



To: All Employees
From: Human Resources
cc: Ferdinand Pasion Jr.
Subject: Implementation of Company Directives

Human Resources has issued separate memorandums related to the following items:

Policy Description	eCODES Violation	Disciplinary Action
Cleanliness of our Workplace (CLAYGO Reinforcements)	Sec. 2.2 Violations Against Health, Safety and Sanitation	Light Infraction (NTE Progression)
English Only Policy	Sec. 1.26 Violations Against Company Interest and Productivity	Dismissal
Wearing of Access Card & Company ID		
Basic COVID Safety and preventive Measures (Wearing of Masks, Face Shields, Sanitizing, Social Distancing)	Sec. 7.5 Violations Against Health, Safety and Security	Major Infraction (NTE Progression)
Entering Restricted Premises (Units 902 vs 903)	Sec. 7.13 Violations Against Health, Safety and Security	Dismissal
Mobile Phones	Sec. 8.9 Violations Against Data and IT Policies	Dismissal

NOTE: A copy of the HR announcements and document sign-off are printed and can easily be reviewed.

By writing my name and affixing my signature, I have understood the Company directives and I am aware of the possible disciplinary action that I may be subjected to corresponding to the infraction of each directive.

Signature Over Printed Name

Date