



House Vision

1. **"CLEAN AS YOU GO."** Let us make sure that we wash our own dishes. Let us not leave our plates, cups, drinking glasses, and utensils cluttered and unwashed at the pantry or at the sink. You may take your lunch or meal breaks at the pantry.

Schedule of Penalties:

PENALTY	(KMC Members)	(KMC Employees)
1ST OFFENSE	: Written warning	disciplinary action in addition to fine
2ND OFFENSE	: P 1,000 + 1 day suspension of access to any KMC offices	
3RD OFFENSE	: P 3,000 + 3 days suspension of access to any KMC offices	
4TH OFFENSE	:Permanent ban of the person within any KMC facility	

2. **REF CLEANING SCHEDULE (Fridays 6:00PM-8:00PM):** You may store your food until Friday (6PM). Left-over food after cut-off period shall be disposed of accordingly.
3. **MICROWAVE USE:** Let us avoid the heating of smelly foods such as cheese or butter-flavored popcorns, fermented and dried foods, etc. Please use splatter protection methods (i.e. lid, paper towel) when heating liquid-based foods.
4. **USE OF ELECTRICAL APPLIANCES.** As we aim for a stable electrical load density in the facility, unauthorized bringing and usage of electrical appliances such as rice cooker, oven toaster, electric fan, etc. in any part of the facility (whether inside your office or not) is not allowed.
5. Clinic and KMCS **nurse's schedule is 8AM to 6PM Monday - Friday.** For night shift employees, first aid kit and over-the-counter medicines are available at the IT Room.
6. The conference room is for meetings and interviews. **Please refrain from rearranging the tables or chairs;** and kindly do not take them out from the room without advice or approval. Everything should be presentable for our members.
7. **MEETING ROOM RESERVATION.** Booking and Cancellation should be at least a day before. Otherwise, it shall be considered billed.
8. **SERVICE DESK ASSISTANCE:** For any requests, issues, concerns, feel free to email us at:

TYPE OF CONCERN	Service Desk Contact
Admin & Facilities	services@kmc.solutions
IT Services	servicedesk@kmc.solutions

9. **OFFICE SECURITY. Keep your private offices private and secure.** Always keep all doors closed and secured at all times and take care of personal belongings especially when accessing common areas and offices. KMCS will not be liable to any unauthorized access, theft, office and information security breach, within and outside the office premises.
10. **OFFICE PRIVACY.** Let us respect other's space and refrain from going inside our member's offices, unless with prior approval, of course. Moreover, let us not use their office equipment, i.e. VOIP phones, headsets, computers/laptops, printers, etc.
11. **OFFICE DRESS CODE.** Let us follow our office Dress Code, and project a professional image. Dress in **appropriate business casual attire.** **Employees may not in any circumstance dress in a manner that is offensive, revealing or distracting to**



others. The following attires are not permitted at any time: *tank tops, halters, spaghetti-strapped blouses, micro-mini skirts, see-through clothing, and shorts.*

