

Effectivity Date: 01/01/98	Policy/Procedure No.: 5.1.2.5	Version No.: 1
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5. Policies and Procedures

5.1.2 General Services Internal - Payroll & Personnel

5 Code of Ethics

I. POLICY STATEMENT

The Company considers its human resource as its prime asset. As such it seeks to promote and support the employee's well being and protection. To ensure the attainment of this objective, a guideline on employee conduct and behavior has been drawn for consistency, uniformity and fairness in implementation. The Code of Conduct shall aim to define the employee's duties and responsibilities in relation to himself, others and the Company and its interest, and shall foster effective communication towards the realization of an efficient and effective organization.

1.1 The Company enjoins all employees to be good examples to others in their behavior both inside and outside of the company and its premises. Thus, everybody is enjoined to follow the norm of conduct and the rules and regulations herein embodied.

1.2 This Code of Conduct is not intended to cover all Company rules and regulations, but is intended to define basic policy. Hence, other rules and regulations may be issued as deemed and appropriate under the circumstances, in the form of general memoranda.

1.3 In accordance with the intent and purpose of the law, no employee shall be discharged, suspended, or otherwise disciplined without first being informed of the act, violation, breach, or offense that he has committed and without being given notice in writing within a reasonable time, unless the act, violation, breach or offense is in the judgement of the Company, serious or grave or otherwise prejudicial or detrimental to the interests of the Company or to the morale of the employees.

In all cases, the employee concerned shall be formally informed of the alleged breach of rules and regulations and be given the chance to answer and defend himself. Where so required and/or upon request of the employee concerned, cases shall be properly investigated and reported. The employee concerned shall be allowed full recourse to the established appeal procedures embodied herein.

1.4 Every employee is urged to acquaint himself with these rules and regulations and the corresponding disciplinary schedule. Ignorance shall not excuse any employee from noncompliance. In case of any doubt, each employee is expected to consult with his immediate superior who, in turn, can expect assistance from the Administration Department.

1.5 The procedure for reporting/filing disciplinary cases shall be followed as outlined in Section 4.

II. STANDARDS OF BEHAVIOR

To carry out the intent and spirit of this Code of Conduct, every employee is expected to follow the following standards of behavior and to carry out himself with utmost care and dignity.

- 2.1 Every employee shall perform his duties and responsibilities regularly and meet all standards of work satisfactorily and punctually.
- 2.2 Every employee shall perform his duties and obligations with diligence, dedication and probity.
- 2.3 Every employee's conduct shall be beyond reproach.
- 2.4 Every employee's conduct shall be guided by the highest degree of honesty and integrity in dealing with others, the Company, its interests and persons of authority.
- 2.5 Every employee shall respect the rights and property of others and that of the Company.
- 2.6 Every employee shall promote and integrate the Company goals and interests with his goals and interests without prejudice to the former.
- 2.7 Every employee shall strive to promote a healthy and safe working environment by preventing, eliminating dangers and hazards to health, safety and security whether it be in relation to himself, others, or to the Company.

III. EMPLOYEE'S RECOURSE - THE APPEAL PROCESS

It is the Company's objective through its open communication to listen to the problems and feedbacks of its employees. In this regard, the Company has provided an appeal process to govern the fair and equitable application of this policy, and to ensure that everyone is given the right to be heard. An employee who feels aggrieved or truly unjustly treated may course his appeal through the proper channel and procedure.

3.1 The Department Manager

He should be the first person to discuss your problem with. He knows you more than anybody else and everyone under his supervision is his concern and responsibility.

3.2 Administration Manager

If you are not fully satisfied with the decision you received, approach the Administration Manager. He is trained and competent to work out a fair and just decision following certain guidelines and policies.

3.3 President

If after exhausting all possible channels you still feel you have not been given fair treatment, see the President. His door is open and he will be glad to review your case. You can be assured that his decision will be just, unbiased and prompt.

IV. PROCEDURE FOR REPORTING/FILING OF DISCIPLINARY ACTION CASES

4.1 Any employee violating any provision of the Company Code of Conduct shall be reported to or by his immediate superior.

