

DATE : April 3, 2018  
To : ALL EMPLOYEES  
FROM : HUMAN RESOURCES DEPARTMENT  
THRU : OPERATIONS MANAGEMENT  
SUBJECT : MEMO: RESTROOM GUIDELINES

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iPloy inc. provides unisex restrooms available so that employees can use them when they need to do so. One is located inside the operation floor and second is in the hallway outside the operation floor. However, those who are uncomfortable, has issue with the unisex restroom, we have a separate single, private restroom available for use.

Moreover, any employee with concern/issue in using the unisex restroom, please visit Human Resources office to get door access pass. Office security, Log in and Log out procedure shall apply.


Furthermore, it is essential that all employees should comply and observe the restroom etiquette:

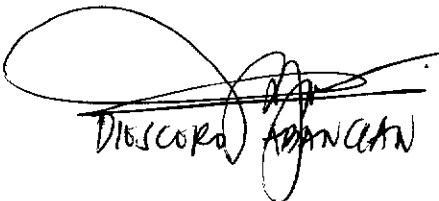
- Knock if the cubicle appears to be occupied. Don't peek under the doors.
- Lock the cubicle door when you enter.
- Stand close enough to the pan or urinal so you don't wet the seat, walls or floor
- Flush the toilet after use and wipe off the toilet seat for the next user
- Paper towels go in the trash can, not on the floor or in the toilet bowl
- Wash your hands to prevent the spread of colds and the flu
- Please use water and paper towels conservatively

For your information and guidance.

  
Jo Hanna Molecio  
Human Resources

Noted by:

  
Alfredo Camarillo Jr.  
Director, Operations

  
DISCORA FRANCIS