

Date: May 10, 2021

To: All Shared Services Team Members

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

Re: Shortened Work Hours

COVID 19 has brought us so many trials since last year. With the declaration of MECQ for Zamboanga City and due to some unforeseen events, we had to close some stores. Less and less people are going out and less and less people are purchasing jewelry. Because of this, SJI has not performed as well as we have in previous years. With the closure of STI, SJI has also absorbed all the manpower costs for shared services, adding to our expenses.

If we continue as we have in the last few months of 2021, we may have to take drastic measures to reduce expenses. We want to avoid that by acting now and tightening our belts before it is too late.

We ask every team member from shared services in the spirit of WIN-WIN-WIN to please help us reduce our expenses by continuing to practice frugality in any way we can. We will also reduce our work hours to 6 hours a day, Monday to Friday, starting May 11th, 2021 until further notice. The building will go back to shortened work hours and will be open only from 8:00am to 3:00pm. We also encourage our team members working from home to reduce their work hours to 6 hours per day, Monday to Friday (Saturdays as needed but up to 6 hours only). We will maintain the output-based system for those working from home.

We are hopeful that through our joint efforts we will all see better days. We will resume our full working hours as soon as we can.

Thank you everyone and stay safe.