

MEMORANDUM

To: All Employees
From: Human Resources Department
Date: February 01, 2021
Subject: Continuation of Flexible Work Arrangement during the Covid-19 Pandemic Crisis

As you are aware of, the lock-down brought about the Covid-19 Pandemic has continued, up to the present, to seriously affect our business. Just like other businesses, it would have been most convenient for the company to simply close shop, or to declare a temporary closure, at least during the duration of the crisis, as allowed by law and existing regulations. However, management has also considered its employees' welfare during this time of crisis.

Management continues to take heed of the DOLE's advisory to, as much as possible, avoid closing the business and instead adopt Flexible Work Arrangements (FWAs) in the meantime. These FWAs are alternative coping mechanisms and remedial measures which under the DOLE Labor Advisory No. 9, are better than outright termination of the services of the employees or the total closure of the establishments during this time of crisis.

While still in this crisis, management continues to adopt the following changes in the work arrangements as demanded by the circumstances, including the availability of work or endorsements from our clients:

1. Reduction of workdays or workweek depending on the available endorsements from clients;
2. Work rotation to ensure that everyone will have similar chance to earn, considering the limited endorsements we are getting from clients;
3. Work from home;
4. Forced leave where the employees are required to go on leave for several days or weeks utilizing their leave credits, if there are any.

The present circumstances during the current crisis, especially the limited workloads and/or endorsements from our clients may require that certain employees be advised not to work on certain days. But as much as practicable, a fair rotation of work among employees in a given area shall be observed.

While Saturday is still a workday, the limited workload requires that management reserve the right to designate who among the employees will be allowed to work. Again, as much as practicable, a fair rotation among the employees in a given area shall be observed.

Needless to state that the rule of "no work, no pay" applies.

Monthly allowance

The standing practice of giving monthly allowance/is subject to the condition the employee-beneficiary performed well his duties and responsibilities, stands. But the allowance shall be pro-rated to the number of days actually worked. The pro-rated allowance due shall be released on the 15th and 30th of each month.

Those absent or those who are not working are not entitled to any allowance. Those who are on paid leave may be entitled to the allowance, or a portion thereof, based on the general performance of their work.

As practiced, allowances are attached to particular positions or work. Thus, only those who are assigned to those particular positions or work may be entitled to an allowance. The moment employees are assigned to positions or work with no allowance attached, they shall be entitled to no allowance.

Management reserves the right to revise these guidelines as the exigencies of the business require. For your guidance.

ACKNOWLEDGEMENT & AGREEMENT RECEIPT

Date _____

I, _____, hereby acknowledge receipt of the Comprehensive Credit Services Inc. "Flexible Work Arrangement".

I have read, understand and voluntarily agree to the continuation of the flexible work arrangement under the terms stated above. I am fully aware that this flexible work arrangement may be modified or discontinued by the Company at any time at its sole discretion. If the flexible work arrangement is discontinued, I may have the opportunity to continue my employment in a more traditional manner. I may be considered for other positions for which I am qualified that offer flexible work arrangement conditions if they are available.

I also understand that business needs may require me to be in the office on particular days or during particular hours. In such circumstances, I understand that I will be required to adjust my hours or schedule to accommodate the Company business needs.

I further understand that I am subject to the terms and conditions of employment, including workplace policy. Set forth is the company's employee handbook, whether I am working in the office or at home.

In addition, I understand that if I am permitted to work at home, any property the company provides for my use at home remains the sole property of the company, may be used only for business purposes, and must be returned to the company upon request.

Employee's Signature: _____