

Memo

TO ALL CONCERNED EMPLOYEES OF JTG

FROM: MS. PATRICIA NICOLE VITUG HRA

CC MR. J T TANGLAO CEO JTG;
MS. R H TANGLAO VPOR JTG, HEAD HRD, HEAD JWL;
MS. JESSICA VENZON, AUDIT & COMPLIANCE HEAD;
MS. HAZEL ANN R. FLORES HRO HRD;
MS. ANDREA Z. GOMEZ, HRA

DATE: November 10, 2022

RE: DRESS CODE WHEN OFFICIAL UNIFORM IS NOT YET UNAVAILABLE

Your attention and compliance is hereby called for the revision of the Company Work Rules and Regulations.

Reminder to all,
This is a guide to employees on the required standards of dress and appearance when official uniform is not yet available. It is important that the company maintains a professional image. Remember that the way you dress conveys how people will view our company. Consequences for not wearing appropriate dress code will be strictly implemented.

Examples of appropriate Business Casual Attire: