



# **PERSONNEL POLICIES**

## **CLASSIFICATION OF EMPLOYEES**

- A **CONTRACTUAL** employee is a person who is hired on a contract basis to perform a specific work or project on a stipulated period as indicated in his contract.
- A **PROBATIONARY** employee is a person who is hired to occupy a permanent position in the company, undergoing a six (6) month trial period during which the performance of the employee shall be appraise. During this period, the services of an employee maybe terminated only for a just cause as authorized by the existing laws.
- A **PERMANENT** employee is a person who has satisfactorily completed the probationary period of employment.

## **WORKHOURS AND WORKDAYS**

The standard workweek shall consist of five (5) days (Monday thru Friday) of eight (8) hours each- 9:00 a.m. to 12:00 p.m. and 1:00 a.m. to 6:00 p.m.

## **BREAKTIME**

The following break periods are provided to all employees:

1. Fifteen (15) minutes coffee break each day (one in the morning and one in the afternoon). A skeleton force should remain in the Department so as not to disrupt normal services of the Company.
2. A one-hour lunch break is provided and set at 12:00 noon to 1:00 p.m. No skeleton force is required except at the Telephone and Cashiers Booth.

### **PUNCTUALITY**

**Each employee shall be at his work station and must be ready to work at starting time and will work up until quitting time.**

**Employee reporting after regular starting time will be charge a salary deduction based on the actual number of minutes late.**

**The Company allows a maximum of four (4) excused tardiness and/or maximum of 100 minutes tardiness in one month. Arriving later than the tardiness allowance shall be considered excessive or habitual and shall be subject to disciplinary action.**

**If an employee reports for work after 9:30 a.m. such shall be considered as a half-day leave, chargeable to available vacation leave credits.**

**The disciplinary procedure to be followed for non-compliance with rules governing tardiness shall be:**

<b>1st offense</b>	<b>-</b>	<b>written warning</b>
<b>2nd offense</b>	<b>-</b>	<b>1week suspension</b>
<b>3rd offense</b>	<b>-</b>	<b>1month suspension</b>
<b>4th offense</b>	<b>-</b>	<b>dismissal</b>

**On the other hand, official business (O.B.) shall require the **PRIOR CLEARANCE AND APPROVAL (AT LEAST 1 DAY BEFORE)** of the department/division head thru the prescribed O.B. Slip.**



### **EARLY LEAVE PASS**

An employee leaving the office premises during the regular working hours at a time earlier than his quitting time must obtain "EARLY LEAVE PASS" from his supervisor or immediate head, copy furnish the Adm. /Personnel Department.

Employee who leaves the office premises two hours earlier than quitting time even with approved "EARLY LEAVE PASS" shall incur salary deduction of one half (1/2) day.

The Company allows a maximum of two (2) "EARLY LEAVE PASS" in one month. Leaving the premises more than the "EARLY LEAVE PASS" allowance shall be considered excessive or habitual. Failure to comply with this policy is subject to the following disciplinary action:

1st offense	-	written warning
2nd offense	-	5 days suspension
3rd offense	-	month suspension
4th offense	-	dismissal

### **LEAVE OF ABSENCE**

Absenteeism is the high rate of absence where regular attendance is expected.

Absences are classified as follows:

- a. ***SIMPLE OR NORMAL ABSENCE.*** Failure to report for work on a single day workday.
- b. ***EXCESSIVE ABSENCE.*** Unauthorized and unexcused absence from work for a period of not less than three (3) days or more than five (5) consecutive days.
- c. ***PROLONG ABSENCE.*** Excessive unexcused or unauthorized absence that exceed five (5) consecutive working days. It is also considered abandonment of work and warrants dismissal.

In all cases of absence **WITHOUT PRIOR NOTICE OR PERMISSION**, the employee must, **WITHIN ONE (1) DAY FROM HIS BEGINNING TIME OF ABSENCE**, notify his superior or the HRD Office of his whereabouts and the reason for such absence as required.

The simple failure to give this notification within the prescribed time whether by himself or through another will be considered neglect of duty and subject to disciplinary action.

