



Excess Lunch Policy

Back Room Offshoring Inc.

July 29, 2025

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Excess Lunch Policy

TO: All Back Room Employees

SUBJECT: Excess Lunch Policy

DATE: March 12, 2025

1. Purpose

This policy is established to prevent excess lunch caused by employees requesting meals on days they are not working onsite. Unclaimed meals result in unnecessary expenses, food waste, and inefficient use of company resources.

By enforcing this policy, we can ensure that savings from reduced excess lunch are redirected to other essential Admin initiatives, such as office improvements, pantry enhancements, and employee welfare programs.

To accommodate unforeseen onsite work, the company's concessionaire will provide a small buffer of extra meals. These meals are intended for employees who unexpectedly work onsite without prior lunch request submission and will be available on a first-come, first-served basis.

2. Scope

This policy applies to all employees who avail of the company-provided lunch.

3. Guidelines

3.1 Employee Responsibility for Lunch Requests

- Employees must accurately request lunch only for days they will be working onsite by filling out the lunch form.
- The lunch form is posted every Wednesday, and the cutoff for submission is 2:00 PM every Friday.
- If an employee fails to fill out the form by the deadline, no lunch will be provided for the following week.
- No reimbursement will be made for employees who fail to submit their lunch request on time.

4. Violations and Consequences

To prevent repeated excess lunch due to inaccurate requests, the following actions will be taken:

- **First Offense (Up to 3 instances):** Verbal Warning from HR
- **Second Offense (Up to 5 instances):** Written reprimand and salary deduction for wasted meals
- **Third Offense and Beyond (More than 5 instances): Implementation of one or more of the following penalties:**
 - Temporary suspension of lunch privileges. (1 week)
 - Salary deduction for wasted meals.

Cleansing Period:

- The violation count will reset on the 1st of the following month.

5. Implementation and Monitoring

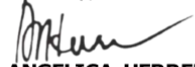
- The Admin and HR team will track lunch requests and compare them with attendance records to ensure compliance.
- Employees repeatedly violating the policy may be escalated to HR for further review and necessary action.
- Buffer meal distribution will be monitored to ensure proper allocation and prevent misuse.
- Employees are encouraged to report concerns regarding lunch requests and excess meal distribution.

6. Exceptions and Appeals

Exceptions (e.g., emergency absences) will be reviewed on a case-by-case basis by Admin & Facilities. Employees must notify Admin in case of unforeseen circumstances preventing them from claiming their requested lunch.

By following this policy, employees contribute to minimizing food waste, reducing unnecessary company expenses, and ensuring a more sustainable and efficient lunch program for all.

Sincerely,



ANGELICA HERRERA
OPERATIONS-ADMIN MANAGER

Approved By:



ALAN HERRERA
COUNTRY MANAGER

Noted By:



KATRINA MAE CARLOS
HR & OFFICE MANAGER