

Human Resources Department

Memorandum No.: 2024-001

Date: January 19, 2024

To: All Employees

Subject: Policy on 15-minute Breaks

RATIONALE

To strengthen the Company's efforts to promote employee well-being and a positive workplace environment, the Company is hereby establishing the foregoing policy on 15-minute breaks.

SCOPE

Effective immediately, this policy shall apply to all Employees reporting onsite in the Company's office.

GENERAL GUIDELINES

1. All Department Heads shall ensure the diligent compliance of their subordinates to the guidelines enumerated herein.
2. All Employees shall be allowed a 15-minute break daily from 3:30PM-3:45PM, with prior notification provided to their immediate heads or authorized personnel in the absence of the former.
3. Employees engaged in internal meetings or meetings with partners or clients during the aforesigned break time shall secure the approval of their immediate heads or any authorized personnel to take the break at a later time.
4. Taking breaks outside the designated schedule and/or exceeding the allotted time shall be considered loitering and shall be sanctioned in accordance with the provisions of the Code of Conduct.
5. Any questions or concerns regarding the implementation of this policy shall be directed to the Human Resources Department.
6. The Management reserves its sole and absolute discretion to amend the provisions of this policy as it deems fit.

For your information and guidance.

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