



Human Resource and
Administration Department

TO : ALL BIGFOOT AND IAFT STAFF
FROM : CHIEF HUMAN RESOURCE OFFICER
SUBJECT : **ADDITION TO COMMUNICATION POLICIES:
CONTACTING MODELS**
DATE : SEPTEMBER 23, 2009

Please be informed that employees/consultants are NOT allowed to contact models or third parties particularly in matters relating to requests for receipts or invoices, without approval from the Chief.

In cases where there are missing receipts, information has to be made known to the Chief himself. Furthermore, emails to models pertaining to the aforementioned requests should be sent first to him for review.

If there is no response from the Chief within forty-eight (48) hours after email was sent, the email to the model or third party can then be forwarded.

For strict compliance.


Marie Stephanie L. Manuel
Chief Human Resource Officer