



INTER-OFFICE MEMO

Oct. 12, 2023 | 3:53 PM

To: All AIBI Employees
Subject: **ATTENDANCE POLICY**

Dear Team,

Regular attendance is essential to the Company's efficient operation and is a necessary condition of employment. When employees are absent, schedules and customer commitments fall behind, and other employees will have to assume added workload. Employees are expected to report to work as scheduled and on time. If it is not possible to report for work as scheduled, employees must call or text their colleagues or superior no later than 10am of that day.

If the absence is to continue beyond one day, the employee must notify the Company on a daily basis unless prior approval has been granted by his or her immediate superior. Absence for three consecutive days without any call or proper notification will be considered as **Abandonment of Work** and may lead to termination.

Employees who fail to properly inform the Company that they cannot make it to work on or before 10 am of that day will automatically be tagged as AWOL.

Late comers beyond 10 am will be considered on "half day" leave and will be subject to filing of VL application. If there are no longer VL credits left, this will be deducted as half day on the succeeding payroll.

RAMON R. ILUSTRE JR.
President