of Labor & Employment (DOLE), Department of Trade & Industry and all other attached agencies of the Philippine Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID), OMON GROUP INC institutes the following Non-Pharmaceutical Interventions (NPI) which are applicable to all employees/customers/suppliers/contract workers of OMON GROUP INC.

2.1. Increase Physical & Mental Resilience

a. Emphasis to all OMON GROUP INC employees and contractors/service providers the daily practice of healthy life style actions such as:

- Eating nutritious and well-cooked food
- Drinking plenty of fluids and avoidance of alcoholic beverages
- Increasing the body resistance by having adequate rest and at least eight hours of sleep
- Regular exercise.

2.1.2. Sustained issuance of vitamins.

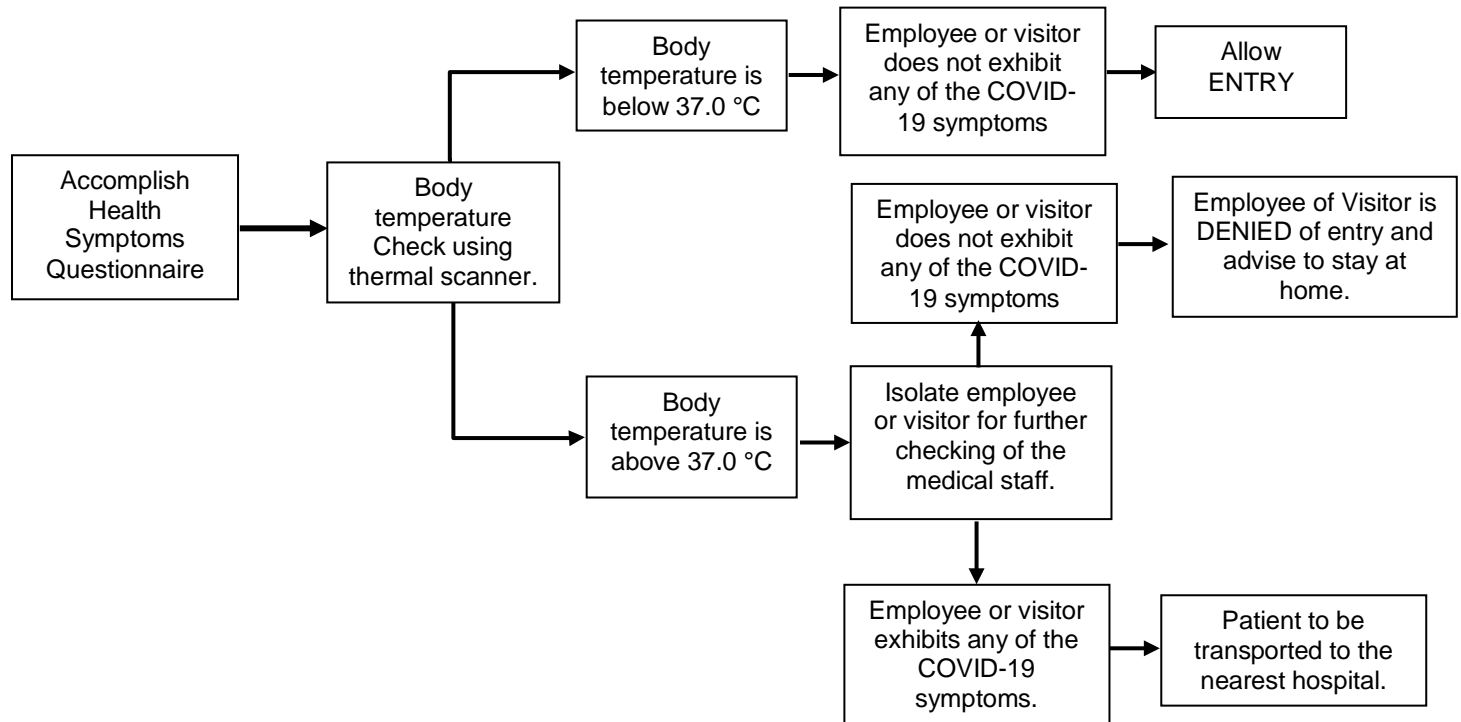
2.1.3. Provision of referral for employees needing counselling or presenting with mental concerns.