4.2 The Department Manager shall report the violation to the Administration Manager who shall make the necessary investigation to verify the offense or violation committed.

4.3 The investigation report together with all the facts, supporting documents and recommendation from corresponding Disciplinary Action (DA) shall be submitted to the Department Manager.

4.4 Upon receipt of the investigation report and DA recommendation, the Department Manager shall review the facts of the case and the corresponding DA recommendation with the Administration Manager to ensure legality, consistency and appropriateness of the offense and disciplinary action. If deemed necessary, he or they may call for a separate or further investigation to substantiate the facts of the case.

4.5 The Administration Manager shall review the facts and recommendation of the case and gives his decision to the Department Manager for implementation.

4.6 The decision of the Administration Manager together with the decision of the Department Manager shall be integrated for enforcement of DA and implementation. Likewise, the supervisor shall explain to the employee the nature of the offense committed, the weight and gravity of the offense, its impact, and the rationale of the disciplinary action imposed.

It is important that for suspension and termination cases, three levels of approval is observed - Department Manager, Administration Manager, President.

V. CODE OF DISCIPLINE

5.1 Offenses Subject To Disciplinary Action

5.1.1 Acts of Omissions Concerning Company Funds or Property

	PENALTY
5.1.1.1 Stealing, misappropriating or embezzling Company funds or property.	F
5.1.1.2 Fraudulent or illegitimate withdrawal/ acquisition or release to other persons of Company funds or property.	F
5.1.1.3 Committing an act of Sabotage.	F
5.1.1.4 Deliberately, causing loss or damage to Company.	F
5.1.1.5 Culpable carelessness, negligence or failure to follow specific instructions(s) or established procedure (s), resulting in loss or damage to Company property depending on the loss sustained.	E

- 5.1.1.6 Committing other acts of dishonesty, deceit or anomaly not embraced by other provisions which cause loss or damage to Company property without justifiable purpose for doing so. E
- 5.1.1.7 Removing from Company premises, concealing or deliberately misplacing Company property without justifiable purpose for doing so. D
- 5.1.1.8 Unauthorized possession or use of Company property; unauthorized substitution of Company materials supplies, tools or equipment with another. D
- 5.1.1.9 Willful withholding and causing others to withhold in giving due notification or in providing the known and needed information to persons concerned resulting in loss or damage to Company Property. D
- 5.1.1.10 Defacing any part of Company property like building structures, open areas, etc. (unauthorized painting, marking, carving, etching, attaching, setting up or removal of things). C
- 5.1.1.11 Improperly using or allowing unauthorized persons to improperly use Company supplies, materials, facilities tools or equipment resulting in loss or damage. C
- 5.1.1.12 Operating, using, meddling with. or impeding the proper use of machines, tools, equipment, vehicles, facilities or premises to which the employees had not been assigned or is not allowed to use. C
- 5.1.1.13 Failure to report within 72 hours loss or destruction of Company property. C
- 5.1.1.14 Failure to report within 72 hours after one has made an erroneous payment or overpayment of salary, commission, allowance or other forms of remuneration or reimbursement. C
- 5.1.1.15 Failure to attend/complete trainings, seminars/workshops(external or internal) resulting in loss in investment representing money/fund compromised. C

