



ASIAN LAND STRATEGIES CORPORATION

To : **ALL ALSC EMPLOYEES AND WORKERS**
From : MANCOM
Date : December 15, 2020
Cc : Metrojobs, RBP
Ref./Rev : HRD-2020-024/Rev-000
Re : **RESUMPTION OF REGULAR 40 HOURS WORKWEEK AND RELATED SALARY READJUSTMENT**

Due to the seeming improvement in the COVID-19 situation and anticipated gradual normalization of the Company operations in the next few months under the Modified General Community Quarantine, Management is very pleased to announce as follows:

- I. Effective January 1, 2021, weekly work schedule will return to 40 hours per week, from the current 32 hours per week, with equivalent salaries readjustment i.e. salaries will go back to pre-June 1, 2020 rate
- II. To ensure that minimum health protocols, specifically Social Distancing, will still be strictly observed, such 40 hours work week will be rendered as follows:
 - a. 32 hours of physical reporting in the office
 - b. 8 hours of Work From Home (WFH) or Off-Site Work (OS). The following, among others, can be considered as WFH or OS hours:
 - b.I. Attending official online meetings
 - b.II. Placing of official phone calls
 - b.III. Sending out and answering of official emails
 - b.IV. Work related documentation assignments and special projects i.e. scanning of ORs, encoding, research, etc.
 - b.V. Physical and online official sales and marketing activities
 - b.VI. Official Business outside the office i.e. regulatory agency filings, hearings and other meetings, provided with prior approval of line manager
 - b.VII. Attending online or physical trainings and seminars, provided, such are job related and/or will be beneficial to the employee's performance of his job and with prior approval of line manager and HR
- III. Regular working days and hours remain to be Mondays to Fridays, 8-5PM. For certain positions and with prior approval, official work on Saturdays and Sundays will also be considered as part of the 40 hours work week.
- IV. Select staff, i.e. site staff, drivers and utilities, can resume 100% or 40 hours of physical reporting per week, provided minimum health protocols are in place. Metrojobs outsourced personnel can resume their 48 hours regular work schedule per week.

- V. Amortization of any internal loan with the company i.e. housing and salary loans, shall also resume its regular schedule.

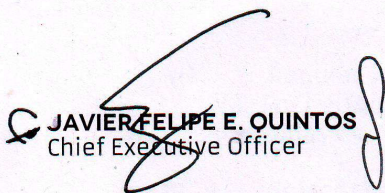
The following WFH and OS conditions will be observed:

- I. Appropriate time and motion principles will be applied in evaluating claimed WFH and OS hours. Same will be filed using the official Daily Time Recording form, subject to approval by the line manager before submission to HR.
- II. Company, at its prerogative and subject to availability, may allow employee to borrow equipment, such as computer, printer and related items for use for WFH. Equipment supplied by the Company is to be used for business purposes only. The employee must sign an inventory of all equipment borrowed and agree to take appropriate action to protect the items from damage or theft. After use, all company equipment will be promptly returned to the company.
- III. Company will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Company, subject to existing corporate policies and with prior approval, will also reimburse the employee for business-related expenses that are reasonably incurred in carrying out the employee's WFH or OS assignment.
- IV. Consistent with the Company's expectations of information security for employees working at the office, employees working from home will be expected to ensure the protection of proprietary company and customer information accessible from their home office.

Except for the foregoing, all policies related to work hours, remuneration and benefits, and guidelines on the prevention and control of COVID-19 in the workplace remains in full force and effect.

The Management would like to thank you wholeheartedly for your cooperation and understanding during the past 6 months. We all did our part to ensure our Company stays afloat and survives the worst of the COVID-19 crisis. We are not saying that the crisis is now over, but we will S.P.R.I.N.G. forward to 2021 full of hope and renewed spirit because we have proven that, together, we can go confidently and grow more robustly into the new normal.

Merry Christmas and a Happy New Year! Stay safe and healthy!


JAVIER FELIPE E. QUINTOS
Chief Executive Officer