



executive optical

INSTRUCTION MEMO

ACC - DI - IM - 004

To	: All Departments and Branches
Cc	: Office of the President (RUS & RLU) Quality Assurance and Compliance
From	: Accounting Department
Subject	: EMPLOYEE PRODUCT PURCHASE BENEFITS

Effectivity Date: July 1, 2025

I. Overview

This benefit policy allows direct employees, agency-deployed team members (such as security guards, janitorial staff, and pastors), and consultants to purchase company products at a discounted rate. The purchase can be made on a staggered basis or a cash basis. This also encourages employees and consultants of Executive Optical to patronize and use EO products as long as they are affiliated with or providing services to the company.

As a sign of courtesy and respect for the company, the use of non-EO or competitor products is strictly prohibited within the premises of Executive Optical, Inc. This policy also simplifies the process of availing the benefit, as transactions will be processed directly through the branch.

Furthermore, it serves as an internal control to prevent employees from maliciously exploiting this benefit for commercial gain.

II. Scope/Coverage

This is applicable to all direct employees, agency team members, and consultants of Executive Optical and could be extended ONLY to the immediate family members. Hence, immediate is defined as:

- Married - Spouse, Children, Parents, Brothers & Sisters
- Single - Parents, Brothers & Sisters



III. General Guidelines:

1. What Products Are Allowed to Purchase?

All EO products being sold for profit can be availed under the Employee Product Purchase Benefit (EPPB).

2. Is this transferable or convertible to cash?

No. The employee product purchase benefit is a non-transferable benefit and non-convertible to cash. This benefit is given to direct employees, consultants, and agency-deployed team members deployed at EO on deferred payments at a discounted price of EO products, which can be extended to the immediate family members (as defined above).

3. What would be the cost of products to be charged to an employee, consultant, or agency team member deployed at EO?

The product can be availed at a special discounted price. Below is the guideline for the EPPB Price:

A. Regular branded item: Selling price less standard item discount less an additional 30% EPPB discount.

ITEM TAG PRICE	10,000.00
ITEM DISCOUNT	<u>(3,000.00)</u>
NET SELLING PRICE (NSP)	7,000.00
LESS: 30% EPPB	<u>(2,100.00)</u>
EPPB PRICE	<u>4,900.00</u>

Regular branded item: No standard item discount, selling price less 30% EPPB discount.

ITEM TAG PRICE	10,000.00
ITEM DISCOUNT	<u>-</u>
NET SELLING PRICE (NSP)	10,000.00
LESS: 30% EPPB	<u>3,000.00</u>
EPPB PRICE	<u>7,000.00</u>

B. Promo Item: After the promo item price, there will be an additional 10% EPPB discount.

ITEM TAG PRICE	20,000.00
PROMO DISCOUNT (50% OFF)	<u>(10,000.00)</u>
PRICE AFTER DISCOUNT	10,000.00
LESS: 10% EPPB	<u>1,000.00</u>
EPPB PRICE	<u>9,000.00</u>

Note: Buy 1 Get 1 promo or any promo wherein there will be a free additional item is not included. No EPPB discount also for solutions.



4. What is the purchase and voucher limit of the benefit per employee?

A direct employee, consultant, or agency team member deployed at EO may purchase EO products specified herein depending on the position level/category of the employees, consultants, and agency team members deployed at EO availing the benefit, as follows:

POSITION CATEGORIES	WHEN TO AVAIL	PURCHASE LIMIT ANNUALLY	VOUCHER LIMIT ANNUALLY	PAYMENT SCHEME (LESS THAN 6 MONTHS OF EMPLOYMENT)	PAYMENT SCHEME (UPON REGULARIZATION)
Agency Team Member	Upon hiring	None	Php. 20,000.00	Cash Basis	Cash Basis
Rank and File	Upon hiring	None	Php. 20,000.00	Cash Basis	Voucher or Cash
Asst. to the Optometrist	Upon hiring	None	Php. 40,000.00	Cash Basis	Voucher or Cash
Technical Professional	Upon hiring	None	Php. 40,000.00	Cash Basis	Voucher or Cash
Supervisory	Upon hiring	None	Php. 40,000.00	Cash Basis	Voucher or Cash
Optometrist	Upon hiring	None	Php. 60,000.00	Cash Basis	Voucher or Cash
Managerial	Upon hiring	None	Php. 60,000.00	Cash Basis	Voucher or Cash
Consultants	Upon hiring	None	Php. 60,000.00	Cash Basis	Voucher or Cash

A direct employee, consultant, or agency team member deployed at EO may avail a voucher up to his/her limit in a lump sum or staggered, but must not exceed the total limit within the calendar year.

For a regular direct employee, there are three payment options they can choose from:

- Cash Basis - They will go directly to the branch to purchase an item at a discounted price, and they will pay in cash.
- Voucher - The employee may get their voucher at the Treasury Department; the voucher amount will be paid through the employee's salary deduction. This voucher will be surrendered to the branch upon purchase of the item.
- Cash and Voucher - The employee may pay a partial cash and a partial voucher. For the voucher, the employee will get their voucher from the Treasury Department, and it will be paid through salary deduction. This voucher will be surrendered to the branch upon purchase of the item.



