Facility Use Policy

PURPOSE

MCVO's growth has brought a lot of opportunities and convenience to its employees such as providing amenities that benefit their physical and mental state. Maintaining these facilities and ensuring proper use is the main goal of this policy.

2. POLICY

2.1 Clean As You Go or also known as CLAYGO is a practice used to minimize risks to hygiene, health, and safety. The clean as you go method involves taking personal responsibility to clean continually throughout the working day and making this part of your daily routine to ensure that surfaces, equipment, waste, and the premises are clean, hygienic, and clutter free.

2.2 Lights and Air Conditioning Units must be turned off after using any facility.

2.3 Office equipment found inside the production areas are not to be moved without informing and asking permission from the management.

2.4 Any concern/issue that happens inside MCVO's facilities need to be reported immediately to the management in order to provide proper actions.

2.5 Any physical infliction on the company's equipment, item, and furniture will not be acceptable and will be subject to major offense.

2.6 Trash bins are provided for all facilities and employees' cooperation are expected in order to maintain cleanliness. There will be stationed trash bins in all workstations given that all employees must empty their bins after work. A main waste bin is provided where employees may dispose of their garbage bags once these are full or in order to store large trash/waste.

2.7 PRODUCTION AREAS

2.7.1 Other policies that share the same goal such as Office Appearance, Workstation Arrangement, Office Maintenance, Personal Use of Office Equipment, and Bring Your Own Device are applied when using any facilities at MCVO.

2.7.2 Mugs and Tumblers left on workstations must be emptied to avoid liquid spillage on office equipment.

2.7.3 No food items or eating are allowed inside the Production areas unless the management gives permission to do so as to follow health and safety protocols.

2.7.4 Items that may attract or increase pests/rodents inside the office are not allowed.

2.7.5 Cabinets given to certain workstations must serve its purpose for safekeeping of important files and office equipment. No personal items such as mugs, tumblers, clothes etc. or food must be found in these cabinets.

2.7.6 Office furnitures/fixtures must be placed where no entrance or hallways will be blocked. Items added or stored in these must look neat.

2.8 LOCKERS

2.8.1 Lockers are provided to all employees inside production areas. Lockers are designed for sharing with other employees as well if the situation asks as a temporary set up.

2.8.2 Keys will be given to employees for their lockers. Employees will be responsible for holding the keys and if lost, the payment for the item shall be deducted to their salary.

2.8.3 Storing valuable items such as wallets, coin purses, cameras, etc. are not advisable to be stored in these lockers. Loss of personal items is not the liability of the Management.

2.8.4 Food items and beverages are not allowed to be stored in these lockers.

2.8.5 Lunchboxes or food containers must be cleaned before storing inside the lockers.

2.8.6 There will be a weekly inspection of all lockers and employees must be informed before the inspection starts.

2.8.7 Personalizing lockers with stickers, drawings, graffiti, etc. that will affect the item is not allowed. The management will provide nameplates for each locker.

2.9 PANTRY

2.9.1 Water dispenser, Refrigerator, Microwave and Dish rack are provided for all employees. The company asks for employees' cooperation for maintaining cleanliness when using these equipment.

2.9.2 Reminders/posters on how to use office equipment must be followed at all times.

2.9.3 Rags and Kitchen rolls are provided inside the pantry for employees' use in order to help maintain cleanliness inside the pantry.

2.9.4 Snacks, biscuits, and powdered beverages are displayed and given to all employees. These are added benefits that the company has given to its employees and requires everyone to log in their chosen items in the monitoring sheets in order to get data needed for financial management for commissaries.

2.9.5 Proper handling and cleanliness is requested to all employees when using coffee sets and condiments. Cleaning spilled liquid in its container is also a must in order to avoid pests inside the pantry.

2.9.6 Employees are required to organize their items when using dish racks. Only cleaned items shall be stored for these equipment.

2.10 CONFERENCE ROOM

2.10.1 Informing employees when using the conference room is a must before using the area. This will avoid any noise or hindrances that may affect scheduled meetings greatly.

2.10.2 Eating in the conference room is prohibited unless the management has given consent. This may only be valid for occasions such as strict health protocols or if certain situations calls for it.

2.10.3 Furniture inside the conference room must not be removed or changed without the management's approval. These items must be used properly according to its utilization.