2.2. Reduce Transmission of COVID-19

2.2.1. Prior Entry

a. Requirement of **“No Face Mask, No Entry”** policy. OMON GROUP INC shall be responsible in the provision of the necessary Personal Protective Equipment (PPE) to all its employees such as but not limited to face mask, gloves, and goggles/face shields as protective gears, free of charge.

b. The protocol for screening the visitors, clients/customers, and other stakeholders of entering the OMON GROUP INC shall be strictly followed as illustrated below:



In the process of examining the patient, the following additional protocols will also be adopted.

1. *The Health Symptoms Questionnaire (HSQ), attached as Annex A, may be digitized.*
2. *Medical grade PPEs such as but not limited to **face masks, goggles/face shields, and gloves** must be provided to clinic staff assessing the incoming person.*
3. *Disinfect the isolation area. Provide entry areas with hand disinfectants*
4. *Thermal scanner must be **non-body contact***

c. All equipment or vehicles entering the OMON GROUP INC operational area will undergo proper disinfection process.

d. In cases there are long queues of OMON GROUP INC employees or visitors within or outside its vicinity, the Security guards on duty shall instill the physical distancing protocol.

2.2.2. Inside the Workplace

a. Disinfection of frequently touched surfaces (doorknobs, handles, switches, etc) **at least once every 2 hours** using.

b. Handwashing soaps/liquid will be provided on all wash rooms and **hand sanitizers or hand disinfectants** in areas where people frequently pass.

c. Practice physical distancing of **at least 1 m. radius** at all times and all areas of operations of OMON GROUP INC, including canteen/dining areas. Eating in communal areas will be discouraged and conversing during meal times will be disallowed as physical barrier in between dining tables will be provided.

d. Workstations including canteen/dining area will be regularly disinfected.

2.3. Minimize Contact Rate

2.3.1. At work

- a. Alternative work arrangements such as working-hour shifts (day and night shift) to avoid crowding at workplaces on a rotation basis and Work-from-Home (WFH), will be adopted on a case-to-case basis.
- b. Prolonged face-to-face interactions between workers, clients, visitors, among others will be discouraged and preference on video-conferencing using available software or application. OMON GROUP INC will device a scheme to encourage online system to be utilized for clients or visitors needing assistance from offices.
- c. All work stations such as but not limited to offices, production or warehouse areas, clinic, and auxiliary facilities will be arranged in order to maintain proper physical distancing through provision of barriers, where applicable. To allow for unidirectional movement in aisles, corridors, and walkways, workstations will be relayed-out.
- d. People inside an enclosed space such as room, store, or hall shall be limited.
- e. Use of stairs will be encouraged subject to physical distancing requirements.
- f. Designated members of the Health & Safety Committee or line leaders and/or supervisors of OMON GROUP INC shall ensure that physical distancing and observance of health protocols are strictly abided by all.

2.3.2. Employee's Responsibility

- a. Comply with all site-specific policy on the workplace prevention of COVID-19.
- b. Observe proper respiratory etiquette (sneezing or coughing through the elbow).
- d. Proper disposal of used tissue and mask.
- e. Disinfecting hands immediately through proper washing with soap and water or alcohol based sanitizer immediately after cough or sneeze.

2.4. Reduce Risk of Infection from COVID-19

2.4.1. In the event that a worker is suspected as having COVID-19, OMON GROUP INC shall:

1. Provide the worker with a face mask to prevent risk of spreading the infection
2. Isolate the worker immediately in a separate well-ventilated room in the work place away from other workers.
3. Refer the worker to the company healthcare provider or to the nearest local health center or hospital for laboratory confirmation if the history, signs and symptoms are consistent with a suspected case of COVID-19.
4. Report the worker to the Department of Health by calling the DOH at numbers 8711-1101 and 8711-1002.
5. Ensure the implementation of recommendations provided by the DOH on the management and transport of suspected case of COVID-19.

6. Observe respiratory precautions when taking care of patient with flu or flu like illness and
7. Decontaminate the work area with appropriate disinfectant (e.g. chlorine bleaching solution and 1:100 phenol-based disinfectant).

2.4.2. In the event that a worker is sick or has fever but is not suspected to have COVID-19, OMON GROUP INC will advise the worker to take prudent measures to limit the spread of communicable diseases as follows:

1. Stay at home and keep away from work or crowds
2. Take adequate rest and take plenty of w fluids
3. Practice personal hygiene
4. Seek appropriate medical care if there is persistent fever, when difficulty of breathing has started or when he/she becomes weak.

