

CODE OF CONDUCT



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OFFENSES AGAINST PERSON

OFFENSE AGAINST PERSON	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE	5 th OFFENSE	6 th OFFENSE
1. Inflicting physical injury on any employee or person, while within or outside company property or premises or job sites, either on or off-duty, where such outside incident has relation to work or company activities.	30 working days suspension to dismissal, depending on gravity of case	Dismissal				
2. Attempting to inflict physical injury on any employee or person, while within or outside company property or premises or job sites, either on or off-duty, where such outside incident has relation to work or company activities.	15 working days suspension to dismissal, depending on gravity of case	30 working days suspension with warning of dismissal	Dismissal			
3. Any act constituting threat, intimidation or coercion against any person while within company property or premises or job sites, whether work-related or not, or in any manner unduly interfering with or obstructing company operations or other employees from performing their work.	15 working days suspension to dismissal, depending on gravity of case	30 working days suspension with warning of dismissal	Dismissal			
4. Fighting while within or outside company property or premises or job sites either on or off-duty, provided where such fight occurs outside company property, premises or job sites, such incident is work-related.	30 working days suspension to dismissal, depending on gravity of case	Dismissal				

OFFENSES AGAINST PERSON

OFFENSE AGAINST PERSON	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE	5 th OFFENSE	6 th OFFENSE
5. Inciting, provoking or challenging another to a fight under the circumstances described in item 4 above, but where a fight does not actually occur.	5 working days suspension	15-30 working days suspension with warning of dismissal	Dismissal			
6. Any lewd or lascivious act by the employee either by oneself or with another person; including but not limited to sexual harassment (as defined in RA 7877), while within company property or premises or job sites or during company activities.	Dismissal					
7. The unauthorized act of or attempt to maliciously read, delete, copy, or modify the email of others and other employee-based profile (e.g ESS).	15 working days suspension to dismissal, depending on gravity of the case					

OFFENSES AGAINST PERSON

OFFENSE AGAINST PERSON	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE	5 th OFFENSE	6 th OFFENSE
8. Discourtesy, insolence, disrespectful or insulting behavior or use of defamatory, libelous, slanderous, scandalous, obscene language or gesture in addressing a co-employee or another person, regardless of rank/ position, in connection with any work related matter.	5-15 working days suspension to dismissal, depending on gravity of case	16-30 working days suspension to dismissal, depending on gravity of case	Dismissal			
9. Use of libelous, slanderous or scandalous language or gesture against another person within company property, premises or job sites or during company affairs.	5-15 working days suspension to dismissal, depending on gravity of case	16-30 working days suspension to dismissal, depending on gravity of case	Dismissal			
10. Making false or malicious statements concerning the good name of the company, its executives, co-employees and products. Rumor mongering, and/ or spreading intrigues against another employee which tends to cast dishonor or contempt.	15-30 working days suspension to dismissal, depending on gravity of case	Dismissal				



OFFENSES AGAINST COMPANY PROPERTY

OFFENSE AGAINST COMPANY PROPERTY	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE	5 th OFFENSE	6 th OFFENSE
1. Theft, robbery or attempting to rob or steal for personal gain, benefit or profit of any money or property of the company, or of a fellow employee, client or customer, regardless of the amount involved.	Dismissal					
2. Misappropriation of funds or property of the company, employee or client of the company. The failure or refusal, after due demand or notice, and without justifiable reason, to remit, pay, reimburse, liquidate, any money, collection or cash advance, or return and/ or deliver goods, stocks or other properties, entrusted to him/her by the company, or received by him/her from customer or client or business associate or affiliate or their representative, for his/ her administration, or under any other obligation to make delivery of, or return the same, shall also be considered misappropriation.	Dismissal					
3. Alteration or removal, without authorization, of any property of the company or of other employees.	15 working days suspension to dismissal, depending on gravity of case	30 working days suspension with warning of dismissal	Dismissal			