5.1.2 Acts or Omissions Affecting Company Interests

	PENALTY
5.1.2.1 Forging, falsifying or altering official document(s) as Personnel records, or other Company records in such a way to mislead the user(s) thereof.	F
5.1.2.2 Any form of collusion with fellow employees in falsifying Company records and/or documents for financial gain, etc.	F
5.1.2.3 Obtaining or accepting money or anything of value by entering into unauthorized arrangements with supplier(s), client(s), or other outsider(s).	F
5.1.2.4 Unauthorized acceptance, directly or indirectly of money or anything of value as consideration for an act, a decision, or a service which the employee is duty-bound to perform.	F
5.1.2.5 Breach by employee of the trust reposed in him by management or by a Company representative.	E
5.1.2.6 Damaging or jeopardizing Company interest(s) through acts or omissions which affect Company client(s), guest(s), official visitors or other business friends of the management.	
<ul style="list-style-type: none">• Stealing from said client(s), visitor(s), or friend(s) while on duty or within Company premises.	F
<ul style="list-style-type: none">• Uttering words, doing acts, or making gestures to said client(s), visitor(s) or friend(s) which are manifestly insulting or grossly disrespectful/discourteous.	E
<ul style="list-style-type: none">• Other culpable acts or omissions.	E
5.1.2.7 Making false or malicious statements about the Company or its products/services.	E
5.1.2.8 Engaging in any activity which is directly competitive with the Company's business or any part of its operations.	F
5.1.2.9 Disclosing, giving away, or using restricted or classified Company matters/information without proper authorization.	F

- 5.1.2.10 Distributing written or printed matters unfavorable or detrimental to the interest(s) of the Company. F
- 5.1.2.11 Inciting or participating in concerted unauthorized work stoppage, slow-down, mass leave, sit down, riot or other similar disruptive activities. F
- 5.1.2.12 Deliberate slowing down, holding back, hindering, or limiting of production, or intimidating, coercing, or inducing other employees to do so. F
- 5.1.2.13 Making use of record(s) or documents(s) known (by the user) to be false. E
- 5.1.2.14 Tampering with, or unauthorized altering of the official time record whether one's self or other employees. D
- 5.1.2.15 Unauthorized use of Company name to obtain personal benefits. D
- 5.1.2.16 Posting and/or writing/painting, etching, carving of unauthorized reading on Company bulletin boards. C
- 5.1.2.17 Unauthorized removal or mutilation or deformation of officially posted notices, announcements, or similar matters without specific authority of Management. C
- 5.1.2.18 Discourtesy towards customers, suppliers, and other business contacts. C
- 5.1.2.19 Committing other culpable acts or omissions not embraced by other provisions which cause damage to Company interest(s). C

5.1.3 Acts of Omissions Concerning Relationship with Superior(s), Attendance to and Performance of Assigned Duties

- 5.1.3.1 Threatening, intimidating, coercing, provoking to a fight, assaulting, or attacking a superior for reasons directly connected with the superior's discharged of his official duties. PENALTY E
- 5.1.3.2 Uttering words, or doing acts, or making gestures to a superior which are manifestly insulting, or grossly disrespectful to the latter. E

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| 5.1.3.3 | Other acts committed by a subordinate for reasons directly connected with his superior's discharge of official duties, which acts clearly prejudice said superior(s) interest(s). | E |
| 5.1.3.4 | On the part of a superior, deliberately condoning, tolerating, or participating in an offense committed by a subordinate. | E |
| 5.1.3.5 | Gross inefficiency or continuing unsatisfactory performance (3 consecutive unsatisfactory rating) not attributable to factors beyond employee's control. | F |
| 5.1.3.6 | Disobedience or willful refusal or failure to obey, cooperate to carry out lawful orders of the supervisors, or any members of the management staff in the performance of their duties. | E |
| 5.1.3.7 | Doing unauthorized or unofficial work or personal work during office hours for financial gain. | D |
| 5.1.3.8 | On the other part of a superior, clear abuse of status, power or discretion. | D |
| 5.1.3.9 | Refusal to cooperate or answer questions in any investigation, authorized or conducted by a Company official, unless such answers would violate his constitutional rights. | C |
| 5.1.3.10 | Disobedience or refusal or failure to comply to any procedural requirement of any established policy or practice. | C |
| 5.1.3.11 | Negligence of Duty | |
| | <ul style="list-style-type: none"> • Sleeping while on duty. C • Leaving work assignment or Company premises during official working hours without prior permission from the Department Head C • Refusal or failure to report for overtime work after having been scheduled and employee agreed to it C • Refusal to accept work, shift or work location or failure to do job assignment . C | |

- Wasting time such as gossiping or playing around with other employees loitering around places away from assigned work while on duty. B
- Doing unauthorized or unofficial work or working on personal matters during official working hours. A