III. COVID-19 Isolation Protocol For Employees Who Become at Work

1. Employees are advised that, if they feel ill or if someone observes that another person is being ill, or is exhibiting symptoms of COVID-19 at work, they should contact Safety or HR Officer. The Safety Officer or HR Officer is expected to be ready and available at all times to provide assistance to ill employee/s.
2. The Safety or HR Officer must escort him/her/them directly to the designated isolation room by the most direct route.
3. Suspected infected employee must immediately be given appropriate PPEs such as mask and nitrile gloves. Explain to them that it is to help protect other employees and prevent spread any potential virus.
4. The Safety or HR Officer must complete a Suspect COVID-19 Case Form (Appendix B), and call the local health authority or medical office to seek advice regarding transportation and location.
5. Safety or HR Officer and any others attending the suspected infected person should wear a complete body PPE to include protective mask and nitrile (surgical) gloves while working with the suspected infected person.
6. The Safety or HR Officer shall coordinate with DOH and other cognizant Health Authorities/Practitioners for the confirmatory test; and to assess who among such persons should be placed on quarantine, and advise which area to vacate and cordon-off.
7. The Safety or HR Officer shall assess and declare who among the suspected employee/s should be under home quarantine or sent to the isolation room.
8. Safety or HR Officer must: • Identify persons that may have been in contact with the suspected infected employee;

IV. ASSISTANCE TO BE PROVIDED BY DOLE

For workers in the country, the Bureau of Working Conditions (BWC), Occupational Safety and Health Center (OSHC) and the DOLE Regional Offices, in collaboration with Department of health shall provide the following:

1. Information on COVID-19 and workplace concern including issues related to OSH standards and General Labor standard.

2. Technical assistance in the form of risk assessment, use of protective equipment including a respirator program, workplace improvement to reduce the likelihood of droplet of infection and contamination by materials possibly infected by the virus; and
3. Capability building of COVID-19 focal person in the workplace. The DOLE agencies concerned shall make a regular progress report on the prevention and control of COVID-19 in the workplace.

V. IMPLEMENTATION, MONITORING, & REPORTING

The Safety and Health Committee of OMON GROUP INC or its counterpart shall periodically monitor and evaluate the implementation of this Policy and Program & provide a monthly reporting of illness, diseases, and injuries to the DOLE, through its Regional Office, copy furnished the DOH, utilizing the DOLE Work Accident Illness Report Form.

VI. EFFECTIVITY

These guidelines shall take effect immediately.

Prepared by:

<signed>
MS. CAMILLE TIONGCO
HR Supervisor

Reviewed and Approved by:

<signed>
MS. XINMEI ZHAO
President & CEO

ANNEX A

2. All visitors shall accomplish the visitor's checklist

Health Checklist

Temperature:

Name: _____ Sex: _____ Age: _____

Residence: _____

Nature of Visit: Official: ☐ If official, fill-in company details below
 Please check one Personal: ☐

Company Name: _____

Company Address: _____

	Yes	No
1. Are you experiencing: (nakakaranas ka ba ng:)		
a. Sore throat (panakit ng lalamunan / masakit tumunok)	<input type="checkbox"/>	<input type="checkbox"/>
b. Body pains (panakit ng katawan)	<input type="checkbox"/>	<input type="checkbox"/>
c. Headache (panakit ng ulo)	<input type="checkbox"/>	<input type="checkbox"/>
d. Fever for the past few days (Lagnat sa nakalipas na mga araw)	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you worked together or stayed in the same close environment of a confirmed COVID-19 case? (May nakasama ka ba o nakatrabahong tao na kumpirmadong may COVID-19 / may impeksyon ng coronavirus?)	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you had any contact with anyone with fever, cough, colds, and sore throat in the past 2 weeks? (Mayroon ka bang nakasama na may lagnat, ubo, sipon o sakit ng lalamunan sa nakalipas ng dalawang (2) lingo?)	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you travelled outside of the Philippines in the last 14 days? (Ikaw ba ay nagbyahe sa labas ng Pilipinas sa nakalipas na 14 na araw?)	<input type="checkbox"/>	<input type="checkbox"/>
5. Have you travelled to any area in NCR aside from your home? (Ikaw ba ay nagpunta sa iba pang parte ng NCR o Metro Manila bukod sa iyong bahay?) Specify (Sabihin kung saan): _____	<input type="checkbox"/>	<input type="checkbox"/>

I hereby authorize [name of establishment], to collect and process the data indicated herein for the purpose of effecting control of the COVID-19 infection. I understand that my personal information is protected by RA 10173, Data Privacy Act of 2012, and that I am required by RA 11469, Bayanihan to Heal as One Act, to provide truthful information.