OFFENSES AGAINST COMPANY PROPERTY

OFFENSE AGAINST COMPANY PROPERTY	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE	5 th OFFENSE	6 th OFFENSE
4. Using company time and/or resources to do unauthorized work within or outside company premises, for profit.	15 working days suspension to dismissal, depending on gravity of case	30 working days suspension with warning of dismissal	Dismissal			
5. Failure, as provided by existing policies, or in the absence of any policy, in accordance with sound business practice, and without justifiable reason, to timely remit, pay, reimburse, liquidate, any money, collection or cash advance, or return and/ or deliver goods, stocks or other properties, entrusted to him/her by the company, or received by him/her from customer or client or business associate or affiliate of their representative, for his/her administration, or under any other obligation to make delivery or, or return the same.	Written reprimand with warning of suspension	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal		
6. Malicious or willful destruction, misuse, or unauthorized use or attempting to damage company property or that of any employee, client or customer of the company. If the destruction, damage or misuse is committed through gross negligence, it shall be treated the same.	30 working days suspension to dismissal depending on gravity of the case	Dismissal				

OFFENSES AGAINST COMPANY PROPERTY

OFFENSE AGAINST COMPANY PROPERTY	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE	5 th OFFENSE	6 th OFFENSE
7. Using any facilities of the company to copy manufacture, produce, promote, advertise or sell any pirated goods. Any unlawful use of the company's intellectual property and facilities as defined in the Anti-Piracy Policy of the company.	30 working days suspension to dismissal, depending on gravity of case	Dismissal				
8. Lending company tools, equipment, supplies, etc. to persons other than the employee of the company without prior approval.	Written reprimand with warning of suspension	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal		
9. Parking one's car or motorized vehicle in a prohibited or no parking zone within the company compound.	Written reprimand with warning of suspension	5 working days suspension	10 working days suspension	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal
10. Negligence: Cause or contributing to the damage of company property or loss of materials and/ or funds.	Written Warning to dismissal depending on amount of damage/ loss. (where damage/ loss is P20,000 or more, penalty shall be dismissal)					



OFFENSES AGAINST COMPANY INTEREST AND POLICIES

OFFENSE AGAINST COMPANY INTEREST AND POLICIES	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE	5 th OFFENSE	6 th OFFENSE
1. Falsification of documents detailing personal records (e.g. transcript of records, marriage contract) or data or misrepresentation of any information concerning personal circumstances and qualifications.	Dismissal					
2. Falsification, unauthorized alteration of personnel or company records and/ or personal gain or benefit. Forging signatures of co-employee, company officials or any authorized signatory.	Dismissal					
3. Favoring or conniving with suppliers, customers or any other person in consideration of kickbacks, personal rebates or any valuable consideration.	30 working days suspension to dismissal depending on gravity of the case	Dismissal				
4. Offering or accepting anything of value in exchange for a job, work assignment, work location, or favorable condition of employment.	30 working days suspension to dismissal depending on gravity of the case	Dismissal				

OFFENSES AGAINST COMPANY INTEREST AND POLICES

OFFENSE AGAINST COMPANY INTEREST AND POLICES	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE	5 th OFFENSE	6 th OFFENSE
5. Directly or indirectly requesting or receiving any gift, present, share, percentage or any form of benefit or favor, for himself/ herself or for any other person in connection with any business, contract, application or transaction between the company and any other party, wherein the employee in his official capacity has to intervene.	Dismissal					
6. Directly or indirectly having financial or pecuniary interest in any business, contract or transaction in connection with which he/ she intervenes or takes part in his/ her official capacity.	30 working days suspension to dismissal depending on gravity of the case	Dismissal				
7. Unauthorized actions clearly in excess of one's authority such as but not limited to, acts of disbursing, releasing or authorizing disbursement of company funds without written similar acts that go beyond or outside his/ her authority or responsibility, where the interest of the company is prejudiced.	30 working days suspension to dismissal depending on gravity of the case	Dismissal				
8. Giving company ID or identification material to any person not entitled to it, or assisting non-employees to enter restricted areas within company premises without proper authorization.	15 working days suspension to dismissal depending on gravity of the case	Dismissal				

