



From: Human Resources
To: **ALL LEADERS**
Subject: Staying at the Office After Office Hours
Date: July 1, 2023

Please be reminded that staying in the office beyond the designated employee's working shift is not permitted unless there is a need for an overtime work that should be forecasted and approved by the department manager. Should there be an overtime work, respective leaders should send an email to HR and day time manager.

Human Resources highly encourage everyone to maximize productivity as identified in our individual KPI within the working shift so that there is no need to stay in the office longer than we have to.

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 superiors 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)			

Kindly disseminate this to your respective team members. For your information and guidance.

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Cc: Daytime manager