5. What if an employee exceeds his/her annual EPPB voucher limit for the year?

No direct employees, consultants, or agency team members deployed at EO are allowed to exceed his/her annual limit. The Treasury Department shall make sure that this policy is properly implemented on the allowed voucher limit per year. They will make sure the amount of availed vouchers is within the allowed limit for direct employees, consultants or agency team members deployed at EO.

6. What is the maximum time of processing for EPPB?

EPPB shall be processed and paid directly to the branch. They can already get the item if it is available at the branch. If all the items are available at the branch, the employee, consultants, and agency team member deployed at EO can get the items after 15 minutes.

7. Is it possible for an employee to avail the benefit and get the desired products in “all” branches of EO?

No. All HO and Operations personnel are allowed to avail of the benefit and process it in all malls except Ayala Malls. No encoding of transactions in Ayala Malls branches. However, the employee may order the item from the Warehouse or another branch through stock transfer by the transacting branch.

8. If I am a Branch Employee, could I get the desired product in my branch?

No. Branch employees and agency team members deployed at EO Branches are not allowed to take the desired product for EPPB in his/her branch. He/she can get the product either at the Head Office or in the nearby EO branch. Again, the employee can request the items either from the Warehouse (DR) or another branch (ST). The transacting branch where the encoding occurs will facilitate the order/request.

9. Am I allowed to reserve the item/s in the branch for my EPPB purchase?

No. Our priority is our customers. A reservation would be the cause of the loss of opportunity to sell.



10. When will direct employees, consultants, or agency team members deployed at EO be disqualified from availing of the Employee Product Purchase Benefit (EPPB)?

Direct employees, consultants, or agency team members deployed at EO may be disqualified from availing of the EPPB benefit when:

- a. When he or she is under investigation for any administrative case or violations.
- b. When he or she got involved in a case in the middle of processing his or her EPPB, with the possibility of dismissal.
- c. When he or she filed or signified his or her resignation.
- d. When he or she had previously violated the benefit policy for EPPB.

11. When do the availed EPPB items qualify for replacement/warranty?

The damaged/defective EPPB item will qualify for replacement/warranty if due to manufacturing defects only, and should be facilitated by the transacting branch. One time replacement only.

12. If a direct employee, consultant, or agency team member deployed at EO violates this policy, what are the penalties for such a violation?

- a. If he/she uses the benefit for commercial gain, he/she will be charged with “dishonesty” and will be penalized in this category based on the existing Employee Code of Discipline.
- b. If a direct employee, consultant, or agency team member deployed at EO found to be guilty of allowing a co-employee to use or ride on his/her EPPB, said benefit shall be forfeited within the next 2 years, and at the same time subject for disciplinary action under the Employee Code of Discipline.
- c. Any fraud or misrepresentation covering this benefit shall fall into the “dishonesty” category, which has a corresponding penalty based on the Employee Code of discipline, including dismissal from the company.



IV. Process Flow

The process will be the same as to regular sales transaction.

This policy shall take effect once approved.

Conforme:

Prepared by:

Daniel M. Bautista
Accounting Manager
Accounting Department

Approved by:

Ms. Rachelle Uy-Sim
Executive Vice President
Corporate Operations



AUD-QAC-FO-016



Rev. No.: 01

Rev. Date: 01/14/25



Issue Date: October 1, 2024

Page 6 of 8

Frequently Ask Questions

1. For the voucher mode of payment.

a. What is the voucher denomination?

-The voucher denomination is P100.00, P500.00, and P1,000.00.

b. When will the deduction start for the availed vouchers?

-Once the vouchers are released to a regular employee or consultant, the deduction on the salary will start at the nearest payroll cut-off.

c. How can a regular direct employee get his/her voucher if he/she is outside Metro Manila?

-The Treasury Department may send the voucher series numbers to the regular employee or consultant. These series numbers will be presented to the branch where the regular employee or consultant purchased his/her items. The branch must validate the series numbers with the Treasury Department.

d. What if the voucher amount is not fully consumed?

-If the voucher amount was not fully consumed, the said amount will be forfeited. The voucher may be used only once and must be fully consumed.

e. If the voucher was already received by the regular employee or consultant, and then accidentally torn or missed, is the deduction still in effect?

-Yes, once the vouchers are released to the regular employee or consultant, the liability of the vouchers falls on them.

f. What will the branch do with the vouchers once received from the regular employee or consultant?

The branch must attach the vouchers to the remittance documents on the day the regular employee or consultant availed.

2. Can a regular employee or consultant be allowed to reserve the item in the store?

-The regular employee or consultant can pay for a down payment in cash to reserve the items, and then get a voucher to pay in full amount.

Can he/she refund the cash payment made for the down payment?

-No. The regular employee or consultant cannot refund the cash payment made for the down payment. The suggestion is that the regular employee or consultant availed the voucher first before purchasing any item in the store.



3. Is the presence of the employee, consultant, or agency team member required at the branch if their immediate family member purchased items at the store?
-The employee, consultant, or agency team member must be personally present at the store to avail EPPB discount. The employee, consultant, or agency team member may issue an authorization letter together with his/her employee's company ID to their immediate family member. The store must validate the authorization letter and company ID, and also attach this to the remittance document.
4. Can the CEG package be availed through this EPPB?
No. The CEG package is a promo wherein there is an additional free item, thus, it is not applicable for the EPPB discount.
5. Since the EPPB will be treated as regular sales, will it be considered for incentives?
The EPPB purchases are not considered for incentives. Any incentives will be forfeited.

