

## ASIAN LAND STRATEGIES CORPORATION

To From ALL ASIAN LAND GROUP EMPLOYEES

Date Cc Human Resources and Admin Division March 2, 2015

Cc Subject Ref./Rev AMB/MOC/MANCOM NEW TARDINESS POLICY

HRD-2015-003/Rev-000

Please be informed that the company policy on attendance and timekeeping relating to tardiness (lates) is hereby amended as follows:

OLD POLICY	NEW POLICY
For Rank and File  Maximum unexcused tardiness accumulating 120 minutes per given month	For all employees  Maximum unexcused tardiness accumulating 3 times per given month
For Supervisory  Maximum unexcused tardiness accumulating 200 minutes per given month	Sanction*  1st offense - Verbal Warning 2nd offense - Written Reprimand 3rd offense - Suspension 4th offense - Termination
Sanction	
<ul> <li>1<sup>st</sup> offense - Written Reprimand</li> <li>2<sup>nd</sup> offense - 1-15 days Suspension</li> <li>3<sup>rd</sup> offense - 15-30 days Suspension</li> <li>4<sup>th</sup> offense - Dismissal</li> </ul>	Cumulative Annually:  *1 <sup>st</sup> to 4 <sup>th</sup> offense to occur on the same year

The new policy takes effect on March 9, 2015.

Please be guided accordingly.

SHERA G. MANALO OICHR and Admin Division

JACKY E. QUINTOS Chief Operating Officer 0,3/4/15 10,3/4/15 10,3/4/15 10,3/4/15 10,3/4/15 700 5.4. A

Approved by:

AMANDO M. BUHAIN

President

For internal use