

FOR : ALL CONCERN DEPARTMENT
FROM : 5's COMMITTEE
RE : 5's OPLAN BALIK ALINDOG PROGRAM 2023
DATE : JUNE 04,2024
REFERENCE : FIN-000-24-5-122

We refer to Memo number **FIN-000-23-6-110** regarding our ongoing health campaign, Oplan Balik Alindog 2023. As previously communicated, we strongly encourage all employees to actively participate in this initiative by engaging in simple exercises and stretching activities. These activities are essential for promoting wellness and fostering a healthy work environment for everyone.

Despite our efforts, it has come to our attention that some employees are still not participating in the program. We would like to reiterate the importance of this initiative and emphasize that participation is not optional but mandatory for all employees.

Strict Compliance Required:

Effective immediately, all employees are required to comply with the directives of Oplan Balik Alindog 2023. Failure to adhere to this policy will result in disciplinary actions as outlined in our company regulations. Specifically, any non-compliance will be considered a violation under the following provision:

" Willful non-compliance to a specific directive/instruction from an immediate superior or a company-wide policy/rules/regulation that is not immoral, illegal, or against human dignity."

" Non participation of companywide sponsored activities like 5's Clean Up Day, trainings and others."

This provision is detailed in our company Code of Discipline under **Section 30, Page 22, Numbers 5 and 7.**

Sanctions for Non-Compliance:

Employees who fail to comply with this health campaign directive will be subject to appropriate sanctions, which may include but are not limited to, the following:

Formal Warning - A written notice of non-compliance.(RED TAG)

Disciplinary Action - Further disciplinary measures as deemed appropriate based on the severity and frequency of non-compliance.

We trust that all employees understand the importance of this health initiative and will take the necessary steps to participate actively. Your cooperation is essential in making this program a success and ensuring a healthy workplace for everyone.

For strict compliance.

Prepared by:

Princess R. Calpe
Ms. Princess R. Calpe

5's Chairperson

Noted by:

Arlene V. Fabreag 6-04-24
Ms. Arlene V. Fabreag

Treasury Asst. Supervisor