OFFENSES AGAINST COMPANY INTEREST AND POLICES

OFFENSE AGAINST COMPANY INTEREST AND POLICES	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE	5 th OFFENSE	6 th OFFENSE
9. Failure to wear company ID or prescribed office attire.	Written reprimand with warning of suspension	5 working days suspension	10 working days suspension	15 working days suspension with warning of dismissal	Dismissal	
10. Employees who, without any valid reason, do not login using the fingerscan (TKJF with "F" as reason) at least five times (5x) within a month.	Written reprimand	Written reprimand with warning of suspension	3 working days suspension	5 working days suspension	15 working days suspension with warning of dismissal	Dismissal
11. Five (5) times tardy within a month.	Written reprimand	Written reprimand with warning of suspension	3 working days suspension	5 working days suspension	15 working days suspension with warning of dismissal	Dismissal
12. Failure to arrive within the specified call time of the program without any justifiable reason.	Written reprimand with warning of suspension	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal		
13. Failure to arrive on the scheduled taping day of the program without any justifiable reason.	Written reprimand with warning of suspension	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal		

OFFENSES AGAINST COMPANY INTEREST AND POLICES

OFFENSE AGAINST COMPANY INTEREST AND POLICES	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE	5 th OFFENSE	6 th OFFENSE
14. Revealing, giving away or unauthorized disclosure of company trade secrets and/ or trade practices or trade processes or any valuable information to unauthorized persons, or making available such information in advance of its authorized release date. This includes any attempt by unauthorized person to get such information.	Dismissal					
15. Loitering, wasting time, leaving place of work during working hours or leaving the company compound without permission from his/ her supervisor, or department head or any authorized person at any time before the end of the employee's work shift.	Written reprimand with warning of suspension	5 working days suspension	10 working days suspension	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal
16. Malingering or feigning illness to avoid doing assigned work or reporting for work, including absence dues to sick leave but employee is neither at home or in a medical institution.	Written reprimand with warning of suspension	5 working days suspension	10 working days suspension	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal
17. Abandonment of duty, willfully refusing or persistently refusing to perform assigned work.	Dismissal					
18. Sleeping while on duty.	Written reprimand with warning of suspension	5 working days suspension	10 working days suspension	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal

OFFENSES AGAINST COMPANY INTEREST AND POLICES

OFFENSE AGAINST COMPANY INTEREST AND POLICES	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE	5 th OFFENSE	6 th OFFENSE
19. Failure to follow written or oral instructions made by company superiors, as well as company memoranda and circulars, or failure to perform assigned work due to negligence.	Written reprimand to dismissal depending on gravity of the case	5 working days suspension	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal	
20. Posting, removing or destroying schedules, notices, rules and regulations, announcements and other such materials posted on Bulletin Boards without authorization from management.	Written reprimand to dismissal depending on gravity of the case	5 working days suspension	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal	
21. Abandonment of work or dereliction of duty - absences without leave (AWOL).	(1 day) Written reprimand with warning of suspension	(1-3 days) 5 working days suspension	(1-5 days) 10 working days suspension	(1-10 days) 30 working days suspension with warning of dismissal	(>10 days) Dismissal	
22. Failure to work overtime without valid reason after signifying willingness to perform authorized overtime work.	Written reprimand	5 working days suspension	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal	
23. Failure to report acts of dishonest or fraud.	15-30 working days suspension with warning of dismissal	Dismissal				
24. Moonlighting or rendering services for another employer without the knowledge of management. Failure to disclose other businesses or jobs undertaken which is in conflict with existing or future undertaking of the company.	Dismissal					



