

PURPOSE

This policy outlines our parking provisions for Payreto employees. This aims to give guidelines on the eligibility of personnel who would like to park their vehicles at Payreto-reserved parking slots. Also this provides procedures from the registration of vehicles up to accommodation.

SCOPE

All employees of Payreto are eligible to use the parking slots. Enforcement of this guideline is the responsibility of the HR and Admin Department.

DEFINITIONS

Designated parking Slots

- Parking spaces allotted by the building admin for the employees and visitors of Payreto.

Registration

- Refers to registration of vehicles with the HR Admin to be forwarded to the basement security for the granting of access. .

First-come, first-served

- Refers to the basis of parking at Payreto's designated parking slots.

GUIDELINES AND PROCEDURES

1. Payreto has four (4) designated parking slots at the basement of Valero Tower.
2. The parking slots are reserved for the upper management or employees with Job grade level 2.
3. Unless, the parking slots are available, registered employees may park on a first-come, first-served basis.
4. Registration of vehicles is required prior entering the building, through the HR Admin or through the link below:

https://docs.google.com/spreadsheets/d/15uruEo11XMVo_xKuuG07po0EegJFiE2A/edit#gid=672148330.

5. HR Admin Personnel notifies the Building Admin with the following details from the registration for access:
 - 5.1. Name of Employee/ visitor
 - 5.2. Car Brand and model
 - 5.3. Plate number
 - 5.4 Schedule of Parking slot usage

COMPANY PARKING POLICY

v.1.0
December 4, 2020



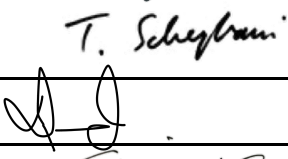


Payreto

Payreto Services Inc.

6. Motorcycles are not allowed by the building admin to park at the basement parking area.

SUPPORTING DOCUMENTATION

1. https://docs.google.com/spreadsheets/d/15uruEo11XMVo_xKuuG07po0EegJFiE2A/edit#gid=672148330.

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