

**iPloy Incorporated**

9<sup>TH</sup> floor, Ayala Center Cebu Tower  
Bohol Avenue, Cebu Business Park  
Cebu City 6000



DATE : November 17, 2021  
TO : ALL EMPLOYEES  
FROM : HUMAN RESOURCES  
SUBJECT : LOCKER POLICY

The aim of this policy is to guide our employees and establish a well-kept and orderly environment in the locker room.

Please see list of rules provided below for your reference.


**RULES**

- ONE LOCKER ONLY per employee. **NO sharing of lockers.**
- NO storing of perishable foods/leftovers inside the locker.
- Proper sanitation is strictly observed (E.G. No storing of unwashed containers/mugs/utensils, etc.)
- NO transferring of lockers. Transferring of lockers is subject to approval.
- Checking/audit will be done from time to time and once unassigned lockers are being used, they will be forced open, and the company will not be liable for padlock replacement nor reimbursement.
- Any sort of action that may result in damage to property is strictly prohibited. This includes but is not limited to graffiti/vandalism, posting of stickers, damage to facility property such as the forced opening of lockers without the management/HRs' knowledge or consent, etc.
- The company will not be liable for the loss or damage to any personal belongings left unattended and that includes, sharing of lockers, lockers without padlocks, placed on top of the lockers, etc.
- The company is not responsible for loss or missing items due to the owner's negligence.
- Forced Open Request due to lost padlock key or forgotten password/code should be submitted a day prior and will be subject to availability of the bolt cutter.
- Authorization to Forced Open a Locker, the request must be submitted via email to hr@iploy.com and must wait for the approval.
- NO LOITERING inside the locker room
- Unassigned Lockers with cable ties should not be opened.
- Things inside unassigned lockers will be subject to disposal of the management


This Memorandum shall take effect on November 22, 2021.

Failure to comply will be dealt accordingly.

Prepared by:

  
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Employee Relations Specialist

Noted by:

  
Marishka Iris Arcilla  
HR Manager

  
Carlos Gotiong  
General Manager

  
Alfredo Camarillo  
Director of Operations

**I have read, understood, and agreed to comply with the foregoing policies, rules and conditions governing the iPloy Locker Policy.**

  
JOGIELOU S. MAÑACAP  
Employee Signature Over Printed Name/Date