

ACKNOWLEDGEMENT

I, _____ (Name), _____ (Position) acknowledge to have attended the online cascade of Satellite Teams' HR Policies on July 22, 2022 at 9:30 PM.

The following topics were discussed:

1. Disciplinary Action Policy
2. Code of Discipline and Ethics
 - a. Notice to Explain Form
 - b. Notice of Disciplinary Action Form
3. Performance Management Review Policy
 - a. Performance Management Review Form
 - b. Performance Feedback Loop Questionnaire
4. MEMO issued on June 20, 2022 on Timekeeping Related Adjustments
5. Guidelines in taking a Leave of Absence

I also acknowledge receipt of these documents sent through email for future reference.

I confirm that I accept and fully understand the content of all items discussed by our Director of Employment and Regulatory Affairs.

(Name of Employee and Signature)

Date Signed: _____