

To: All Employees

Date: September 25 2024

Subject: Attendance Policy Update – In/Out Recording for Payroll Purposes

To ensure accurate monitoring of attendance and compliance with company policy, the following guidelines must be strictly observed by all employees across all offices and branches:

1. Attendance Recording Locations:

- **Main Office Employees**
 - Attendance **IN** and **OUT** must be recorded at the designated attendance area **in front of the main door** of the office.
- **Branch Employees**
 - Attendance **IN** and **OUT** must be recorded **in front of the warehouse** at your respective branch.
- **Fieldwork Employees (Sales, Technicians, etc.)**
 - Attendance must be recorded **at the store or customer's location** being visited.
 - **Recording attendance in a car, bus, or any form of transportation is strictly prohibited.**

2. Event Attendance

- For company or work-related events, attendance must be recorded at the event location.

3. Consequences of Non-Compliance:

- **Failure to record your attendance** according to the designated locations mentioned above will result in **no payment of salary** for the corresponding day(s).
- Disciplinary action will be imposed

This policy is effective immediately. Please ensure full compliance to avoid issues with payroll processing.

Thank you for your cooperation.

Best regards,

JULIE GALAMITON
General Manager

Noted by:

RICHARD B. LIM JR
Managing Director

~~MAISON~~
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