OFFENSES AGAINST SAFETY, HEALTH, SECURITY AND PUBLIC ORDER

OFFENSE AGAINST SAFETY, HEALTH, SECURITY AND PUBLIC ORDER	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE	5 th OFFENSE	6 th OFFENSE
1. Refusal to submit to or failure to observe security requirements of the company.	5-15 working days suspension	16-30 working days suspension with warning of dismissal	Dismissal			
2. Allowing a third person, other than an employee of the company, to ride in Company-owned-service vehicles without authorization from the department head.	Written reprimand with warning of suspension	5 working days suspension	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal	
3. Creating or contributing to poor housekeeping or unsanitary conditions (i.e. littering, spitting, improper use of comfort room, etc.) in company property, premises or job sites.	Written reprimand with warning of suspension	5 working days suspension	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal	
4. Unlawful possession of any habit forming, regulated, or prohibited drugs or substances, within company property or premises, or job sites; or reporting/ working under the influence of prohibited drugs or substances.	Dismissal					
5. Smoking in areas designated as "NO SMOKING."	Written reprimand with warning of suspension	3 working days suspension	5 working days suspension	15 working days suspension with warning of dismissal	Dismissal	

OFFENSES AGAINST SAFETY, HEALTH, SECURITY AND PUBLIC ORDER

OFFENSE AGAINST SAFETY, HEALTH, SECURITY AND PUBLIC ORDER	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE	5 th OFFENSE	6 th OFFENSE
6. Failure to undergo Annual Physical Examination as scheduled by the company or failure to obey Doctor's order or advice as directed.	Written reprimand with warning of suspension	5 working days suspension	10 working days suspension	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal
7. Failure to use or wear proper safety shoes and/ or protective equipment when required by the nature of work.	Written reprimand with warning of suspension	3 working days suspension	5 working days suspension	15 working days suspension with warning of dismissal	Dismissal	
8. Knowingly operating or allowing the operation of any machinery or equipment, including company-owned motor vehicles, under the conditions prohibited by law.	3 working days suspension	5 working days suspension	15 working days suspension with warning of dismissal	Dismissal		
9. Willful violation of safety/ warning signs posted in general working areas.	5 working days suspension	15 working days suspension with warning of dismissal	Dismissal			
10. Forcing entry or gaining access, attempting to enter or gain access to an area, perimeter, office and other company premises in violation of instructions restricting such entry or access.	Suspension to dismissal depending on gravity of the case					
11. Tampering with or misuse of fire protection equipment and alarm system.	5 working days suspension	15 working days suspension with warning of dismissal	Dismissal			

OFFENSES AGAINST SAFETY, HEALTH, SECURITY AND PUBLIC ORDER

OFFENSE AGAINST SAFETY, HEALTH, SECURITY AND PUBLIC ORDER	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE	5 th OFFENSE	6 th OFFENSE
12. Submitting false reports and information related to safety and security of the company and its personnel.	Suspension to dismissal depending on gravity of the case					
13. Transporting or leaving gasoline, alcohol and other highly flammable liquids in an open leaking container.	Suspension to dismissal depending on gravity of the case					
14. Operating and/ or tampering switches, controls, installations, machines or equipment without authorization.	15 working days suspension to dismissal, depending on gravity of case	30 working days suspension with warning of dismissal	Dismissal			
15. Reporting for work with serious or contagious disease, where the employee is aware that he has a contagious disease, that might affect his co-employees.	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal			
16. Failure to report immediately an accident or injury that occurred within company property or premises or job sites.	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal			
17. Bringing in within company property or premises or job sites or being found in possession of firearms, explosives or any deadly weapon.	Dismissal					

OFFENSES AGAINST SAFETY, HEALTH, SECURITY AND PUBLIC ORDER

OFFENSE AGAINST SAFETY, HEALTH, SECURITY AND PUBLIC ORDER	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE	5 th OFFENSE	6 th OFFENSE
<p>18. Scuffling, "horsing around", or throwing things or otherwise wasting time during work hours.</p>	<p>Written reprimand with warning of suspension</p>	<p>3 working days suspension</p>	<p>5 working days suspension</p>	<p>15 working days suspension with warning of dismissal</p>	<p>Dismissal</p>	
<p>19. SABOTAGE: Willful acts which adversely affect the operations of the company:</p> <ul style="list-style-type: none"> • Spreading of computer virus, • Tampering of switches and highly technical devices, • Overstating or understating of financial records, • Divulging of valuable information, documents and the like, • Intentionally detaching, refraining from use of or rendering inoperative mechanical safety devices, • Infiltration or manipulation of restricted access network equipment and devices, • Installation of illegal network connections (i.e. dial-up access services, Remote Access Service or RAS), • Inciting riot or work stoppage, • etc. 	<p>Dismissal</p>					



