



ASIAN LAND STRATEGIES CORPORATION

To : ALL ASIAN LAND EMPLOYEES
From : Human Resources and Admin Department
Date : August 3, 2021
Cc : MANCOM/ File
Ref./Rev : HRD-2021-023/Rev-000
Re : Heightened Family Health Monitoring Protocols Concerning Delta Variant

Amidst the apparent dramatic increase in number of COVID-19 infections which may be attributed to the more contagious Delta variant in the province, the Company is constrained to implement more stringent health monitoring protocols to prevent any outbreak in the workplace and ensure the safety of all ALSC workers and their families, to wit:

1. Moving forward until **September 30, 2021**, if anyone in the employee's immediate family/household member is sick with Covid-19 like symptoms, employee will not be allowed to report to work. The following steps will be taken.
 - a. Employee will then be referred for medical evaluation to the in-house company physician
 - b. Quarantine will be observed as recommended.
 - c. To report back to work, a medical certificate or fit to work clearance from the in-house company physician is required. No clearance, no back-to-work.
2. Declaration of health condition of family and household members will be included in the daily Health Monitoring Checklist. Employees are expected to answer the forms truthfully and report any condition to HRD or their line manager. False declarations will be penalized according to the company's Corporate Code of Conduct.
3. To compensate work hours that will be affected by the quarantine, the employee has the following options:
 - a. Work From Home (see previous memo re guidelines on WFH)
 - b. Render make-up hours upon return to work. This will be allowed until December 31, 2021. Please coordinate with HRD for filing and monitoring.
 - c. Use the five (5) days Special Leave Allocation for Covid-19 Related absences
 - d. Use available earned Sick Leave and Vacation Leave

Please coordinate with HRD on allowable arrangements to avoid no work, no pay scenarios, as much as possible.

4. Employees who will be found malingering to take advantage of provisions described in this memo will be subject to disciplinary action with maximum penalty under the company's Corporate Code of Conduct.
5. Management reserves the right to shorten or extend the coverage of and amend any provisions in this memo at any time without need of prior notice.

For your guidance and strict compliance.



MA. SHEILA G. MANALO
Chief Human Resources Officer

Noted by:



JAVIER FELIPE E. QUINTOS
Chief Executive Officer