

## Role Expectations & Working Conditions Acknowledgment

As part of our commitment to transparency and ensuring a smooth onboarding experience, this document outlines the **general role expectations and working conditions** applicable to all positions across the organization. By acknowledging this document, candidates affirm their understanding and agreement with the terms outlined below.

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### Purpose of This Document

This document serves as a proactive step to:

- Provide clarity on key job expectations and working conditions.
- Ensure alignment between the candidate and the organization before official hiring.
- Reduce the risk of early attrition or disengagement due to misunderstandings.
- Support a positive and informed onboarding experience.

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### General Role Expectations

All employees applicable to all entities, regardless of career level and position, are expected to:

- **Work Location:** Agree to work 100% in the assigned location, with the possibility of being assigned to one location to another based on business needs.
    - ☒ Metro Manila:
      - Axis 1, Muntinlupa
      - Cyberpark 1, Quezon
      - Robinson Cybergate 1, Mandaluyong
      - Robinson Cybergate 2, Mandaluyong
      - Uptown Bonifacio Tower 2, Taguig
      - Uptown Bonifacio Tower 3, Taguig
    - ☐ Cebu:
      - eBloc 2, Cebu
    - ☐ Ilocos:
      - Valdez Center Bldg. A, Ilocos
  - **Work Schedule:** Comply with the designated shift schedules, which may include rotational, night, weekend, overtime or holiday shifts depending on the role.
  - **Role Flexibility:** Understand that job responsibilities may evolve over time, and flexibility in tasks and assignments is expected.
  - **Team Collaboration:** Engage in a collaborative environment and uphold professional conduct in both in-person and remote interactions.
  - **Technology Usage:** Be equipped to utilize company-approved systems and tools in a secure and responsible manner.
  - **Compliance & Integrity:** Adhere to all company policies, including but not limited to data security, code of conduct, and guidelines.
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### Important Notes

- This document **does not replace** or override the Training Agreement, which focuses specifically on performance metrics and training compliance.
- Offline or unsigned documents will **not be accepted** as valid acknowledgment.
- This form is an integral part of the offer documentation and must be completed **prior to final hiring confirmation**.

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### Candidate Acknowledgment

I confirm that I have read, understood, and agree to the general role expectations and working conditions outlined above. I acknowledge that these terms are essential for the role I am being considered for, and I am willing to proceed under these conditions.

**Candidate Name:** John Karlo Mañibo Achico

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_