5.1.3.12 Attendance

- Abandonment of job. (Absence of 6 consecutive days without official explanation or notice being received by employee's superior). F
- Failure to report for work at the appointed time after expiration of a disciplinary suspension unless justified. C
- Absence without proper notice or failure to notify superior of the cause thereof. An offense is counted per day of absence
- Unexcused absence, even with notice or advice if in the opinion of the Company the excuse is not justified. An offense is counted per day of absence (see Leave Section 9).
- Habitual tardiness (see policy on Attendance)

5.1.4 Acts of Omissions Concerning Harmony and Good Order, Safety, Security, and Decency at Work

PENALTY

- 5.1.4.1 Possessing, using, selling, or pushing prohibited drugs or either substitutes within Company premises F
- 5.1.4.2 Bringing in, or unauthorized possession of firearms, explosives, or other deadly weapons within Company premises or jobsite. F
- 5.1.4.3 Immoral conduct or conduct of grossly indecent nature within the Company premises whether or not committed during office hours. F
- 5.1.4.4 Committing a crime or misdemeanor not embraced by other provisions within Company premises or during official

working hours which materially or substantially affects Company interests.

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| 5.1.4.5 | Stealing, concealing, or deliberately misplacing without justifiable purpose another employee's property within Company premises, or at assigned jobsite, or during official working hours. | F |
| 5.1.4.6 | Encouraging, assisting, or deliberately providing occasions to non-employee or third parties to threaten or physically attack and/or harm a co-employee. | F |
| 5.1.4.7 | Threatening, intimidating, coercing, provoking to a fight, or fighting with another employee within Company premises or while on duty; or outside the Company premises, on Company sponsored activities. | E |
| 5.1.4.8 | Serious misconduct during official working hours or within Company premises or during Company-sponsored activities. | D |
| 5.1.4.9 | Smoking in prohibited area(s), and in places with "No Smoking" signs, in premises where there are flammable matters and other premises. | D |
| 5.1.4.10 | Coercing, bribing, or inducing others to violate Company rules. | C |
| 5.1.4.11 | Rumor-mongering, unnecessary disclosure of somebody else's personal affairs to others or deliberate distortion of facts or statements in such a way as to enhance one's status or reputation or discredit, embarrass, or endanger another employee. | C |
| 5.1.4.12 | Reporting for work or performing work on Company time or property under the influence of intoxicating beverage. | C |
| 5.1.4.13 | Giving, whether recorded or not of any false narration of facts in any memorandum, report inquiry, or investigation conducted by the Company. | C |
| 5.1.4.14 | Gambling, placing or collecting bets, or lottery or participating in any game of chance during official working hours within Company premises. | C |

- 5.1.4.15 Entering Company premises in drunken condition or drinking liquor or intoxicating beverages within Company premises during office hours. C
- 5.1.4.16 Unauthorized entry into restricted area or areas off-limits to the employees concerned and/or unauthorized use of such places; also assisting another person to commit this act. C
- 5.1.4.17 Failure to comply with physical and medical requirements of the Company. B
- 5.1.4.18 Refusal to submit to search or interfering with security officers in the performance of their duties. B
- 5.1.4.19 Possession of pick locks, or other contrivances or similar tools that can open any locker, desk, drawer or any room or door under lock and key. B
- 5.1.4.20 Using another employee's ID, badge, or pass or permitting another to use your ID, badge or pass to enter Company premises. B
- 5.1.4.21 Discourtesy towards supervisors and other Company employees. B
- 5.1.4.22 Vandalism or other acts which make the walls or other Company property dirty. B
- 5.1.4.23 Harboring a disease which because of carelessness, endangers his fellow workers. B
- 5.1.4.24 Failure to report communicable disease. B
- 5.1.4.25 Refusal or failure to comply with sanitation or housekeeping rules, including poor housekeeping. B
- 5.1.4.26 Refusal or failure to follow prescribed procedures in cases of sickness or personal injuries sustained at work or in cases of accidents involving Company vehicle, equipment, or other Company property. B
- 5.1.4.27 Horse play, scuffling, running, throwing things or any act of demonstration causing confusion or distracting the attention of fellow workers. A
- 5.1.4.28 Participating in loud and heated verbal argument during official working hours and/or within Company premises which disturb the work of others. A