**The employee absentee must accomplish a vacation leave form in duplicate prior to his leave stating the specific reason/s for his absence and must be duly approved and signed by his Department Head. The original copy of the vacation leave form must be submitted to the HRD/Admin. Dept. either before the day of foreseen absence or within the day he reports to work, otherwise, it shall be considered "unexcused" and subject to disciplinary action.**

**The following disciplinary procedures are as follows:**

<b>1st offense</b>	<b>-</b>	<b>written warning</b>
<b>2nd offense</b>	<b>-</b>	<b>1 week suspension</b>
<b>3rd offense</b>	<b>-</b>	<b>1 month suspension</b>
<b>4th offense</b>	<b>-</b>	<b>dismissal</b>



### **OVERTIME WORK**

**While overtime work cannot altogether be eliminated, it should at least be minimized but not to the extent of sacrificing our output and efficiency. The need for overtime work is best assessed by the department head/ RO/SO Manager. Therefore, control and responsibility thereof shall form part of their functions.**

**The following must be observe during overtime:**

- 1. It must be authorized and duly approved by the Department Head.**
- 2. He may not charge overtime on a day he was tardy or absent. Therefore, overtime work cannot offset absence.**
- 3. The official overtime work hours shall be as follows:**  
**6:00 to 8:00p.m. (Monday thru Fridays)**  
**8:00 to 5:00 p.m. (Saturdays, Sundays & Holidays)**  
***However, he is not allowed to report beyond 10:00 a.m., otherwise overtime pay shall be forfeited.***
- 4. He may not charge overtime if his overtime hour is less than (1) hour on Mondays thru Fridays and less than six (6) hours on Saturdays, Sundays and Holidays.**
- 5. Only fifteen (15) minutes break for every four (4) hours of work is allowed and one-hour meal break in excess of six hours.**
- 6. Each Department shall appoint an OIC during overtime who will monitor the activities of the employees rendering overtime.**



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### **TYPHOON AND EMERGENCIES**

**Work is automatically suspended or employees are automatically allowed to go home at Storm Signal No. 3.**

**Work must be suspended on a case-to-case basis if: downpour is heavy: reports indicate that the area is flooded: transportation is difficult: or other related contingencies arise.**

**Any suspension of work, of four (4) hours or more, shall be applied to the employees existing or future vacation leave credits.**



### **TRAINING AND DEVELOPMENT**

To provide knowledge on specific aspects of the job and to help better skills in its performance, it shall be the policy of the Company to send employees to various seminars as part of its training and development program.

All rank and file employees shall be sponsored by the Company to graded seminars. Passing a graded seminar WITH or WITHOUT honors shall carry a monetary incentive in addition to the recognition to be given to employees of his participation. However, failure to pass or take the examination required by the training institution shall hold the concerned staff liable for the expenses incurred as:

For failure to take the examination – the employee shall  
Shoulder 100% of the seminar's fee.

For failure to pass the examination – the employee shall  
Shoulder 50% of the seminar's fee.

An employee in the Management level may be sponsored to a graded or non-graded seminar. His participation in seminars to upgrade and/or update his knowledge and skills in his present job shall be taken into account during his performance evaluation.

Attendance to the various seminars shall be taken into account. Checking of the attendance shall be conducted by the Adm. /Personnel Department.

Likewise, as a matter of policy, all officers and staff shall submit a detailed report relative to the seminar/conference they have attended.

It shall be understood that an employee who resigns (6) months after his last seminar shall be liable for the total cost of that seminar or it shall be the option of Management to require a contract for at least one (1) year service to the Company for those who were given the privilege to attend such seminar/s.

### **SERVICE AWARDS**

To give due recognition to the employee's continuous and dedicated service to the Company, the Service Awards Program was implemented. The Company gives awards to employees with 10, 15, 20, 25 etc. (in multiple of 5) years of service. Awards in valuable momentos are presented during the celebration of the Company's anniversary on the 22nd of May.

### **SOCIAL AND RECREATIONAL ACTIVITIES**

To promote harmonious employer-employee relationship and to develop good leaders in the organization, the Company organized the **SPORTS & SOCIAL AFFAIRS COMMITTEE** which undertakes yearly various activities such as excursion, Company Anniversary program, Christmas party, etc.

# **FRINGE BENEFITS**





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### **VACATION LEAVE**

The Company grants the permanent employees a non-cumulative fifteen (15) days vacation leave annually. These fifteen (15) days shall be divided quarterly during the year as follows:

<b>JANUARY</b>	<b>to</b>	<b>MARCH</b>	<b>(3 DAYS)</b>
<b>APRIL</b>	<b>to</b>	<b>JUNE</b>	<b>(3 DAYS)</b>
<b>JULY</b>	<b>to</b>	<b>SEPTEMBER</b>	<b>(3 DAYS)</b>
<b>OCTOBER</b>	<b>to</b>	<b>DECEMBER</b>	<b>(3 DAYS)</b>
<b>EMERGENCY LEAVE</b>			<b>(3 DAYS)</b>

The number of days of leave for each quarter shall not exceed four (3) days. Any absence which exceeds the employees leave for the quarter shall be treated as leave without pay. However, an employee may apply for emergency leave for valid and legitimate reasons as may require his immediate attention and absence from work. These, may charge to his vacation leave but not more than the number of days allowed per quarter.

