



S.V. MORE PHARMA CORPORATION

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Ref EO IOM 2019-02-28-01

MEMO TO : **ALL PROFESSIONAL MARKETING REPRESENTATIVES, CAR ASSIGNEES, SUBSIDIARY HEADS AND CONCERNED OFFICERS**

FROM : Executive Office

DATE : February 28, 2019

SUBJECT : **CLARIFICATION OF ITEM NO. 4, PAGE 10 OF EO IOM 2017-06-22-02.**

It must be stressed that company assigned vehicles are provided either as a reward or a benefit to deserving or qualified employees. It goes without saying that all car assignees are expected to make use of these service vehicles mainly for official and business related activities.

However, to take full advantage of this reward and benefit, Management would like to clarify item No. 4, Page 10 of EO IOM 2017-06-22-02: Comprehensive Policy on Car Assignment, Maintenance, Repairs, and Other Expenses especially as to the use and charging of insurance participation. To be clear, Item No. 4 states that:

*“In the event the Assignee met a car accident during Sundays or holidays, while performing an **unofficial or non-company** related activity or outside of his assigned territory, the insurance participation shall be borne by the Assignee.”*

Kindly be advised that car assignees are **allowed unlimited use** of their service vehicles any day of the week provided it is for business purposes and within the car assignees assigned territory.

Use of the service vehicle for personal reasons especially during Sundays or holidays is **also allowed** provided the use is confined to the assignees assigned territory. Personal use of the vehicle, any time of the week but outside of the car assignees' assigned territory is subject to the conditions stated in Item No. 5, Page 2 of EO IOM 2017-06-22-02.

As to the charging of the insurance participation, please be clarified that a car involved in an accident especially during a Sunday or holiday, while performing an unofficial or non-company related-activity or outside his assigned territory, will only be charged such under the following circumstances:

1. If the assignee was driving under the influence.
2. If the assignee was driving recklessly (drag racing, over the speed limit...etc.).
3. If the assignee failed to comply with the conditions for use of the company car outside the assigned territory as stated in Page 02 No. 5 of the above-cited memo.

This clarification as to the charging or non-charging of insurance participation does not preclude the imposition of any other applicable sanctions due to other concomitant violation/s of the conditions set forth in the previously referred to memo.

Should there be any questions or clarifications, kindly direct them to my office.

For your information and strict guidance.

A handwritten signature in black ink, appearing to read 'A. Santillana', with a long horizontal flourish extending to the right.

ALBERT-JAN D. SANTILLANA

Cc: M. B. Cabatic
M. F. Hojilla
J. P. Santillana
E. G. Gargarita
All B boards
File