Signature: _____ Date: _____

Appendix B: COVID Case Form

Report for Employees / Visitors Presenting Symptoms at Work

DETAILS OF AFFECTED PERSON

Name: _____ Date: _____ ☐ Visitor / ☐ Employee / ☐ Contractor

Job Title: _____

Worksite: _____

Location of Isolation: _____

Address: _____

Symptoms noticed:

- ☐ Temperature >37.5°C (99.5 °F)
- ☐ Shortness of breath, difficulty breathing
- ☐ Cough
- ☐ Running nose
- ☐ Sneezing
- ☐ Muscle Pain
- ☐ Tiredness

Time of fever on-set: _____

Time of isolation: _____

(Symptoms and isolation periods will be updated periodically as information becomes available following the emergence of a pandemic virus strain.)

Where referred to: _____

Notes: _____

DETAILS OF REPORTER

Name: _____

Job title: _____

Telephone no. _____

OMON GROUP INC. COVID-19 PREVENTIVE MEASURE GUIDELINES

FOR EMPLOYEES – with residence affected by Covid-19

WHAT	GUIDELINES	RESPONSIBLE	STATUS
BEFORE ENTERING OGI PREMISES	<p>If the area of residence is reported to have positive case, then OMON will comply with the restriction memo from CEZ, Municipality and/or Provincial offices may release.</p> <p>In cases that the area of residence is not reported to have positive case but is passable going to office, certificate from the barangay will be required stating that the employee is safe to report to work unless otherwise CEZ, Municipality and/or Provincial offices will release restriction to travel.</p>	All	On-going implementation

FOR EMPLOYEES



WHAT	GUIDELINES	RESPONSIBLE	STATUS
BEFORE ENTERING OGI PREMISES	Temperature checking at the entrance gate. - Below 37.0 –allowed to enter, (no cough, colds, sore throat) - Above 37.0 –not allowed to enter company premises, file SL and secure medical certificate to hospital of choice even for 1 day SL	All	On-going implementation
	Sanitize hand before entry. Sanitizers is available near the biometric area / receiving lobby area. Sanitizers distributed at designated areas at production, warehouse and offices.	All	On-going implementation

FOR EMPLOYEES



WHAT	GUIDELINES	RESPONSIBLE	STATUS
IF HAS HISTORY OF TRAVELLING TO COUNTRIES/ AREAS WITH POSITIVE CASES OF COVID-19	History of travel abroad (within the past 14 days) on countries with confirmed cases or if residence or had been to areas with declared positive cases of COVID-19 -Subject to home quarantine (14 days)	All	On-going implementation
	If signs and symptoms (headache, fever, cold, dry cough, sore throat and body pain) appear within the quarantine period, refer to RITM for check-up		

FASTENING YOUR CREATIONS
comon
GROUP
LINKING TO INNOVATIONS

FASTENING YOUR CREATIONS. LINKING TO INNOVATIONS.

FOR VISITORS - Supplier, Customer, Applicant (LOCAL & FOREIGN)

WHAT	GUIDELINES	RESPONSIBLE	STATUS
BEFORE ENTERING OGI PREMISES	Secure appointment for a meeting. <i>No appointment, no entry policy.</i>	All	On-going implementation
	Temperature checking at the entrance gate. - Below 37.0 –allowed to enter, (no cough, colds, sore throat) - Above 37.0 –not allowed to enter OGI premises.	All	On-going implementation
	If allowed to enter, follow below guidelines: 1. Wear a mask. 2. Fill-up declaration form prior entry which is available at the entrance (guard station) area. 3. Sanitize hand before entry. <i>Failure to comply with the above will be restricted for entry.</i>	All	On-going implementation

FOR VISITORS - Supplier, Customer, Applicant (LOCAL & FOREIGN)

WHAT	GUIDELINES	RESPONSIBLE	STATUS
IF HAS HISTORY OF TRAVELLING TO AREAS WITH POSITIVE CASES OF COVID-19	History of travel abroad (within the past 14 days) on countries with confirmed cases or if residence or had been to areas with declared positive cases of COVID-19 - Restriction of entry will be imposed.	All	On-going implementation
	If signs and symptoms (headache, fever, cold, cough, sore throat and body pain) appear within the quarantine period, refer to RITM for check-up		
If without travel history on countries or on areas with confirmed cases within the past 14 days - allowed to enter OGI then follow company entry guidelines on COVID-19			
It is also recommended to practice social distancing to prevent spreading of COVID-19 virus.			



December 27, 2019

ECC-OL-R4A-2019-0843

MR. XINMEI ZHAO

President

OMON GROUP INC.

