



Our Ref. # 2020-015

MEMORANDUM CIRCULAR

Memo to : HEAD OFFICE EMPLOYEES

**From : CELSO N. SARTO
EVP & COO**

**Subject : DISCIPLINARY SANCTIONS ON NON-OBSERVANCE OR
NON-COMPLIANCE WITH THE SAFETY AND HEALTH PROTOCOLS
IMPOSED BY THE MANAGEMENT**

Date : May 15, 2020

Employees are expected to follow the Safety and Health Protocols imposed by the Management in consonance with the policy of the National Government in order to contain the possibility of the spread of Covid-19 virus inside the office premises. It poses a great threat to the whole environment once there is transmission among the employees which will in turn affect the members of our families. Furthermore, our office will have to be closed for a period of time for disinfection which we can no longer afford because this will translate to lost business opportunities. Violators shall therefore be strictly penalized, as follows:

OFFENSE	DISCIPLINARY SANCTIONS			
	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 TH OFFENSE
1. Not wearing of face mask inside the office premises.	Written Reprimand	Suspension of five (5) working days <u>without pay</u>	Suspension of ten (10) working days <u>without pay</u>	Dismissal
2. Non-observance of the strict social distancing inside the office premises.	Written Reprimand	Suspension of five (5) working days <u>without pay</u>	Suspension of ten (10) working days <u>without pay</u>	Dismissal
3. Non-compliance on mandatory cleaning and disinfection of workplace.	Written Reprimand	Suspension of five (5) working days <u>without pay</u>	Suspension of ten (10) working days <u>without pay</u>	Dismissal


**CELSON. SARTO
EVP & COO**

Approved by:


**NORBERTO V. SAUCO
President & CEO**