



Human Resource and
Administration Department

TO : ALL BIGFOOT AND IAFT STAFF
FROM : CHIEF HUMAN RESOURCE OFFICER
SUBJECT : **24/7 AVAILABILITY**
DATE : MARCH 11, 2010


This is to elaborate and clarify the policy on 24/7 availability.

Owing to the essential nature of the business, please be guided that:

- a.) Your availability at all times, via cell phone, is of paramount importance. As such, you are required to respond to all calls made by the Company in relation to the performance of your duties.
- b.) You are expected to keep your cell phone charged and functional at all times.
 - b.1) You are responsible for the immediate repair of your cell phone in case of damage, or replacement in case of loss.
 - b.2) If you are using prepaid service, keep sufficient credit in your phone at all times.
- c.) You are expected to inform your immediate superior/department head every time you will be out-of-town during the weekend or off days so that a contingency plan may be made in the event that you will be needed to physically respond to a task.

Violation or non-compliance with the above shall be held as committing negligence. Under our organizational policies, "negligence" carries a penalty of five days suspension at the first offense. Furthermore, the offender may be held accountable for any damage resulting to the violation.

For strict compliance.


Marie Stephanie L. Manuel
Chief Human Resource Officer