Keonyang Building, Block 24, Lot 9, Phase IV

Cavite Economic Zone, Rosario, Cavite 4106

Subject: **ENVIRONMENTAL COMPLIANCE CERTIFICATE**

Dear **Mr. Zhao**:

This refers to the Environmental Compliance Certificate (ECC) application for the **MANUFACTURE OF INDUSTRIAL FASTENERS, CABLE ASSEMBLY, WIRE HARNESS, JIGS & FIXTURES REPROCESSING, REWORKING, REPACKING, CASTING, MOLDING, FORMING & JOINING OF ALL KINDS OF ADHESIVE TAPES, TUBES, INSULATORS, AND OTHER SUBSEQUENT PRODUCTS, WAREHOUSING OF HAZARDOUS AND NON-HAZARDOUS MATERIALS AND BOX BUILD ASSEMBLY FOR ELECTRONICS EQUIPMENT SPECIALLY ROUTER AND SWITCH, DASHBOARD DISPLAY (MONITOR)/TABLET (EXPANSION) PROJECT** located at **the above-cited address**. After satisfying the requirements of the said application, this Bureau has decided to grant an ECC for the above-mentioned project.

With the issuance of this ECC, you are expected to implement the measures presented in the Environmental Performance Report and Management Plan (EPRMP) Checklist, intended to protect and mitigate the project's adverse impacts on community health, welfare and the environment. Environmental considerations shall be incorporated in all phases and aspects of the project. This Certificate does not create any right nor be used as an authorization to implement the project, you may proceed with the project implementation only after securing all the necessary permits from other pertinent Government Agencies. This Office will be monitoring the project periodically to ensure your compliance with stipulations cited in the attached ECC.

Please be guided accordingly.

Very truly yours,


DIR. NOEMI A. PARANADA
OIC - Regional Director



ENVIRONMENTAL COMPLIANCE CERTIFICATE
(Issued under Presidential Decree 1586)
ECC-OL-R4A-2019-0843

THIS IS TO CERTIFY THAT THE PROPONENT, **OMON GROUP INC.**, is granted this Environmental Compliance Certificate (ECC), for the **MANUFACTURE OF INDUSTRIAL FASTENERS, CABLE ASSEMBLY, WIRE HARNESS, JIGS & FIXTURES REPROCESSING, REWORKING, REPACKING, CASTING, MOLDING, FORMING & JOINING OF ALL KINDS OF ADHESIVE TAPES, TUBES, INSULATORS, AND OTHER SUBSEQUENT PRODUCTS, WAREHOUSING OF HAZARDOUS AND NON-HAZARDOUS MATERIALS AND BOX BUILD ASSEMBLY FOR ELECTRONICS EQUIPMENT SPECIALLY ROUTER AND SWITCH, DASHBOARD DISPLAY (MONITOR)/TABLET (EXPANSION) PROJECT** located at **Keonyang Building, Block 24, Lot 9, Phase IV, Cavite Economic Zone, Rosario, Cavite** by the Department of Environment and Natural Resources (DENR), through the Environmental Management Bureau (EMB), CALABARZON Region.

This Certificate supersedes ECC-4A-1708-0253 dated August 29, 2017 subject to the conditions and restrictions set out herein:

PROJECT DESCRIPTION			
This ECC covers the project of Omon Group Inc. with the following product/activity:			
Products / Activity	Existing Capacity	Proposed Expansion	Total Capacity
Fasteners	2,000,000,000 pieces/ 50,000 MT	--	2,000,000,000 pieces/ 50,000 MT
Cables and Wire Harness	70,000 pieces/ 5,000 MT	--	70,000 pieces/ 5,000 MT
Adhesive Tapes, Teflon Tubes and	10,000 pieces/ 2,000 MT	--	10,000 pieces/ 2,000 MT
Jigs and Fixtures	10,000 pieces/ 2,000 MT	--	10,000 pieces/ 2,000 MT
Warehousing of Hazardous Materials	100 MT	--	100 MT
Warehousing of Non-Hazardous Materials	533.30 square meters	--	533.30 square meters
Router, Switch and Dashboard Display (Monitor)/Tablet	--	100 MT	100 MT
The project is situated in a total land area of One Thousand Seven Hundred Eighty Four and 11/100 (1,784.11) square meters of leased parcel of land located at Keonyang Building, Block 24, Lot 9, Phase IV, Cavite Economic Zone, Rosario, Cavite			

This Certificate is issued in compliance to the requirements of Presidential Decree No. 1586, in accordance to Department Administrative Order No. 2003-30. The Bureau, however, is not precluded from reevaluating, adding, removing, and correcting any deficiencies or errors that may be found after issuance of this Certificate.