12. I know wearing high heeled shoes for 8-hours is tiring, but **NO SLIPPERS** please. We would recommend that you wear flats instead.
13. **Wear your company ID at all times.** KMC Management and Building Admin mandate that we wear our company ID when we enter the building premises. Otherwise, a visitor's pass will be given.
14. **CLEAN DESK POLICY.** Let us keep our workspace clean and clutter-free. This will also help protect sensitive information and reduce the risk of a data breach and identity theft.
15. **Let us take care of the office equipment** (i.e. chairs, tables, cubicles, laptop, Desktop PC, mobile phones, coffee machine) and our office, in general. Damaged equipment will be billed accordingly.
16. **Keep noise and distractions to a minimum.** Reception, lounge, pantry couches are designed for business purposes only. Sleeping and other non-work-related activities are highly **discouraged**.
17. **NO SMOKING.** Smoking is strictly prohibited in the facility and is only allowed at designated smoking areas only.
18. Drinking alcohol beverages maybe allowed depending on the occasion; and if allowed by the Building Admin.
19. Let us help our maintenance staff by throwing our own trash on the designated garbage bins. **Please be careful and mindful that you don't spill water and coffee on the carpet and plant boxes. If carpet is soiled beyond ordinary carpet cleaning capability, a special deep carpet cleaning shall be scheduled and billable to Client/Member.**
19. **WASHROOM ETIQUETTE:** Put trash in garbage cans (not into the toilet bowl), Clean up after yourself, Report problems and damages. This will help us keep our restroom fragrant and clean.
20. **SLEEPING QUARTERS.** Every employee is allowed to use the sleeping quarters for a maximum of 2. Strictly ONE BED. ONE USER. **Playing games and/ or watching videos are not allowed inside the quarters. Cleaning time is every Sunday 4PM – 6PM**
21. **SHIPMENT/DELIVERIES.** Please refrain from naming your shipment and/ or deliveries under KMC Solutions.
22. **Let us always treat each other with utmost respect.** Extend your expertise or knowledge to whoever needs assistance or help. In the same manner, let us always be prompt and courteous to our Members. Be respectful to all KMC employees especially those personnel in charge of your comfortable stay within the facility – Admin, IT, Facilities, HRBPs, account managers, etc.
23. **Observe silence** especially during office hours.
24. Follow our **VISION** and practice our **CORE VALUES.**



Precautionary and Safety Measures

The health and wellness of the KMC community is our main priority in view of the COVID-19 pandemic. We have been and will continue to take all necessary measures to reduce possible exposure and contamination across all our workspaces. We oblige everyone to follow these measures while inside KMC office premise.

1. Entrance Protocol

- a. **No face mask and No face shield, No entry.** All employees, members, visitors and contractors are REQUIRED to wear face masks and face shields at ALL TIMES while inside the office premise.
- b. Sanitize hands upon entry. We have provided alcohol and hand sanitizers at the reception, and at other common areas.
- c. A foot bath is provided for the sanitation of your shoes. Please ensure this is used before entering any KMC Workspace.
- d. Only employees and members who are enrolled in the biometrics system will be allowed to enter the office premise. Special RFIDs are now available for touchless entrance to our spaces. Kindly coordinate with your respective account managers on how to claim a set for you and your team.
- e. IMPORTANT: As a new standard, all employees, clients, guests, contractors, etc. are required to fill out our health declaration form: <https://mdf.kmc.solutions/>
- f. Note that the document must be filled out and presented upon entry to the building security of every KMC Workspace location. Should any person tick "YES" to one of the questions, KMC reserves the right to deny the person entry to the premises as a safety precaution.

2. Social Distancing

- a. Keep space AT LEAST 1 meter (3 feet) distance, or two (2) meters when possible, between yourself and other people when in the office, common areas and in the building AT ALL TIMES.
- b. Do not gather in groups. We have specifically set up our common areas to reduce and control the number of people who may use the facilities at any time.
- c. Meetings needing physical presence shall be kept to a minimum number of participants and with short duration. Restriction to only 10% of seating capacity for meeting rooms in high/moderate-risk areas (e.g. confined spaces) and a maximum of 50% seating capacity for low-risk areas (e.g. open areas).
- d. Internal meetings needing large attendance of employees and/or for meetings lasting longer than 15 minutes are encouraged to be held using digital channels, instead of face-to-face set-ups.
- e. When eating at the pantry area, physical distancing of at least one (1) meter and talking with each other is prohibited.

3. Disinfection & Sanitization

- a. Increased frequency in general cleaning of premises (up to two times a day) along with additional sanitation procedures is implemented.
- b. Main doors and other commonly touched surfaces (i.e door knobs, handles, switches, etc.) will be disinfected on an hourly basis. Disinfectants are made available in the pantry for handles of shared appliances such as the microwave and refrigerator.
- c. Additional hand-sanitizing stations are provided across all KMC sites.
- d. In the event that a COVID-19 infection is officially confirmed, all community members may be asked to immediately vacate the workspace for a few hours not exceeding 24 hours for deep cleaning, hospital-grade sanitation and disinfection of the premises.

