



Live Close-by Bonus

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1.0. PURPOSE

- 1.1. To help promote in the preservation of the environment
- 1.2. To help promote the wellness of the staffs

2.0. SCOPE

All staff of Fashionone Inc.

3.0. RESPONSIBILITY

- 3.1. HR/Admin Department
- 3.2. Finance Department

4.0. DESCRIPTION

Live Close-by Bonus is a form of compensation to be given to the staffs of Tokyo who have meet the following conditions where no. 2 and 3 will be verified thru Google Maps:

- 1) Consultants must work a minimum of 45 hours per week
- 2) Lived in an apartment which is 12 minutes or less walking distance
- 3) Lived in an apartment which is 8 minutes or less biking distance

The above bonus will be given on a monthly basis amounting to ¥40,000.

5.0. PROCESS

The following should be taken in consideration in claiming the said bonus:

- 5.1. Consultant should submit a copy of his or her resident card in Japan upon the start of his / her employment
- 5.2. Should a consultant transfer to a new residence which enables him / her to meet the conditions he / she should provide a residential certificate which they can get from the Resident City Office
- 5.3. Upon verification using the Google Maps, HR then will inform Finance that Consultant is eligible for the said bonus
- 5.4. The bonus will form part of his or her monthly invoice.
- 5.5. Finance Department will facilitate the approval from The Chief of the release of the said bonus

9.0. PROCEDURE ISSUANCE AND REVISION HISTORY

Revision	Issuance Revision		Approval Matrix				Reason
	History	Date	Dept.	Prepared	Reviewed	Approved	
Rev. 00	Establish	02/03/16	HR/Admin	S. Carin	L. Ambayan	M. Gleissner	New Document