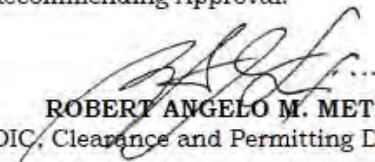


Environmental Compliance Certificate
Box Build Assembly for Electronics Equipment Specifically Router and Switch,
Dashboard Display (Monitor)/Tablet Project
Keonyang Bldg., Lot 9 Blk. 24, Phase IV, Cavite Economic Zone, Rosario, Cavite
Rosario, Cavite
OMON GROUP INC.

This is to certify, further, that in issuing this **CERTIFICATE**, it should be understood that the same is a **PLANNING TOOL** and **NOT A PERMIT**. It is expected that the proponent will diligently secure pertinent **PERMITS/CLEARANCES** from all concerned government agencies (i.e. DICT, PEZA, DOTr, DOH, LGUs, PNP, FDA, PDEA, DTI, DOLE, BoC, DFA, etc.) prior to the implementation of the project to be submitted to this Office within sixty (60) working days upon receipt thereof; otherwise this Office shall be constrained to take appropriate legal action. The issuance of the ECC shall not be construed as resolving issues within the mandate of other government agencies.

Issued at EMB CALABARZON Region this **December 27, 2019.**

Recommending Approval:


ROBERT ANGELO M. METIN
OIC, Clearance and Permitting Division

Approved by:


DIR. NOEMI A. PARÁNADA
OIC -Regional Director



Environmental Compliance Certificate
Box Build Assembly for Electronics Equipment Specifically Router and Switch,
Dashboard Display (Monitor)/Tablet Project
Keonyang Bldg., Lot 9 Blk. 24, Phase IV, Cavite Economic Zone, Rosario, Cavite
Rosario, Cavite
OMON GROUP INC.

Conflict Minerals Policy Statement

OMON Group Inc. is committed to sourcing components and materials from suppliers and subcontractors that share our values with regards human rights, ethics and environmental responsibility. We expect all of our suppliers and subcontractors to abide by the requirements of our Business Ethics and Code of Conduct Policy for Suppliers and Subcontractors, which prohibits human rights abuses and unethical practices. We also require all suppliers to comply with applicable legal standards and requirements.

On August 22, 2012, the U.S. Securities and Exchange Commission ("SEC") issued the final conflict minerals rule under Section 1502 the Dodd-Frank Wall Street Reform and Consumer Protection Act (the "Conflict Minerals Rule"). The Conflict Minerals Rule requires publicly traded companies to report annually the presence of conflict minerals (tin, tungsten, tantalum and gold, or "3TG") originating in the Democratic Republic of the Congo or adjoining countries ("Covered Countries").

OMON Group Inc. requires that suppliers whose products contain tantalum, tin, gold and tungsten submit this information to OMON Group Inc. using the standardized EICC/GeSI Conflict Minerals Reporting Template that traces the metals back through the supply chain.

OMON Group Inc. requires all of our suppliers to provide us with completed conflict minerals declarations using the EICC/GeSI Conflict Minerals Reporting Template. We may reconsider our willingness to partner with suppliers that fail to comply with this Policy.

You can download a copy of the reporting template here:

<http://www.conflictfreemelter.org/ConflictMineralsReportingTemplateDashboard.htm>



The
Philippine Economic Zone Authority
Cavite Economic Zone

presents this

Certificate of Participation

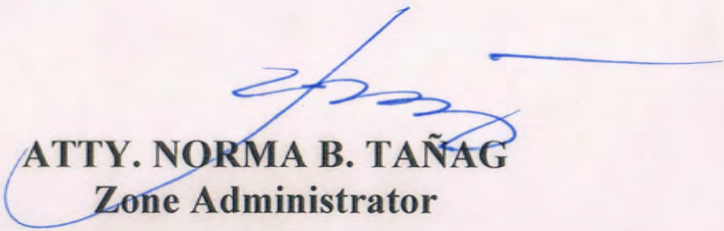
to

Omon Group, Inc.

