



To : All Team Members and Jacksons Security Officers in the Building

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

Noted by : Angela Monette  Natividad, CPA, ME, VP for Operations

RE : Amendment on Guidelines for Increased Building Security

Date : August 4, 2023

Last year, on August 3, 2022, we released a memo for our Guidelines for Building Security. We are amending these guidelines to clarify one of the provisions. Please see the changes marked in bold and underlined below:

“1. Team members are no longer allowed to leave money with the SO for COD transactions. Team members who have deliveries must personally meet and pay the deliverer to avoid potential losses and misunderstandings with our Security Officers.

2. All visitors including family members, deliveries, and separated Team Members will have to wait at the ground floor lobby waiting area. They are **no longer allowed to come up to the 3rd floor and to enter inside offices**, except for the following:

a. Visitors for Supply Chain
b. Visitors with official business in the building (attending meetings, visitors from out of town, suppliers, etc.) may come up with prior notice to the SOs and their attendance will be recorded in the logbook. Departments expecting visitors must inform the SO at least a day before the visitors are scheduled to arrive.

c. Those delivering heavy loads (water, boxes of marketing materials) will be allowed up to the 3rd floor waiting area only and should be accompanied by the SO. It is the departments' responsibility to carry the materials into the designated storage area.

3. There will be a telephone placed at the lobby connected to all departments which SO will use to notify the departments of visitors. The concerned person shall go downstairs to meet the visitor at the lobby.

4. Check releasing and billing schedules for Finance is every Wednesday and Friday from 2:00pm to 4:00pm. Collectors/Suppliers may only wait on the lobby ground floor or the 3rd-floor waiting area. No collectors will be entertained on other days.

5. Team members are not allowed to stay at the lobby during lunch time and work hours. Lobby area is intended for visitors only.

6. At the end of the day all team members must time-out first before sitting at the lobby and waiting for their “sundo”.

Please contact Ma'am Joyce at 09176524985 for questions.”