

## INTER-OFFICE MEMORANDUM

**To:** ALL EMPLOYEES  
**From:** HUMAN RESOURCE DEPARTMENT  
**Subject:** PROHIBITION OF EARPHONE USE IN THE WORK PLACE  
**Date:** AUGUST 5, 2025  
**Ref No.:** HRD-SUP-25-08-034  
**CC:** DC, File

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This memorandum serves to inform all employees of a new workplace policy regarding the prohibition of earphone use during work hours.

This policy is necessary to:

- Ensure employee attentiveness and awareness;
- Promote effective communication between colleagues;
- Prevent distractions and uphold professional conduct in the workplace.

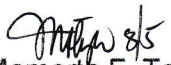
### Exceptions to the Policy

This restriction does not apply to employees who require the use of earphones or headsets during transcribing minutes of the meeting, employees conducting interviews with job applicants and employees whose duties require the use of earphones or headsets as part of their official tasks such as customer feedback and customer service representative.

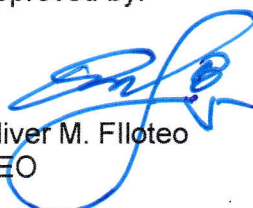
We trust that everyone will adhere to this policy in the interest of workplace efficiency and professionalism. Thank you for your cooperation.

*\* Violation of this policy will incur appropriate sanctions*

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Approved by:

  
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