Policy for Authorized Works beyond Regular Hours and Stay in Workers at Project Site

ANNEX A

1. Any Contractor / workers working beyond the regular construction hours and those on “STAY-IN “ ARRANGEMENTS WILL BE limited to key workers / allowed personnel only provided that they have valid reason to stay . A complete list of these workers with corresponding 2x2 pictures properly labeled (digital pictures will be accepted) stating purpose and with endorsement from the main contractor / authorized person need to be submitted to AdMU-CFMO at least 2 days before the actual date for review and timely endorsement to CSMO.

2. Family members of contractor / workers are not allowed inside the Project Site premises / campus .

3. An assigned Engineer, Safety Officer / Site Supervisor from the Contractor is required and will be responsible in maintaining order and proper control of workers at the Job Site.

4. STAY-IN WORKERS are not allowed to leave the designated quarters / Job Site premises within period of stay . However , if they need to do so and necessary , a Pass Slip will be required duly signed by the Contractor’s assigned Engineer , Safety Officer / Supervisor stating reason and duration for submission to the project site assigned /duty Security Guard On-duty. Curfew time is at 10PM.

5. CONTRACTOR / WORKERS belongings will be subject to inspections by site Security Personnel upon entering and leaving the Job Site and campus and as may be necessary.

6. STAY-IN WORKERS are not allowed to loiter / wander outside the Job Site any time.

7. Regular cleaning , housekeeping and proper disposal of food wastes , personal garbage , etc at the job site quarters, washing Facilities, and toilets shall be done on a daily basis /as necessary and within required standards.

8. School canteens and other facilities outside the job site premises are considered off-limits to contractors / workers.

9. Cooking is not allowed inside Campus and Job Site, however if Job Site Canteen have insufficient supply of food supply , the Contractor may appoint personnel to buy food
outside the campus provided that a proper Pass Slip is accomplished as stipulated in item 4 above. Guard On-duty shall conduct body frisking and checking of all workers belongings leaving and returning to the Job Site and campus. Curfew time (10 at pm) must be observed at all times.

10. Washing clothes / Doing laundry at the Job Site are prohibited.

11. Any form of gambling inside quarters, Bringing in of Illegal Drugs, deadly weapons and Alcoholic Beverages and Smoking is strictly prohibited.

12. No Contractor / workers will be allowed to enter the Campus & Job Site under the influence of liquor or illegal drugs.

13. All contractor / worker’s should be properly dressed based on guidelines whether working or on stay-in.

14. No form of photo taking of buildings, facilities, people, etc. Inside the campus is allowed.

15. The Main contractor shall be solely responsible for all its workers staying inside the campus.

16. Violation on the above provisions of any Personnel regardless of rank will be subjected to Dismissal and banned from the Campus and Job Site.