for its active participation in the Second Quarter River Clean-up of the

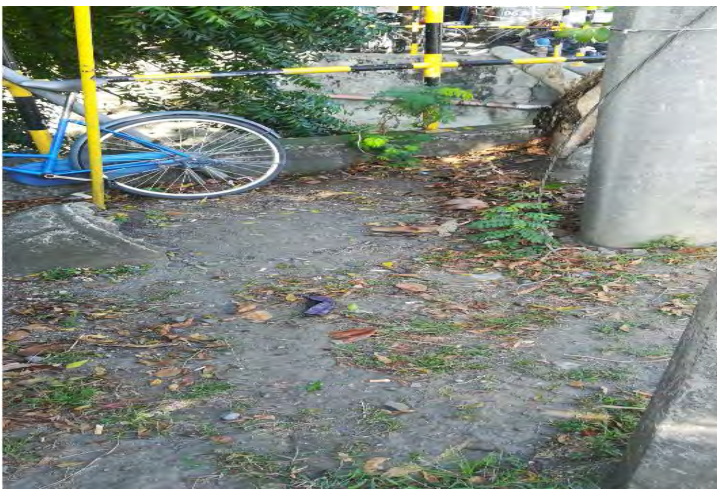
CEZ Adopt-a-River Project

held on the 22nd day of June 2019 at the Maalimango River, Rosario, Cavite.


ATTY. NORMA B. TAÑAG
Zone Administrator

**2021 CEZ 1st Quarter River Clean Up
March 20, 2021
Maalimango River**

Before, During and After Picture





OGI VOLUNTEERS



OMON GROUP INC TREE PLANTING ACTIVITY DATE: FEBRUARY 11, 2021





JOLLY EXPRESS EMISSION CENTER

PUROK 4 NATIONAL ROAD, PULONG STA. CRUZ, CITY OF SANTA ROSA LAGUNA 4026

Tel No. (049) 543-1040 / Mobile Phones 0917-8426737 (Globe) / 0933-8544242 (Sun)

DTI ACCREDITED AND DENR AUTHORIZED PRIVATE EMISSION TESTING CENTER

DTI Accreditation: R4A-14047

Control #: 202000266

CERTIFICATE OF EMISSION COMPLIANCE

TAO856

VEHICLE INFORMATION

Registered Name / Owner: **OMON GROUP INC.**

PLATE #	MAKE	FUEL TYPE	BODY TYPE	ENGINE NO.	CHASSIS NO.
TAO856	MITSUBISHI	DIESEL	L300 FB BODY	4D56AAE3933	PAEL35MY9BB006392

EMISSION STANDARDS

	GASOLINE		GASOLINE REBUILT		MOTORCYCLES		DIESEL TURBO	DIESEL NON-TURBO	DIESEL REBUILT
	CO Carbon Monoxide	HC Hydro Carbon	CO Carbon Monoxide	HC Hydro Carbon	CO Carbon Monoxide	HC Hydro Carbon	OPACIMETER Limit (K)	OPACIMETER Limit (K)	OPACIMETER Limit (K)
01/2017 WARDS	0.25	100	0.25	100	2.5	1,000	1.0	1.0	1.0
01/2008 / 30/2017	0.50	250	0.50	250	3.5	4,500	2.0	2.0	2.0
01/1900 / 31/2007	3.50	600	3.50	600	4.5	6,000	2.5	2.5	2.5

Date Tested	FEBRUARY 12, 2020
Given This	FEBRUARY 12, 2020
Valid Until	APRIL 12, 2020

OPACIMETER AVERAGE RESULT	GAS ANALYZER FINAL RESULT
1.112 (K)	CO = 0.00 % HC = 000 ppm

Passed

FEB 12 2020

Jolly Express Emission Center
Purok 4 National Road PSC CSRL

Emission Test Conducted By :

JOSE D. BULATAO
TESDA Certificate No. 19126300003247
Valid Until : June 09, 2024



JOLLY EXPRESS EMISSION CENTER

PUROK 4 NATIONAL ROAD, PULONG STA. CRUZ, CITY OF SANTA ROSA LAGUNA 4026
Tel No. (049) 543-1040 / Mobile Phones 0917-8426737 (Globe) / 0933-8544242 (Sun)
DTI ACCREDITED AND DENR AUTHORIZED PRIVATE EMISSION TESTING CENTER

DTI Accreditation: R4A-14047

Control #: 202000313

CERTIFICATE OF EMISSION COMPLIANCE

130103

VEHICLE INFORMATION

Registered Name / Owner : JING ZHAO

PLATE #	MAKE	FUEL TYPE	BODY TYPE	ENGINE NO.	CHASSIS NO.
130103	NAVECO	DIESEL	CLOSED VAN	SOFIM8140430313F1313	LMJAEDA3XDK603058

