

MITSUKOSHI MOTORS PHILS., INC.		
POLICY AND PROCEDURES		
POLICY TITLE :	COMPANY UNIFORM	Ref. No.
DEPARTMENT :	HUMAN RESOURCE DEPARTMENT	HRD 16-01-030
TO :	BRANCH MANAGER, CASHIER, ASST. CASHIER, CREDIT SUPERVISOR, ACCOUNT COUNSELOR, MARKETING ASSISTANT, BRANCH MECHANIC	JANUARY 05, 2016

OBJECTIVE:

1. To standardize work attire that will strengthen identity of our brand and our company.
- 2.
3. To improve customer experience by providing easy identification of service providers in the branch.

POLICY

1. Schedule:

1.1 All working days including Sundays, Holidays (legal/special holidays), and Scheduled Trainings/Official Business Event will be covered by Company Uniform Policy.

2. Monitoring:

2.1 Branch Managers and Area Manager shall be directly responsible in ensuring strict implementation of this policy.

3. Standard Uniform: Employees are expected to strictly observe company uniform standards:

3.1 Trainee

3.1.1 MALE

3.1.1.1 Plain White Polo Shirt

3.1.1.2 Black Slacks

3.1.1.3 Black Close Shoes/ Rubber Shoes

3.1.2 FEMALE

3.1.2.1 Plain White Polo Shirt with light undergarment

3.1.2.2 Black Slacks/ Skirts

3.1.2.3 Black Close Shoes

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3.2 Contractual, Probationary, and Regular Employee

3.2.1 MALE

- 3.2.1.1 SYM Polo with plain white shirt as undergarment
- 3.2.1.2 Black Slacks with leather belt
- 3.2.1.3 Black Close Shoes/ Rubber Shoes

3.2.2 FEMALE

- 3.2.2.1 SYM Polo with white sando and light colored undergarment
- 3.2.2.2 Black Slacks
- 3.2.2.3 Black Close Shoes

3.3 For Branch Managers, the following attire shall be observed until further notice.

3.3.1 MALE

- 3.3.1.1 Polo
- 3.3.1.2 Black/ Dark Slacks
- 3.3.1.3 Leather Shoes with dark socks

3.3.2 FEMALE

- 3.3.2.1 Blouse with Collar
- 3.3.2.2 Black/ Dark Slacks
- 3.3.2.3 Leather/ Close Shoes

3.4 For Branch Mechanic

- 3.4.1 White Poloshirt
- 3.4.2 Black/ Dark Slacks
- 3.4.3 Leather Shoes with dark socks

3.5 Pregnant Employees - Wearing of maternity dress is allowed (Short skirt, or revealing maternity dress is strictly prohibited.

3.6 Wearing of Company ID is a mandatory requirement

4. Prohibitions: Branch Employees are prohibited from:

4.1 MALE

- 4.1.1 Colored Polo Shirt, T-Shirt, Sando
- 4.1.2 Maong/ Denim Pants, Short, "Puruntong" Short Pants
- 4.1.3 Slippers, sandals
- 4.1.4 Striking hair color and hairstyle
- 4.1.5 Body piercing, earrings, Tatoos

4.2 FEMALE

- 4.2.1 Sleeveless, Spaghetti Starps, Tube Tops
- 4.2.2 Maong/Denim Pants, Short, Mini Skirts, "Tokongs" short pants
- 4.2.3 Slippers, open sandals, rubber shoes
- 4.2.4 Striking hair color and hairstyle
- 4.2.5 Dangling earrings, body piercing, Tattoos

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- 4.2.6 Heavy Make Up
- 4.2.7 Dark colored undergarment

5. Disciplinary Actions: Non compliance of this policy shall be dealt with the following Disciplinary Actions based on COD: Rule 5, Section 2- Specific Company Regulations & Standards – Class 1

- FIRST OFFENSE : Verbal Warning (With Voluntary Commitment Letter)
- SECOND OFFENSE : Written Warning
- THIRD OFFENSE : Final Written Warning-with conference with Area Manager
- FOURTH OFFENSE : 7 Days Suspension
- FIFTH OFFENSE : Permanent Written Warning/ Termination

PROCEDURES:

1. Uniform Request

1.1. Employee

- 1.1.1. Completely fill out Uniform Request Form duly noted by Branch Manager
- 1.1.2. Submit Uniform Request Form to HR Benefits.
- 1.1.3. HR Benefits shall process request.

1.2. Branch Manager

- 1.2.1. Review the request of Employee.
- 1.2.2. Affix Signature on the noted by portion to process request.

1.3. HR Associate

- 1.3.1. Coordinate Request to process issuance of Uniform.
- 1.3.2. Ensure deductions upon receipt of ordered uniforms.

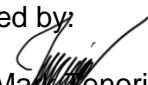
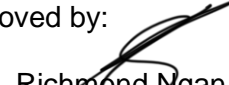
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2. Form Explanation

Observe standard format in filling up uniform request form.

<u>PARTICULAR</u>	<u>EXPLANATION</u>
2.1 Name	: Requesting Employee's Full Name (Last Name, First Name, Middle Name)
2.2 Company/Branch	: Current Branch Assignment
2.3 Position	: Employee's Current Position
2.4 Date Requested	: Indicate actual date of request
2.5 Date Hired	: Indicate actual date hired (as Trainee)
2.6 Employment Status	: Current employment status
2.7 Number of Uniforms	: Indicate number of uniforms to order.
2.8 Cost per Uniform	: To be Filled out by HR Associate
2.9 Total Cost	: To be Filled out by HR Associate
2.10 Authorization	: Indicate Company name and amount to be deducted to Payroll every cut-off
2.11 Requested by	: Employee's Signature over Printed Name and date
2.12 Noted by	: BM's Signature over Printed Name and date

COMPANY UNIFORM REQUEST FORM			
PERSONAL INFORMATION			
NAME:		DATE REQUESTED	
COMPANY/BRANCH:		DATE HIRED:	
POSITION:		EMPLOYMENT STATUS:	
CONTACT NUMBER		NUMBER OF UNIFORM REQUEST	
COST PER UNIFORM:		TOTAL COST:	
AUTHORIZATION			
I hereby authorize <u>(Company Name)</u> to deduct the amount of <u>(AMOUNT IN WORDS AND FIGURES)</u> every payroll from my salary until full payment has been received.			
REQUESTED BY:		DATE:	
NOTED BY:		DATE:	
(Submit duly accomplished form to employee.uniform@mitsukoshimotors.com together with the required documents. (see Company ID Policy))			

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