**TERMINAL LEAVE IS NOT ALLOWED.**

### **SICK LEAVE**

**In order to provide protection for its permanent employees against loss of income sustained because of illness, the Company provides fifteen (15) days sick leave with full pay, exclusive of Saturdays, Sundays, & Holidays.**

**In the event that a permanent employee does not incur any illness during the year, the Company shall convert to its cash equivalent the unused sick leaves.**

**If the employee has exhausted all sick leaves with pay, he can seek the assistance of the HR Department in availing of the sickness benefits under the Social Security System (SSS).**

### **MATERNITY LEAVE**

The Company grants maternity leave benefits to its married female employees depending upon the number of children born to the family. The duration of maternity leave shall be sixty (60) calendar days for normal delivery or seventy-eight (78) calendar days for the ceasarian delivery. For the duration of her maternity leave, the employees shall receive the following:

First child born to the family	-	100% of gross pay
Second child born to the family	-	75% of gross pay
Third child born to the family	-	50% of gross pay
Fourth child born to the family	-	25% of gross pay

### **OR SSS COMPUTATION WHICHEVER IS HIGHER**

As provided for by the SOCIAL SECURITY LAW, maternity leave shall be compensable only for the first four (4) deliveries, miscarriages or complete abortions after 13 March 1973.



### **PATERNITY LEAVE**

**Paternity Leave refers to the leave benefits granted to a married male employee allowing him not to report for work for seven (7) days but continues to earn compensation. A married male employee shall be entitled to paternity leave benefits provided that:**

- 1. He is an employee at the time of delivery of his child.**
- 2. he is cohabiting with his spouse at the time she gives birth or suffers a miscarriage;**
- 3. He has applied for paternity leave with HRD/Admin. Dept. within a reasonable period of time from the expected date of delivery by the pregnant spouse.**

**In the event that the paternity leave benefit is not availed of, said leave shall not be convertible to cash.**

### **EMERGENCY LEAVE**

**An employee who is performing a legal duty or obligation which carries with it penal sanctions, like appearance in court as witness, etc. shall be excused from work provided prior clearance is arranged with the supervisor concerned and approved by Management.**

### **MILITARY LEAVE**

**As required by law, a permanent employee who is summoned by the ARMED FORCES OF THE PHILIPPINES for military training shall be on leave with pay until his relief from the military service certified by the duly-designated authority in the Armed Forces of the Philippines.**

### **OVERTIME PAY**

The Company provides its employees a weekly rest period of two (2) days- Saturday and Sunday. When an employee is made or permitted to work on his rest days or holidays, he shall be paid the following premium rates:

<b>Regular Working Day</b>	<b>125% of regular pay</b>
<b>Rest Day</b>	<b>130% of regular pay</b>
<b>Special Holiday</b>	<b>130% of regular pay</b>
<b>Special Holiday falling on Rest Day</b>	<b>150% of regular pay</b>
<b>Legal holiday</b>	<b>200% of regular pay</b>
<b>Legal Holiday falling on Rest day</b>	<b>230% of regular pay</b>

### **Allowance for Non-Overtime Pay Officers:**

For officers who are not entitled to overtime pay but required to work during his/her Rest days and holidays, shall be entitled to P500.00/day allowance to be reimbursed thru petty cash but must be checked by HRD/Admin. Dept. & approved by the President.

### **UNIFORM SUBSIDY**

**The Company shall adopt a prescribed set of uniform annually and shall pay 2/3 of its total cost as part of the fringe benefits given to its permanent employees. Permanent employees shall share one-third of the total cost of the prescribed uniform and shall be deducted from his salary until such time the total cost has been fully paid.**

**The Company's prescribed uniform shall be worn by permanent employees from Monday to Thursday. Probationary/casual employees on the other hand, are required to wear the proper office attire. The wearing of walking shorts or tight, provocative pants/outfits is prohibited.**





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### **PER DIEM ALLOWANCE**

In case of authorized provincial trips, the Company grants its employees travel/per diem allowance depending on the following factors:

- (area covered, -distance of trip, -employees classification/job level)

Below is the schedule of allowances for official out-of-town trips:

	<i>Travel Allowance</i>	<i>Meal Allowance</i>
<b>AVP &amp; up</b>	<b>P 600.00/day</b>	<b>Actual expense</b>
<b>Sr.Managers/Managers</b>	<b>P 500.00/day</b>	<b>actual or up to P 200.00/meal</b>
<b>Asst. Managers</b>	<b>P 400.00/day</b>	<b>actual or up to P 200.00/meal</b>
<b>Supervisors/TA</b>	<b>P300.00/day</b>	<b>actual or up to P150.00/meal</b>
<b>Staff</b>	<b>P 150.00/day</b>	<b>actual or up to P100.00/meal</b>

Out-of-town trips shall require the approval of the department/division/regional head and the clearance from the Executive Vice-President/President.

