

Annex A

ADDENDUM TO THE EMPLOYMENT CONTRACT

The herein provisions constitute an Addendum to the Employment Contract entered into between

(The employer)

And

(The employee)

(Position of the Employee)

To wit:

DURATION OF THE CONTRACT:

(definite period for a minimum of one (1) year)

OVERTIME RATE

All the time worked beyond an employee's ordinary time of work, Monday to Friday must be paid for at the rate of

Ordinary hours of work

The ordinary hours will be 8 hours per day.

Penalty rates

Overtime worked on Saturdays, Sundays and public holidays must be paid for at a rate of

PLACE OF WORK

The employer may assign the employee to any project within

AIRFARE

The employer shall provide free airfare from the worker's point of origin (Philippines) to the work site in the following cases, free return airfare to the point of origin (Philippines):

- a. Termination of contract during the trial period
- b. Expiration of the contract
- c. If the employee is unable to continue to work due to work-related or work-aggravated injury or illness;
- d. Force majeure such as: Insurrection, terrorism, strikes or other labor difficulties, riot, national emergencies, war, acts of public enemies, fire, floods, typhoons, epidemics or other catastrophes of acts of God; and
- e. In such cases when contract of employment is terminated through no fault of the employee.

REPATRIATION OF REMAINS

In the event of the death of the employee during the terms of this agreement, his remains and personal belongings shall be repatriated to the Philippines at the expense of the employer. In the case the repatriation of remains is not possible, the same maybe disposed of upon prior approval of the employee's next of kin and/ or by the Philippine Embassy/ Consulate nearest the job site.

JUST CAUSES OF TERMINATION

a. Termination by employer. The employer may terminate this Contract on the following just causes: serious misconduct, willful disobedience of employer's lawful orders, habitual neglect of duties, absenteeism, insubordination, revealing secrets of establishment, when the employee violates customs, traditions, and laws of the host country and/ or terms of this agreement. The employee shall shoulder the repatriation expenses.

b. Termination by employee. The employee may terminate this contract, without serving any notice to the employer for any of the following just causes: serious insult by the employer or his representative, inhuman and unbearable treatment accorded the employee by the employer or his representative, commission of a crime or offense by the employer or his representative. The employer shall pay the repatriation expenses back to the Philippines.

c. Termination due to illness. Either party may terminate the contract on the grounds of illness, disease, or injury by an employee. The employer shall shoulder the cost of repatriation.

SETTLEMENT OF DISPUTES

All claims and complaints relative to the employment contract of the employee shall be settled in accordance with the company policies, rules, and regulations. In case the employee contests the decision of the employer, the matter shall be settled amicably with the participation of the Labor Attaché or any authorized representative of the Philippine Embassy/ Consulate nearest competent or appropriate government body in the host country or in the Philippines if permissible by host country laws at the option of the complaining party.

Any other terms and conditions of Employment not provided in this Addendum of the Employment Contract shall, unless the context otherwise requires, be governed by the original employment Contracts attached herewith.

Signed:

Employer
(printed name & signature)

Date

Employee
(printed name & signature)

Date