

Date: 23 November 2021

To: All Team Members

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

Re: Guidelines for Vaccination of On-Site Team Members

---

IATF Resolution No. 148-B, dated November 11, 2021, requires that starting December 1, 2021 all employees who work on-site must be vaccinated to report for work.

Those who do not want to get vaccinated but must work on site can report, but they must undergo RT-PCR Testing at their own expense at least once every two weeks. Those who refuse testing may use their remaining incentive leaves but when all those are consumed, the "no work no pay" rule will apply.

SJI, Sungold, QST, and GYBP will strictly comply with the IATF Resolutions. Starting December 1, all unvaccinated Team Members must submit their RT-PCR Test Results before they will be allowed to enter the building or in the case of Sales Team Members, be given a duty schedule. HR also asks that all vaccinated Team Members submit a photo of their vaccine cards to HR through FB Messenger if they have not already done so when they applied for vaccination leave.

Please be advised that some of our mall partners also require tenants to be vaccinated in order to report to work in our mall stores. If the mall you are assigned to requires vaccination, you may also not be given a duty schedule if you are unvaccinated.

Please contact HR for questions.