4. Mandatory 14-day Self-Quarantine

- a. In line with the DOH guidelines, a 14-day quarantine period will be required for:
 - IGM (+) Positive Rapid Test Result
 - Confirmed Positive COVID-19 Case.
 - Experienced symptom of COVID-19 such as fever, cough, sore throat, colds, body pain, loss of taste or any flu-like symptoms.
 - Had a **close contact** with someone who had been confirmed being infected by COVID-19 or considered as suspect/probable case.
- b. Symptomatic patients with travel history in the past 30 days except home-office travel. Any person who falls under the above-mentioned categories must submit a scanned copy of a valid Fit-To-Work certificate to



health@kmc.solutions. The certificate must first be acknowledged by KMC before the person is allowed to enter the KMC facility.

5. Seek Medical Attention if:

- You are experiencing flu-like symptoms, including but not limited to: sore throat, cough, colds, runny nose, sneezing, and loss of taste and smell.
- You feel unwell.
- You have a fever of at least 37.5°C and above.
- You have been in close contact with a confirmed COVID-19 patient, Person Under Monitoring (PUM) and/or a Person Under Investigation (PUI).

6. Practices to Follow for a Safer Workspace

- a. Wash your hands with soap and water regularly throughout the day, especially after the use of restrooms and elevators.
- b. Our food concessionaires will not be available until further notice. We encourage you to bring your own food and utensils. Should you wish to have food delivered, please coordinate with the rider to meet you at the lobby, with proper building rules and regulations in place.
- c. Eating alone in the workstation is highly encouraged.
- d. Use mugs or tumblers that are short and with wide openings. This is to avoid possible cross-contamination from our water dispenser faucets.
- e. Immediately inform your supervisor if you feel unwell, unable to report for work or are suspecting a possible COVID-19 contact.
- f. Roving nurses will check temperature and health status of on-site individuals and community members.
- g. Please email health@kmc.solutions or call 02-87796540 local 1111 if you have any questions or concerns.
- h. KMC reserves the right to deny any person entry should they feel the person may cause risk to the greater health of the KMC Community.

Please note that these measures are subject to changes as more guidelines/mandates will be required by the circumstances or by the government in the future.



KMC Solutions Office Security Policy

1. Main access to the Office for visitors should be through the main entrance doors only into the main reception.
2. Members and visitors will not be allowed to access the office from the service elevators and emergency exits.
3. All visitors and contractors MUST sign-in/register at the reception area. Upon registration, visitor's/contractor's badge must be worn and remain visible at all times.
4. Badges / passes shall be properly labeled as "Visitor" or "Contractor."
5. Only approved contractors can enter and stay in the appropriate areas in the office during approved work date and time, and under supervision at all times.
6. All doors, including the main door and office doors, must be kept locked and secured so that access is only via biometrics finger scanning or badge card.
7. All visitors can enter and stay in the common or assigned areas during business hours only.
8. Only authorized visitors and clients can enter and stay at the production area, and under supervision of employee. Authorization will only be given upon employee's approval.
9. All visitors who will access KMC Sky Deck must sign an accountability form.
10. Outside normal working hours, employee must have a pre-approved access from immediate supervisor.
11. Unsupervised working in secure areas shall be avoided for safety reasons and to prevent opportunities for malicious activities
12. Vacant secure areas shall be physically locked and periodically checked.

KMC Solutions Equipment Security Policy

1. Company-issued equipment such as pedestals, lockers, laptops, mobile phones, for example, must have a corresponding accountability form signed by the assignee.
2. No equipment such as mobile phones, laptops, speakers, and chargers, for example, should be left unattended. Those who request for such equipment are responsible for its security and safe return.
3. Personal possessions are the responsibility of the individual and if an employee, member, visitor or contractor brings an item of value into the office, they must ensure that it is appropriately stored in a safe place. The company is not liable for damaged or lost personal possessions.
4. Any loss or damages whether due to negligence or theft, must be reported immediately to the HR / Admin Department and/or to the Police, if appropriate.
5. When leaving the office, all cabinets and pedestals that hold sensitive information/material must be locked, and keys kept in a secure location.