



STERLING INSURANCE COMPANY, INC.

6/F Zeta II Annex Bldg., 191 Salcedo Street, Legaspi Village, Makati City
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INTER-OFFICE MEMORANDUM

DATE : **August 11, 2020**
ATTENTION : **TO ALL EMPLOYEES**
SUBJECT : **POLICIES FOR SAFETY PROTOCOLS IN THE PREVENTION OF COVID-19 INFECTION**
FROM : **OFFICE OF THE PRESIDENT**

In support to the previously issued memoranda on *Advise on Hospital Appointments and Visitations* and *Advise on Covid-Like Symptoms*, below are the policies and the applicable sanctions for violations to be implemented as part of the company's health and safety measures, especially for employees working onsite, in the prevention of Covid-19 infection. These policies shall form part of the already existing Company Code of Discipline and will be implemented immediately.

OFFENSES AGAINST HEALTH AND SAFETY MEASURES	SANCTION
1. Employee's non-disclosure or non-reporting to the Human Resources Department and/or Department Head of the following: a. Experiencing Covid-19 symptoms and other symptoms indicative of infectious illness such as flu, fever, cough, colds, itchy throat, sore throat, difficulty in breathing, muscle pain, loss of smell / taste. b. Experiencing other illnesses not covered under "a". c. Exposure to a Covid-19-Positive Patient d. Exposure to Persons experiencing Covid-19 symptoms and other symptoms indicative of infectious illness mentioned in "a". e. Exposure to hospitals having accompanied/visited any person, whether a relative, by affinity or consanguinity or a friend, during a pandemic situation.	Suspension to Dismissal Suspension Suspension to Dismissal Suspension to Dismissal Suspension to Dismissal

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2. Submission of falsified rapid test/swab test result.	Dismissal
3. Reporting onsite without submitting or presenting rapid test or swab test with negative result and completing the 14-day quarantine period or any clearance from the Human Resources Department and/or the Department Head.	Suspension to Dismissal

It is understood that violations mentioned above are analogous offenses to existing company policies such as serious misconduct or willful disobedience of authority by an employee, falsification and dishonesty and willful neglect of duty.

It is assured that all data and information gathered in relation to these policies will be used and processed fairly and lawfully and treated with utmost confidentiality.

For your strict compliance.



ARTURO B. REYES
President