EMISSION STANDARDS

	GASOLINE		GASOLINE REBUILT		MOTORCYCLES		DIESEL TURBO	DIESEL NON-TURBO	DIESEL REBUILT
	CO Carbon Monoxide	HC Hydro Carbon	CO Carbon Monoxide	HC Hydro Carbon	CO Carbon Monoxide	HC Hydro Carbon	OPACIMETER Limit (K)	OPACIMETER Limit (K)	OPACIMETER Limit (K)
07/01/2017 ONWARDS	0.25	100	0.25	100	2.5	1,000	1.0	1.0	1.0
01/01/2008 06/30/2017	0.50	250	0.50	250	3.5	4,500	2.0	2.0	2.0
01/01/1900 12/31/2007	3.50	600	3.50	600	4.5	6,000	2.5	2.5	2.5

Date Tested	FEBRUARY 14, 2020
Given This	FEBRUARY 14, 2020
Valid Until	MAY 14, 2020

OPACIMETER AVERAGE RESULT	GAS ANALYZER FINAL RESULT
0.771 (K)	CO = 0.00 % HC = 000 ppm

Passed

FEB 14 2020

Jolly Express Emission Center
Purok 4 National Road PSC CSRL

Emission Test Conducted By :

JOSE D. BULATAO
TESDA Certificate No. 19126300003247
Valid Until : June 09, 2024



CERTIFICATE OF EMISSION COMPLIANCE

DIAMOND EMISSION TESTING CENTER - CAVITE
P.E.T.C. NAME
ADDRESS
EPZA BY PASS RD. BOTOY KAWIT, CAVITE
AUTHORIZATION NO.
R4A-2009-11-26-12/05/2020

202000090657641

CEC NO. **9065764-1**

B9A97F36CB0DA2

M.V. OWNER
COMPLETE ADDRESS

WEI CHANG
PASAY CITY NCR

OR No.:51686

VEHICLE DETAILS

PLATE NO. AAD1171
MV FILE NO. 044800000195693
ENGINE NO. 4JJ1JF6885
CHASSIS NO. MPAUCS85HBT100146
DATE/TIME TESTED 01/17/2020 11:11:39 AM

FUEL TYPE DIESEL
YEAR MODEL 2012
MAKE/SERIES ISUZU - N/I
MV TYPE SUV
COLOR SILKY WHITE
CLASSIFICATION PRIVATE

GIVEN THIS
VALID UNTIL

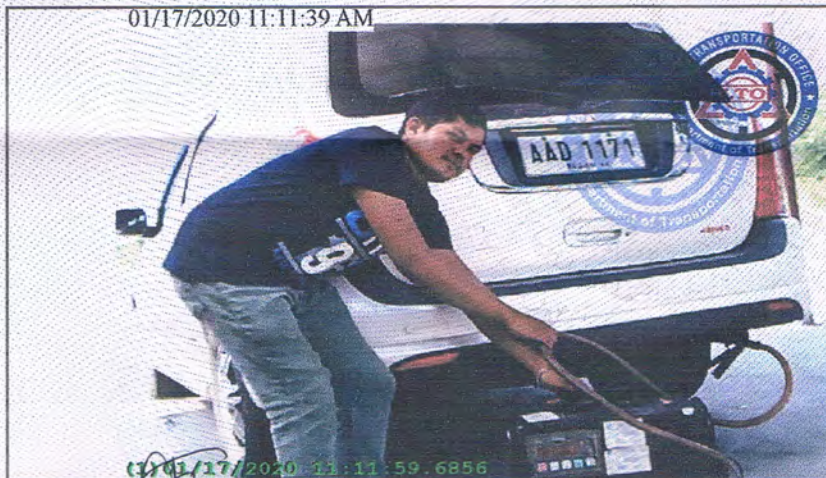
Friday, Jan 17 2020
Tuesday, Mar 17 2020

P.E.T.C. I.T. PROVIDER

THE NEW CYBERLINKTECH, INC.

TESTING RESULT

01/17/2020 11:11:39 AM



01/17/2020 11:11:59.6856

SUMMARY

CO	%	HC	%
0	%	0	%
CO2	%	O2	%
AVERAGE Light absorption coefficient		STANDARD	
1.17		2.20	
Lambda		NOx	

RESULT

PASSED

CHRISTOPHER CRUZ
ENCODER'S NAME

TESTED AND CERTIFIED BY
MVCET TESDA CERTIFICATE

ANCEL MARK P. MENeses
19031400009554

TESTING PURPOSE
FOR REGISTRATION ONLY