OFFENSES AGAINST INTEGRITY AND HONESTY

OFFENSE AGAINST INTEGRITY AND HONESTY	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE	5 th OFFENSE	6 th OFFENSE
1. Vending, soliciting, or collecting contributions among co-employees without prior written permission from authorized company representative.	Written Warning with warning of suspension	5 working days suspension	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal	
2. Public and malicious imputation of a crime, vice or defect, real or imaginary, or any act, omission, condition, status, or circumstance tending to cause dishonor, discredit, or contempt of co-employees and/ or the company.	Dismissal					
3. Conviction of a criminal act by judgement in court of law.	Dismissal					
4. Knowingly giving false or presenting false testimony or evidence/ concealing material facts during investigation authorized/ conducted by the company.	Dismissal					
5. Obtaining supplies or materials on fraudulent orders or unauthorized substitution of company-ordered material or equipment with another or of poorer quality, or of lesser value without justifiable reason/s.	Dismissal					



OFFENSES AGAINST CONDUCT AND DECORUM

OFFENSE AGAINST CONDUCT AND DECORUM	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE	5 th OFFENSE	6 th OFFENSE
1. Failure of the superior to report violations of the company rules & regulations by employee/s under him with the intent of covering-up/ protecting erring personnel.	5 working days suspension	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal		
2. Bringing, showing, or reviewing pornographic sites or materials within company premises.	Written Warning with warning of suspension	5 working days suspension	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal	
3. Posting of any derogatory articles, prints or drawings on any company property or premise against any fellow employee or the company, and removal of any company matter or information from Bulletin Boards/ electronic Bulletin Boards at any time unless specifically authorized.	5 working days suspension	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal		
4. Creating, contributing or involvement in disturbance resulting in the disruption or delay in operation.	5 working days suspension	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal		

OFFENSES AGAINST CONDUCT AND DECORUM

OFFENSE AGAINST CONDUCT AND DECORUM	1 st OFFENSE	2 nd OFFENSE	3 rd OFFENSE	4 th OFFENSE	5 th OFFENSE	6 th OFFENSE
<p>5. INSUBORDINATION: Refusing, without justifiable cause to obey, abide and/ or implement any lawful rule, regulation, order, instruction, or policy issued by the company or by the employee's superior.</p> <p>Willfully refusing without valid reason to comply with or obey official orders or specific instructions given by superiors including among others, refusal to accept work assignment, change or shift of work without justifiable reasons.</p>	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal			
<p>6. Bringing in or drinking any liquor or alcoholic beverages inside company property or premises or job sites or reporting for work while under the influence of alcohol.</p> <p>EXCEPTION: During company socials, parties, and official gatherings.</p>	30 working days suspension with warning of dismissal	Dismissal				
<p>7. Taking part in or abetting any gambling, lottery or any other game of chance during work hours or within company property or premises or job sites.</p>	Written Warning	5 working days suspension	15 working days suspension	30 working days suspension with warning of dismissal	Dismissal	

ADDITIONAL NOTES

Offenses or violations committed using any media including but not limited to social networking sites and other future communication platforms, are subject to appropriate disciplinary action or other remedial measures up to and including termination or employment if warranted under the circumstances and permissible under applicable law.

If penalty is in conflict with CBA, existing CBA provision will prevail

NOTE: VIOLATIONS OF ANY COMPANY POLICY, RULES OR REGULATIONS AND OTHER SIMILAR ANALOGOUS OFFENSES NOT INCLUDED AMONG THE FOREGOING WILL BE SUBJECTED TO DISCIPLINARY ACTION IN ACCORDANCE WITH THE CIRCUMSTANCES OF EACH CASE.