Travel allowance is fixed amount and not subject to liquidation. On the other hand, meal allowances shall be subject to liquidation. Travel allowance shall be applicable only for **OUT-OF-TOWN TRIPS WITH OVERNIGHT STAY**. Out-of-town trips with no **OVERNIGHT STAY** shall be entitled to meal allowance only.

Cash advances for hotel and transportation expenses must be liquidated or settled immediately or within 48 hours after the completion of the trip.

**TRAVELLING GUIDELINE.** *The employee concerned must report for work on the day following the completion of his provincial trip, as indicated in the approved Travel Request Form. He shall also be required to submit within two (2) days a report as to the result of his trip.*

### **MEDICINE ALLOWANCE**

In line with Company's policy of maintaining and increasing the efficiency of the employees through assistance in their medical needs, the Company grants its permanent employees on out-patient basis a medicine allowance of P 2,500.00 per year. This is non-cumulative and excludes cost of vitamins, including pre-and post-natal vitamins and over-the -counter medicines.

### **13TH MONTH PAY/CHRISTMAS BONUS**

As provided by law, the Company grants its employees the 13th month pay which is given in May of each year. In addition, Christmas bonus to be determined by Management is given every December of each year.

### **ANNUAL CHEST X-RAY & MEDICAL EXAMINATION**

In line with its health program, the Company, through a designated laboratory conducts the annual chest x-ray and medical examination of all employees.



### **MEDICAL INSURANCE**

It is the policy of the Company to see to it that its employees are healthy and physically fit so that they can work efficiently. It is for purpose that the group medical insurance plan was acquired. Said plan covers the hospitalization and out-patient expenses incurred by permanent employees only. The plans are as follows:

<i>POSITION</i>	<i>COVERAGE</i>
<b>EXECUTIVE OFFICERS</b>	<b>SUITE ROOM</b>
<b>SENIOR MANAGERS TO ASST.MANAGERS</b>	<b>PRIVATE ROOM</b>
<b>SR. SUPV. To TECH. ASST.</b>	<b>SEMI-PRIVATE ROOM</b>
<b>RANK &amp; FILE</b>	<b>PAY WARD</b>

The company shall pay 70% of the premium cost. The remaining 30% shall be shouldered by the permanent employee and shall be deducted from his salary until such time the total cost has been fully paid.

### **LIFE INSURANCE**

In its desire to assist not only its employees but also the employee's beneficiaries in the event of the former's death or total and permanent disability, the Company extends to all its permanent employees who are actively at work, a group life insurance cover which is non-contributory.





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### **PERSONAL ACCIDENT INSURANCE**

Apart from the group life insurance, the Company extends to all its permanent employees a Personal Accident Insurance which covers the employee's loss of life, limbs, sight, et al., resulting from bodily injury caused by accident. Likewise, murder and assault are covered. The amount of this insurance depends on the employee's nature of work.

### **RETIREMENT PLAN**

All permanent employees, provided they have not attained the age of 60, are covered by the Retirement plan of the Company. The plan is non-contributory and provides the following benefits:

***NORMAL RETIREMENT.*** The normal retirement date of an employee shall be the first day of the month coinciding with or following his 60th birthday.

***COMPULSORY RETIREMENT.*** When an employee reaches the age of sixty-five (65) retirement is mandatory.

***RETIREMENT PAY.*** In the event that the Company approves the retirement of an employee or the Company retires an employee, retirement pay will be one (1) month salary for every year of credited service based on his final monthly salary.



### **DISABILITY BENEFIT**

In the event that an employee is retired by the Company due to permanent total disability, as determined by a competent physician acceptable to the Company, his disability retirement benefit shall be single sum equivalent to 100% of his monthly salary for every year of credited service.

### **DEATH BENEFIT**

In the event that an employee dies from any cause except self-inflicted injuries, his beneficiaries shall be entitled to receive a death benefit in a lump sum equal to his latest monthly salary for every year of credited service.

