

PAYRETO SERVICES INC.
INTER-OFFICE MEMORANDUM

TO : ALL EMPLOYEES

FROM : PEOPLE SERVICES DEPARTMENT

SUBJECT : COMPANY ID ISSUANCE AND WEARING GUIDELINES

DATE : SEPTEMBER 2, 2022

PURPOSE

As we fully adopt the hybrid arrangements, security, identification, and access are important in coordinating with the different protocols of the workplace. This memorandum serves as a mandated guideline on the issuance of the company ID which will encompass its proper instruction on wearing, offboarding, damaged IDs, and penalties.

SCOPE

This applies to all employees, interns, and trainees of all the different departments of Payreto Services, Inc.

GUIDELINES

1. Issuance

Active Employees:

- a. Company IDs and long term-issued Intern IDs will be delivered at the expense of the company starting **September 12, 2022.**
- b. Active employees who have not received their company IDs, and are tasked to report onsite must send a notice to the People Support team, one (1) day prior onsite work day for the issuance of the temporary company ID. Email notice must be sent to the following:
To: officeadmin@payreto.com
Cc: Immediate Supervisor

New Employees:

Company IDs are processed and issued by the People Services Department (PSD) within two (2) weeks to a month from the employee's start date.

Interns/Trainees:

- a. Employees, interns, and trainees must directly go to the Penthouse D lobby, and coordinate with the People Support team to surrender one (1) personal ID, in exchange for the temporary company ID, and sign in the log book.
- b. Employees, interns, and trainees are not allowed to take the temporary company IDs with them at home. The temporary company ID must be returned to the People Support team upon logout, in exchange for the personal ID that they surrendered.
- c. Interns/trainees are only given a temporary Intern ID.
- d. In case there is a need for an intern/trainee to be issued a long-term intern ID for longer use due to frequent onsite reporting, the hiring manager must send an email to the VP People Services for approval.

2. Wearing

The Company ID, Temporary Employee ID & Intern ID shall be worn by all employees, interns, and trainees at all times when at the Office Premises of Payreto. Individuals found non-compliant shall be subject to the "Penalties" clause of this memo.

3. Offboarding Employees

- a. As part of the offboarding clearance, separating employees, interns, and trainees are required to return their Company and/or Intern IDs on their cessation date.
- b. In case of loss prior to the routing of clearance, employees are required to submit an affidavit of loss for the completion of their employee clearance.

4. Lost Employee and Intern IDs

- a. The employee/trainee/intern must report to the People Support team immediately through an email notification regarding the loss or damage of his or her ID card where it shall be duly filed and noted.
Email notice must be sent the following:
To: officeadmin@payreto.com
Cc: Immediate Supervisor
- b. The People Services Department will then issue the employee with a new ID Card with a payment of Php 80.00 at the expense of the employee. Please refer to Section 7 for the payment process.

5. Updating IDs

- a. Issuance of IDs with changes in the employee's surname, home address, ID number, and emergency contact person's details will not

incur any charges from the employee provided that the changes are included in the following parameters:

- i. The details in the issued ID are incorrect upon receipt;
- ii. Changes in the employee's surname due to marriage;

6. Damaged IDs

a. Damage due to normal wear and tear

- i. The company shall shoulder the expense of ID replacements due to normal wear and tear or related reasons, provided that the damage was made in not less than 2 years of employee use.

b. Damage due to negligence of the employee

- i. For replacement of IDs due to damage incurred by willful or negligence of the employee, the employee has to send an email notification to the People Support team requesting for a new ID at the expense of the employee. Email notice must be sent the following:

To: officeadmin@payreto.com

Cc: Immediate Supervisor

- ii. The damaged ID must be returned to the People Support team, in exchange for the replacement ID requested with a payment of Php 80.00 at the expense of the employee. Please refer to Section 7 for the payment process.

7. Payment

Any payment for ID replacement shall be paid to the Finance & Administrative Services (FAS) through the following options:

a. Bank Transfer

Employees and trainees may send the payment via bank transfer and secure the proof of bank transfer/deposit slip and send it to the FAS team for acknowledgement and confirmation.

Bank: BDO

Account Name: Payreto Services Inc.

Account Number: 00-168-0250-289

b. Salary Deduction

- i. Employees and trainees may opt to pay through salary deduction, provided that they sign an Authority to Deduct Form (ATD).
- ii. The ATD form can be requested from the People Support team, while the employees/trainees are processing the replacement request for their IDs.

8. Penalties

- a. **Employees who are proven guilty of non-compliance** to this memo shall be subject to the following disciplinary sanctions as indicated in the **Employee Handbook: Rules & Regulations, Categories, and Corresponding Sanctions**:

B. Performance Duty

Section 2: Insubordination/Disobedience

Insubordination or disobedience is defined as failure of an employee member to follow a lawful order in connection to the duties and responsibilities of the employee member that has been made known to the employee at the time of engagement.

Reporting for work or working without I.D. card after an official company I.D. has been issued

1st Offense:	<i>Verbal Warning with Coaching Log</i>
2nd Offense:	<i>1st Written Warning</i>
3rd Offense:	<i>2nd Written Warning</i>
4th Offense:	<i>Final Written Warning - Show Cause Notice</i>
5th Offense:	<i>Recommendation for Termination</i>

- b. **Interns/Trainees who are proven non compliant** to this memo shall be subject to coaching with his/her immediate supervisor or Head of Department. Once an intern/trainee is identified as guilty of habitually violating this memo (more than 3 times) in the duration of his or her internship will be grounds for termination of the Intern/Trainee Agreement.

Approved by:



Mhikko T. Ilagan
VP People Services