

TOP FRONTIER INVESTMENT HOLDINGS, INC.

**EXCERPTS FROM THE EMPLOYEE MANUAL
REGARDING THE COMPANY POLICY AND DATA
RELATING TO HEALTH, SAFETY AND WELFARE,
AND TRAINING OF EMPLOYEES**

Top Frontier Investment Holdings, Inc. (the “Company”) stated in the Company’s Employee Manual, acknowledges the varying needs inherent in every individual, the Company endeavors to provide an environment where the holistic wellness of employees is nurtured and protected. The Company supports several wellness programs and maintains facilities that take care of the well being of its employees. These include the gymnasium, employee clinic and Management Training Center. The Company likewise encourages its individual business units to develop and implement employee wellness programs of their own provided they are consistent with the policies and guidelines of the Company.

The Company provides comprehensive health care service directed at prevention of disease protection from health hazards and maintenance of health. Programs are also implemented to identify personal risks to health and to detect diseases in the early and most treatable stages. The Company is also committed to improve the quality of life of its employees through healthy living and piloting of wellness initiatives to encourage employees to maintain active and healthy lifestyles. The Company also provides regular information on health to assist employees in making better decisions regarding their health condition as well as that of their dependents.

The Company also strives to protect its employees from harassment of any form. The Company actively implements mechanisms for dealing with such occurrences and ensures that it will act justly, swiftly and decisively in addressing such complaints. The Company is also committed to promote a work place that is free from drug abuse as it is detrimental to the health, safety and work performance of employees and poses risks to Company operations and product quality.

The Company seeks to have accident-free operations in all its offices and production facilities worldwide. The policy on safety is derived from principles, values, legal and regulatory requirements, and is operationalized through the implementation of standards of performance and well-documented

standard operating procedures. These are further reinforced by regular installation audits and proactive education of the workforce.

The following are the Company's health care programs to protect employees and their dependents against financial burdens that come with illness or injury:

Pursuant to the Health and Welfare Program of the Company, it has its own clinic and accredited third party medical personnel. The plan provides for hospitalization and medical benefits under the plan for qualified employees. The employee may enjoy the benefits under the plan as long as he has accrued sick leave credits. The following are provided: free hospitalization, medical consultation, medicines and medical services.

There is a Health and Welfare Program for the dependents of the employees of the Company, provided that the dependents are registered with the Company. The plan covers hospitalization, dental, diagnostic procedures, and out-patient services. The employee and the Company share on a 50-50 basis the insurance premiums. The plan will answer for the room and board, doctors' fees, surgical fees and miscellaneous expenses of eligible dependents, outpatient benefits, subject to certain limits.

The Company recognizes its responsibility to shape and develop the knowledge, skills and attitudes of its human resources in order to contribute to the professional development of its employees and maintain its competitive position.

The Company's training and education philosophy is defined in the following principles:

Business Contribution

Training is anchored on the needs of the business and the impact on the Company's bottom line. Education and training help optimize the productivity and performance of the employees of the Company and enable them to contribute to the profitability of the Company.

Alignment of Needs

The Company's framework creates an environment where the employees have the opportunity to chart their own progress and development so long as these are supportive of the Company's strategic directions.

Holistic Development

Education and training is holistic and comprehensive in content and approach. The Company develops its employees not just on technical or functional expertise but on work support skills and leadership/management. In terms of approach, the Company utilized traditional classroom, experiential and mentoring approaches to deliver training.

Collaborative Partnership and Involvement

Planning, design and delivery of education solutions are done in partnership with clients and with accredited service providers.

In support of the foregoing policies, the Company has an education benefit which provides assistance to employees who wishes to pursue further studies. The program covers free tuition and miscellaneous expenses as well as cost of major books. The Company also extends educational loans, interest free, to meet the educational requirements of the employees and their dependents.

The Company also has Management and Development Program (MDP) aimed at ensuring timely availability of the required number of employees at middle manager level and up with the necessary or required education, experience, ambition and personal characteristics to fulfill the short and long term needs of the organization. The MDP involves in depth assessment and the implementation of planned development activities to meet the skill gaps of the employees.

Adopted on 10 November 2014.