

March 8, 2022

Memo No. 22 - 0002

TO : **ALL EMPLOYEES**

FROM : **MARY GRACE O. ASTROLOGO, CEO**

RE : **RETURN TO ON-SITE OFFICES IN THE SECOND QUARTER OF 2022**

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This serves as a reminder that the company's goal is to return to full operations on-site, depending on the Covid-19 situation and on current guidelines of the IATF.

Based on the IATF Resolution No. 163-A and the recently released Executive Order No. 11 of the City of Davao, in line with the latest COVID-19 data on the further decrease of reported cases in the cities of Davao, Digos, Kidapawan, Iloilo, and Panabo, Nesi will continue to implement a return to on-site offices this second quarter, 2022. This will also ensure continuous services with clients, addressing the problems on power outages and internet interruptions.

**I. COVERAGE**

These provisions shall apply to all Northeast Solutions, Inc., Northeast Strategies, Inc., and Newind Resources Corp. employees and applicants for practical assessment who are working on-site in the cities of Davao, Digos, Iloilo, Kidapawan and Panabo.

**II. CRITERIA ON RETURN TO ON-SITE OFFICES**

1. Return to on-site offices will still be gradual. It will be by batch to accommodate and be able to adjust on the availability of office space.
2. The employee is fully vaccinated. Vaccination card is to be submitted to HR prior the transition to on-site location.
3. The employee has rampant power outages and/or internet interruptions in the last three months from current date. On-site offices have generators and multiple internet providers to ensure continuous services to clients. This will also lessen unnecessary coverages within the team.
4. The employee's performance on an HSO arrangement has not reached the expectations of the job. This includes attendance and adherence to company policy. Working on-site and face-to-face with leaders and colleagues will help improve performance and motivate morale.
5. The employee has consistently received an idleness report within the last three months from current date. There will be fewer distractions on-site.

6. Unvaccinated employees who fall under any **category from 3-5** will transition to the office provided that they will get a swab test from a government accredited laboratory every two weeks. The swab test shall be shouldered by the employee. Results should be submitted to HR in a timely manner. (*IATF Resolution No. 148-B*)
7. Unvaccinated employees **within city proper** who fall under **category 3 (with internet interruptions)** may continue their HSO arrangement provided that they upgrade their internet subscription, at their expense to satisfy reliability of the internet. This is at the discretion of management.
8. Employees who prefer to work on-site even if they do not fall under any category from 3-5 are welcome, but are subject to available spaces and approval of the Operations Supervisor and Team Manager/Team Leader.
9. NERT volunteers will return to on-site location, subject to sir Tata's approval.

### **III. EXEMPTIONS**

1. Unvaccinated pregnant employees, nursing mothers and those (male & female) who have babies and small children up to 4 years old at home. This will be coordinated with HR.
2. Unvaccinated employees who have autoimmune conditions. Unless already established with the company based on medical records, submit a medical certificate to the company nurse and a letter of request to HR, no later than March 29, 2022.
3. Employees who live with unvaccinated household members with autoimmune conditions. This will be coordinated with HR and company nurse for verification and may be subject to random visits at HSO location.
4. Employees who perform to expectation, adhere to company policy and with the least occurrences of power outage and internet interruptions in the last six months from current date. This is subject to OS', TM's and TL's recommendation.

Prepared and approved by:



**MARY GRACE O. ASTROLOGO**  
Chief Executive Officer