



From: Human Resources
To: **ALL EMPLOYEES**
Subject: Proper Segregation of Waste
Date: July 6, 2023

Please be reminded to follow the appropriate segregation of waste in our bin. Kindly see below for reference:

Recyclable – plastic bottles, glass jars, cardboard, aluminum cans, steel/tin cans

Biodegradable – food, fruits, paper

Non-biodegradable – plastic, Styrofoam, empty coffee sachet

Any incident that does not conform to this directive shall be reviewed and subjected to HR-PO-0004 - eLink Code of Discipline and Ethical Standards.

1. Violations Against Company Interest and Productivity		
Reliability, trustworthiness, efficient and effective service are the trademarks that eLink adheres to in order that we establish our consistent delivery of excellent service to our customers, clients and stakeholders. Thus, basic observance of our schedules and attendance clearly paves the way for a productive company which translates to a successful company.		
Section	Class	Description of Infraction
1.12	D	Non-compliance of any work-related orders or directives by immediate superior or superiors.

Class of Infraction	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Light (A)	1 st Written Warning (1WW)	2 nd Written Warning (2WW)	Final Written Warning (FWW)	Dismissal (DIS)
Minor (B)	Written Warning (WW)	Final Written Warning (FWW)	Dismissal (DIS)	
Major (C)	Final Written Warning (FWW)	Dismissal (DIS)		
Grave (D)	Dismissal (DIS)			

For your strict compliance.

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