

To : All Team Members

From : Atty. ~~Angelique~~ Margaret T. Natividad, HR Director

Noted by: Angelo Miguell T. Natividad, Supply Chain Director

Approved by: Angela Monette T. Natividad^{re}, VP for Operations

RE : New Rate for Deductions on Jewelry Discrepancy

Date : April 4, 2022

In line with our company values of Integrity, Initiative, and Team, all jewelry that were damaged or found to have discrepancies and can no longer be repaired or can no longer be displayed for selling will no longer be charged to the person accountable at tag price. Instead, damaged items that can no longer be sold will be deducted from Team Members at a 25% discount from tag price beginning April 1, 2022.

This new rate includes those jewelry discrepancies that were reported via IR to HR before April 1, 2022 but not yet deducted.

For jewelry repair, Team Member shall still shoulder the repair cost for repairing the item.

For questions, please contact Ma'am Ira of HR.

For your information and guidance.