

To: All Team Members in the STI Building During GCQ

From: Atty. ~~Angel~~ T. Natividad

HR Director

RE: Shortened Lunch Break

Date: May 27, 2020

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In the last week, we have observed the skeleton workforce in the building from 9am to 3pm. Many have said that these work hours are very short and they need more time to be able to get the results that they want for the day.

Due to the lack of available transportation, we do not want to end work hours later in the day. Instead, Team Members are advised to shorten their lunch break to 30 mins. The other 30 minutes can be used to complete the day's tasks and will be compensated by the company.

The 30 minutes of lunch break is automatically deducted and we encourage everyone to take their lunch and not skip meals during this time where health is of utmost importance.

Any concerns or clarifications may be raised to Ma'am Ira.

Thank you and stay safe.