



ASIAN LAND STRATEGIES CORPORATION

To : ALL ASIAN LAND GROUP EMPLOYEES
From : Human Resources and Admin Department
Date : May 17, 2022
Cc : MANCOM/ File
Ref./Rev : HRD-2022-019/Rev-000
Re : REVISED UNIFORM POLICY

Please be informed that beginning May 23, 2022, our Corporate Uniform Policy is hereby amended as follows:

MONDAY - THURSDAY	FRIDAY
<ul style="list-style-type: none">- ALSC Collared T-shirt- Khaki Pants / Blue or Black Denim (Maong Pants) at any day*- Closed shoes (any color)- Sneakers (any color; provided clean and presentable)	<p>CASUAL WEAR</p> <ul style="list-style-type: none">* Wear comfortable, neat, presentable and tasteful clothing* AVOID wearing shorts, micro-mini skirts, spaghetti-strap tops & sheer/see-through clothes.

*Ground Floor Frontline staff are required, however, to wear similar or color-coordinated pants at all times from Monday to Thursdays, and color coordinated casual wear on Fridays to maintain uniformity. For example, on Mondays – all wear khaki pants, Tuesday – all wear Blue Denim pants, and so on. The schedule of color coordination will be left to the discretion of the GF Floor Manager and team.

ALSC Polo ensemble can still be used on Mondays as an option. Apart from the above, all other guidelines on our previous memo on Wearing of New Uniforms Ref: HRD-2015-021 will remain in force.

For your information and guidance.

MA. SHEILA G. MANALO
Chief Human Resources Officer

Noted by:

JAVIER FELIPE E. QUINTOS
Chief Executive Officer