

To: All Employees

Date: September 25 2024

Subject: Penalty for Use of Inappropriate Language (Mura)

In maintaining a professional and respectful work environment, the use of **mura** (inappropriate language or cursing) or any language commonly associated with street behavior ("salitang pang-tambay") is strictly prohibited within company premises, during work-related activities, or when dealing with customers and colleagues.

Policy on Inappropriate Language:

1. Any employee caught using inappropriate language (mura or street talk) in the workplace, during meetings, or any work-related interactions will be subject to the following penalties:
 - o **₱100 will be deducted from your incentives for each violation.**

Enforcement:

- This rule applies to **all employees, regardless of position or location.**
- Violations will be reported to the HR department or direct supervisors and will be documented.

Purpose:

This policy is in place to foster a respectful, professional, and positive working environment for everyone.

Your cooperation is expected and appreciated. Let's work together to ensure our workplace remains conducive to productivity and mutual respect.

Best regards,

JULIE GALAMITON
General Manager

Noted by:

RICHARD B. LIM JR
Managing Director

JARED AYUA 09/25/2024

MAHELLE 9/25/24

09/25/24
ALLIAH BIANCA LAN-OU

Seremich A. Aquino

donaldeen CALA 9/25/24

9/25/24
MARY JANE TANBO

9/25/24

9/25/24
DARLENE LIMANTON

9/25/24

09/25/2024

9/25/24

9-25-24

9/25/24
JHAZEL GELLANGA

9/25/24

9/25/24
JANSON TAWANAN

MARVIN ESCABARTE

9/25/24

9/25
Lilet Tandina

9/25/24
RYZ MAY NEMENZO