

PAYRETO SERVICES INC.
INTER-OFFICE MEMORANDUM

TO : ALL EMPLOYEES

FROM : PEOPLE SERVICES DEPARTMENT

SUBJECT : USE OF DESIGNATED LOCKERS & PEDESTALS AND NO BAG POLICY

DATE : OCTOBER 25, 2022

PURPOSE

As the direction of our work setup leans towards hybrid, on a per-need or collaborative basis, the issuance of dedicated lockers and pedestals for some employees will now be discontinued.

SCOPE

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

GUIDELINES

1. Lockers

- a. As we lean towards hybrid, on a per-need basis, issuance of dedicated lockers per employee will no longer be applicable. Hence, the management hereby promotes shared lockers to maintain the security in work areas and security of employees' personal belongings applied in the past.
- b. All employees who will report onsite are required to use the existing lockers, as shared lockers, to keep their bags in place.
- c. Employees with rank Job Level 04 and up (Frontline Managers, Middle Management, Upper Management & Executive) are not required to keep their bags in the shared lockers.
- d. Employees who will share the locker will be held accountable for their bags and personal belongings.
- e. Employees, interns, and trainees who are tasked to report onsite must send a notice one (1) day prior onsite work day for the preparation of the locker arrangements.

Email notice must be sent to the following:

To: officeadmin@payreto.com

Cc: Immediate Supervisor

- f. Employees, interns, and trainees must directly go to the Penthouse D, Jakarta Room and look for Earl Estioco/Jan Irving Mercado to surrender one (1) personal ID, in exchange for the locker key, and sign in the log book.
- g. Employees may occupy the lockers within the day, while working onsite and the key must be returned to the People Support personnel as the employee heads home.
- h. All employees who have remaining items in their lockers must reach out to the People Support team to coordinate the retrieval of items.

Email must be sent to the following:

To: officeadmin@payreto.com

Cc: Immediate Supervisor

- i. Lockers will be situated in the following areas and will be on a first-come-first-serve basis:
 - i. 15th Floor Lobby
 - ii. Penthouse B Pantry
- j. Individuals found non-compliant on this memo shall be penalized, as indicated in the last section of this memorandum.

2. Dedicated Lockers

- a. All employees under the IT Department may occupy the dedicated locker exclusively issued for their department, situated in the 15th Floor.
- b. Two (2) shareable lockers will be issued to the IT Department for interns and trainees who are tasked to report onsite.

3. Pedestals

- a. Employees under the Business Development Department, People Services Department and Finance & Administrative Services Department may use company pedestals upon the request of their respective immediate superiors.
- b. Immediate superiors may send their request to the People Support team.

Email must be sent to the following:

To: officeadmin@payreto.com

Cc: [VP People Services](#)

- c. One (1) pedestal will be issued to the IT Department for the safekeeping of the department's important documents and cashbox.
- d. Employees without issued pedestals shall use lockers.

4. Penalties

Legend:

VW	Verbal Warning
-----------	----------------

VWC	Verbal Warning with Coaching Log				
WW	Written Warning				
FWW	Final Written Warning				
D	Dismissal				

NATURE OF OFFENSE	OCCURENCE/PENALTIES			
	1st	2nd	3rd	4th
1. Willful refusal, without valid reason, to comply with reasonable & valid orders or specific instructions by the immediate superior, the Company, or the Management.	VWC	W	FWW	D
2. Willful disobedience and/or gross insubordination by the employee of the lawful orders of his superiors or of the company management	WW	FWW	D	

Approved by:

T. Scheybani

Tschangiz Scheybani
CEO

Noted by:

[Signature]

Donnabel D. Castillo
VP Operations

[Signature]


Richmond R. Lim
VP Business Development

[Signature] 11/7/2022

Mhiklo T. Ilagan
VP People Services

[Signature] November 07, 2022

Norgilyn C. Gungon
AVP Finance & Administrative Services


11/3/2022
Joel D. Tomas
IT Infrastructure Manager


10/28/2022
Jhedd Paolo V. Macalinga
Interim Data & Technology Manager