

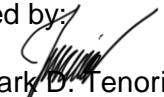

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	<b>MANDATORY PORTAL READING</b>	Ref. No.
DEPARTMENT :	HUMAN RESOURCES DEPARTMENT	HRD-16-02-1801
TO :	REGIONAL MANAGER, AREA MANAGER, BRANCH MANGER	FEBRUARY 18, 2016

### OBJECTIVE:

1. To ensure that all correspondence (Memorandums, Announcements, Policies and Procedures) are made accessible to the branch through company portal.
2. To enable Branch Managers to cascade new correspondence to all employees.



### POLICIES:

1. Mandatory Portal Access
  - 1.1. It is a requirement that all Regional Manager, Area Manager, and Branch Managers (BM) must access, read, comprehend, and cascade announcements, memorandum, new policies and procedures daily.
    - 1.1.1. Portal correspondence shall be available within 7 days from the date of posting. After the prescribed period, new policies and procedures shall be included the S4S policies and procedures
  - 1.2. Portal access and cascading of new correspondence shall be the responsibility of the Branch Managers.
  - 1.3. Branch Managers are required to access the portal every 10:00am.
    - 1.3.1. It is highly encourage that BM must check updates during off peak transactions.
  - 1.4. Area Managers (AM) and Regional Managers (RM) are also required to read the portal correspondence.
    - 1.4.1. AM/RM is required to regularly ask the BM to explain the new memorandum, announcement, policies and procedures during their branch visits.
2. Access and Account Security
  - 2.1. Sharing of account and password is strictly prohibited and shall be dealt with accordingly based on the existing Company Code of Discipline.
  - 2.2. Passwords must always be remembered and must be secured.
    - 2.2.1. Habitual negligence to secure password shall be dealt with accordingly
3. Strict adherence to the policies and procedures is expected to all employees.
  - 3.1. Ignorance of the Policies and Procedures will not be an acceptable reason for non compliance.

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## PROCEDURES:

1. Branch Manager
  - 1.1. Ensure daily access to company portal using the assigned username and password through:
    - 1.1.1. <http://portal.mitsukoshimotors.com/employee/signin>
  - 1.2. Access the “announcement” tab to view the latest memorandum, policies and procedures.
  - 1.3. Cascade announcement to the branch on its scheduled daily meeting.
    - 1.3.1. If the announcement falls after the scheduled meeting, it should be immediately communicated with the personnel involved.
  - 1.4. Ensure checking of company portal during off peak transactions.
2. Area Manager/Regional Manager
  - 2.1. Ensure daily access to company portal using the assigned username and password through:
    - 2.1.1. <http://portal.mitsukoshimotors.com/employee/signin>
  - 2.2. Check if Branch Manager have read the latest announcement by asking him/her to explain a specific correspondence.
  - 2.3. Coach on clarification and ensure that branch employee shall observe the new Policies and Procedures.

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