

Internal Memo No.: HR-2026-003_Maintaining a Professional Work Environment

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Date: July 16, 2026

To: All Employees

From: HR Department

Subject: Maintaining a Professional Work Environment

To foster a positive, respectful, and productive workplace, all employees are reminded to maintain professionalism at all times while on company premises and during work-related activities.

All employees are reminded to observe the following:

- Treat co-workers, clients, visitors, and business partners with courtesy and respect at all times.
- Use professional and appropriate language while in the workplace and during work-related activities.
- Avoid gossip, harassment, bullying, intimidation, discrimination, disruptive behavior, or any conduct that creates an uncomfortable or hostile work environment.
- Maintain proper decorum and refrain from actions that may negatively affect the Company's image or workplace morale.
- Keep work areas clean and organized and comply with all Company policies, procedures, and lawful directives from management.

Employees found to have violated this policy shall be subject to the appropriate disciplinary action in accordance with the Company's Code of Conduct, Employee Handbook, and existing Company policies.

Depending on the nature, severity, and frequency of the violation, disciplinary measures may include:

- Verbal Counseling
- Written Warning
- Suspension
- Termination of Employment, where warranted and in accordance with due process and applicable labor laws

Management reserves the right to investigate any reported violation and impose the appropriate disciplinary action after observing due process.

Let us all contribute to maintaining a respectful, professional, and productive workplace. Your full cooperation is expected and appreciated.

Human Resource

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