2.10.4 Scratching or tainting the table inside the conference room is prohibited. Any actions that may tarnish the table are prohibited such as painting, cutting paper using a cutter, and etc.

2.10.5 Mug coasters are provided inside the area. Everyone who is using a mug, tumbler or bottled water must use a coaster.

2.10.6 Candies are also available to all given that everyone is expected to keep the area clean after use.

2.10.7 Lights, Air Conditioning Unit, Monitor, and Tv must be turned off after using the area.

2.11 SLEEPING QUARTERS

2.11.1 MCVO has provided sleeping quarters, one for the females and one for the males where they can use in case of any difficulties in transportation and lockdowns in certain areas in the Philippines.

2.11.2 Sleeping rooms will serve as resting areas for any MCVO employees on duty during breaks, lunches or any idle time of the day only.

2.11.3 In case of any implemented lockdowns by the Philippine government, MCVO can provide its employees to stay inside the office building and use the sleeping quarters. Those who will choose to stay must have an antigen test before using the area.

2.11.4 Employees are required to keep the area clean and organized in order for other employees to use other beddings and cabinets.

2.11.5 Beds must be kept clean and organized.

2.11.6 Bathrooms inside the sleeping quarters must be kept clean with no unpleasant odor due to negligence.

2.11.7 Personal items must be stored safely and organized to avoid any confusion with other items.

2.11.8 Furniture and items from the office are not allowed to take home.

2.11.9 Bed linens and curtains must be changed every week.

2.11.10 Employees are required to store away their items during pest control.

2.11.11 Foods are not allowed inside the area. Refrigerators are provided for storing their food items.

2.11.12 Eating inside the sleeping quarters is prohibited.

2.11.13 Cooperation from the employees who are using the quarters are needed in maintaining the cleanliness of the facility.

2.11.14 Smoking and vaping is strictly prohibited.

2.12 GYM

2.12.1 Treadmill, Bicycle, and weights are provided to all employees. These items are not allowed to be moved, changed or to be taken home.

2.12.2 Cleaning after using the equipment is a must. Cleaning items will be provided for all.

2.12.3 All employees must log in to our log book before utilizing the gym area.

2.12.4 Employees who plan on using the area must coordinate with other employees in order to avoid overlap of gym usage. Reservations of the gym must be made during the day and advance reservation is not allowed.

2.12.5 Gym area will be left open during weekdays. The last person who will use the gym on fridays must make sure to lock the area.

2.12.6 Any forms of discrimination or harassment inside the facility will not be condoned and will be subjected as major offense.

2.12.7 A maximum of 1 hour is given to all employees if there will be a surge of using the facility.

2.12.8 Employees are not allowed to use the gym during their working hours.

2.12.9 The maximum limit for employees who will use the gym is 4 persons.

2.13 BATHROOMS

2.13.1 Employees are required to follow the bathroom etiquette:
- (a) Wash your hands after use
- (b) Do not leave the toilet seat up
- (c) Do not wet the toilet seat
- (d) No inappropriate jokes or sounds

(e) Leave the area clean
(f) Lock the door carefully
(g) Do not peep or knock endlessly
(h) Properly dispose all sanitary products
(i) Wait patiently for your turn
(j) Never forget to flush the toilet
(k) Do not smoke inside
(l) Do not leave any food inside

2.13.2 Sinks inside the bathroom are provided for cleaning lunchboxes and food containers given that there will be no leftover foods that can clog the sink. Employees are required to throw their leftover food in a small plastic bag before throwing it in the trash.

2.14 OFFICE GARDEN

2.14.1 Smoking in the office garden is prohibited.

2.14.2 Leaving trash outside the garden is not allowed. Employees are required to help maintain the cleanliness of the garden.

2.14.3 Any issue or concerns found in the garden must be reported to the management.

2.14.4 Doors in the garden should be left open from time to time in order to let the air circulate. These doors should only be closed if there will be no employees inside the office.

3. RESPONSIBILITIES

All MCVO employees and affiliates are responsible for ensuring adherence to the requirements in this Policy.

VIOLATIONS

Employees in violation of this policy will be subject to appropriate disciplinary procedures, up to and including termination of employment, for repeated or egregious violations.