



ASIAN LAND STRATEGIES CORPORATION

To : **ALL ALSC EMPLOYEES / RBP GUARDS**
From : Human Resources and Admin Department
Date : March 5, 2020
Cc : MANCOM/ File
Ref./Rev : HRD-2020-007/Rev-000
Re : **AMENDMENT : ALSC-HRD-011-001 VISITOR POLICY**

Following the renovation of our Ground Floor offices, below are consequent revisions in our Visitor Policy:

POLICY STATEMENTS:

1. PUBLIC AREAS

Visitor access will be limited to the following areas in the building:

- G/F Lobby
- Service Counters
- C1, C2 and C3 rooms
- Building B Offices (Property Admin, Project Admin and Security)

2. RESTRICTED AREAS

The following are restricted areas which are limited for access for **AUTHORIZED PERSONNEL** only.

- G/F Back offices
- 2/F Offices
 - Executive Offices
 - HR & Admin Offices
 - Finance Division back offices
 - IT Department
- 3/F Offices
 - Engineering Offices
 - Sales and Marketing Offices
- 4/F Offices

Visitors may be allowed to visit the foregoing areas **ONLY** with proper registration and authorization and accompanied all the time by an ALSC employee.

3. CHECK-IN AND CHECK-OUT

Visitors going to an upper floor of the building must be registered into the Visitors' Logbook which will be maintained at the Reception Area. The Visitors' Logbook will contain each visitor's name, company affiliation, as well as the purpose and duration of their visit.

Upon check-in, (and surrender of a valid ID), visitors will be given a Visitor's ID and Visitor's Slip. Visitors must wear this ID while inside the premises of ALSC so as to display that the individual is an authorized visitor. The Visitor's Slip must be accomplished and surrendered to the Receptionist upon check-out.

Sample Visitor's Slip:

VISITOR'S SLIP	
DATE:	_____
NAME:	_____
COMPANY/ADDRESS:	_____
PERSON TO BE VISITED:	_____
DIVISION/DEPARTMENT:	_____
PURPOSE OF VISIT:	_____
TIME IN: _____	TIME OUT: _____
SIGNATURE OF PERSON VISITED	

4. VISITORS MUST BE ACCOMPANIED BY AN ASIAN LAND EMPLOYEE AT ALL TIMES

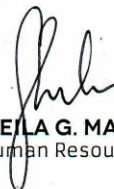
All visitors must be accompanied by the employee(s) that they are visiting for the duration of their stay. Special arrangements may be made to accommodate contractors hired on long-term assignments. Any special arrangements must be cleared with the Human Resources.

5. THE ROLE OF THE SECURITY GUARDS AND ASIAN LAND HEALTH & SAFETY TEAM

Any employee who notices a visitor without a Visitor's ID should bring the situation to the attention of the Security Guards or designated Floor Marshalls. The Security Guards and Floor Marshalls have first-line responsibility for enforcing the visitor management policy. Unauthorized visitors should be escorted courteously but quickly from the workplace or to the Lobby. In the event of an emergency evacuation, the Receptionist will give a list of all visitors and delivers the list to the Floor Marshall in the evacuation area. Floor Marshalls are the employees assigned in our Asian Land Health and Safety Team.

Asian Land Health and Safety Team are responsible for accounting for all employees and visitors during an evacuation.

For your guidance and strict compliance.


MA. SHEILA G. MANALO
Chief Human Resources Officer

Approved by:


JAVIER FELIPE E. QUINTOS
Chief Executive Officer