5.1.4.29 Using indecent, abusive, derogatory, or indecorous language while on duty or within Company premises. A

5.1.4.30 Engaging in money tendering at usurious rate of interest, selling tickets or whatever kind, buying or selling goods, making or collecting contributions or payment of such goods within Company premises or during official working hours unless authorized by Management. B

5.1.4.31 Refusal to show ID, pass or badge to security guards or members of management when required. A

5.1.4.32 Failure or refusal to wear or improper use of official Company ID, uniforms, shoes and/or grooming prescribed for certain jobs for purpose of either safety, security or presentability or wearing those which are explicitly prohibited. A

5.1.4.33 Company Uniform
All employees provided with the prescribed set of uniforms shall be required to wear them whenever on duty. Failure to comply with this requirement shall be merited by the following disciplinary action.

The uniform shall be worn from Monday to Thursday. Failure to wear the uniform in whole or in part without prior permission on these days shall be covered by the following disciplinary action.

Offense	Disciplinary Action
1st Offense	Written Reprimand
2nd Offense	3 Working Days Suspension w/o Pay
3rd Offense	5 Working Days Suspension w/o Pay
4th Offense	10 Working Days Suspension w/o Pay
	w/ Warning of Dismissal
5th Offense	Dismissal for Cause

5.1.4.34 Improper use of toilet and office facilities. A

5.1.4.35 Violation of common health and sanitation rules. A

5.1.4.36 Receiving or making frequent personal telephone calls or frequently receiving visitors, not related to the business and without prior permission. B

5.2.0 Special Provisions

5.2.1 Five infractions of the foregoing rules within a year is punishable by discharge from the Company.

5.2.2 Commission of any three(3) serious, grave and/or very grave infraction within a twelve (12) month period shall be sufficient cause for termination.

5.2.3 Any employee found to be guilty of habitual violation of Company rules and regulations. F

5.3.0 Commission of an Act considered a Crime under the Laws of Company rules and regulations.

Committed against Company or its employees or its visitors or guests. F

Committed outside Company premises not related to Company Operations. Dismissal after court conviction

5.4.0 General Rules

5.4.1 Prescriptive Period of Offenses:

5.4.1.1 Light and less serious offenses shall have a prescriptive period of one (1) year from the date of the last offense.

5.4.1.2 Serious and grave offenses shall have a prescriptive of five(5) years from the date of the last offense.

5.4.1.3 Very grave and heavy offenses shall have no prescriptive period i.e, the offenses are counted uninterruptedly continuously from the date of the first offense.

5.4.2 If at the time of the commission of the latest offense the employee shall have previously violated at least two (2) other rules embraced in this code or other Company rules, the latest offense shall be punishable by the next higher step or degree of penalty prescribed for the said offense. If the prior violations are considered only light or less serious, they must have been committed within the last twelve (12) months for this rule to apply.

5.4.3 In any event where the Company sustains loss or damage due to the act of the employee punishable by this Code, reimbursement or payment from employee shall be made by him to restore the lost or damaged fund and/or property.

INFRACTIONS AND CORRECTIVE MEASURES

FREQUENCY OF COMMISSION AND CORRECTIVE MEASURES							
Types of Infractions	Code	1st	2nd	3rd	4th	5th	6th
Light	A	OR	WR	S1-3	S4-6	S7-12	D
Less Serious	B	WR	S1-3	S4-6	S7-12	D	
Serious	C	S1-3	S4-6	S7-12	D		
Grave	D	S4-6	S7-12	D			
Very Grave	E	S7-12	D				
Heavy	F	D					

GUIDE

OR - Oral/Verbal Warning
WR - Written Warning / Official
S1 - 3 - Suspension (one to three days)
S4-6 - Suspension (four to six days)
S7-12 - Suspension (seven to twelve days)
D - Dismissal