### **RETIREMENT/SEVERANCE BENEFIT**

Should an employee be separated from the Company due to resignation or for causes not due to his own fault, misconduct or material neglect, he shall be entitled to and shall be paid a percentage of his accrued retirement benefits as follows;

10 to 14 years in service	50% of basic pay
15 to 19 years in service	75% of basic pay
20 years or over	100% of basic pay

The above benefits shall from part of and not an addition to the benefits required by the Termination pay Provision under the Labor Code.

### **DISMISSAL FOR CAUSE.**

An employee who is separated from the service for cause shall not be entitled to any of the fund.





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### **CAR PLAN**

The company granted **CAR PLAN** benefit to all permanent **SENIOR** and **JUNIOR OFFICERS** with the following scheme:

<i>POSITION</i>	<i>CAR</i>	<i>SUBSIDY</i>	<i>NUMBER OF YEARS</i>
Assistant Manager	P	5,000.00/Mo.	2Years or 24 Months
HO/SO Manager		6,500.00/Mo.	2Years or 24 Months
Senior/Regional manager		7,500.00/Mo.	2Years or 24 Months
Assistant Vice- President		10,000.00/Mo.	3Years or 36 Months
Vice-President & Up		Management Discretion	

The monthly car subsidy for RO/SO Manager can be availed of provided the S.O. concern is updated in the remittance of empowerment due to Head Office. If upon the availment of car subsidy, the empowerment will be delayed, the car subsidy will not be released to the S.O. Manager not until the aforesaid empowerments are updated/fully paid to Head Office. Anybody, who for one reason or another failed to remit the empowerment on time and still disburse from the company his/her car subsidy, the RO/SO Manager will forfeit his/her benefits for the car subsidy in the succeeding months.

It is also understood that the monthly car subsidy is the only amount the officers can avail of from the company. The down payment and any excess over the value of the car to be loaned outside shall be for the personal account of the officer.

This supersedes the previous approved Car Plan of the Officers of the company.

### **CAR MAINTENANCE BENEFITS:**

Asst. Manager to Senior Manager Position is entitled for a yearly car maintenance benefits in the amount of P 10,000.00. The aforesaid amount is not given on a lump-sum basis but subject to reimbursement of actual repairs/maintenance of specified car.



**CELLULAR PHONE MONTHLY ALLOWANCE:**

The officers and field staff are entitled to a reimbursement of cellular bills as follows:

Field Staff	- P 500.00/month
Supervisor	- P1,000.00/month
Assistant Manager	- P 1,500.00/month
Managers – Senior Manager-	P 2,000.00/month
AVP	- P 3,000.00/month
VP – above	- P 5,000.00/month

**CALAMITY AID:**

Calamity Aid is extended to employee in the event of Natural Calamities such as earthquake; flood; volcanic eruptions & fire.

All permanent employees - P10,000.00

**BEREAVEMENT AID**

This is extended to employee in the event of death of any of the employees immediate family member.

All permanent employees – P10,000.00

# **CODE OF DISCIPLINE**

**Proper conduct and courtesy towards the insuring public and fellow employee should be observed at all times. The company is judged, to great extent, by its personnel and it is important that the conduct of every employee be above approach both while on and off duty.**

**Abrupt or discourteous manner in dealing with the insuring public or in answering inquiries by telephone will be considered a serious violation to Company rules and will be dealt with severely.**

**To educate the employees in the fundamental standards of behavior and performance, the Company's Code of Discipline was designed.**

**KINDS OF OFFENSES:**

**All acts and omission constituting violations of established company procedures in the transaction of its business or other acts to the interest of the Company are punishable offenses. This includes crimes involving moral turpitude, as well as other offenses or improper acts which adversely affect the good name of the Company, whether or not explicitly defined herein.**

**The offenses have been classified as follows depending on the nature:**

- |             |   |
|-------------|---|
| <b>I.</b>   | <b>Offenses Against proper Conduct and Behavior</b> |
| <b>II.</b>  | <b>Offenses affecting Productivity</b>              |
| <b>III.</b> | <b>Offenses Against health and Safety</b>           |
| <b>IV.</b>  | <b>Offenses Against property and Security</b>       |



## **CATEGORIES OF OFFENSES**

1. **A MINOR OFFENSE.** Is one which involves an infraction of a rule or procedure rather than of moral precept, or represents more of an omission or an oversight than a positive wrong doing; or represent rather a mistake or an act of negligence than malicious intent and which does not result in a serious inconvenience either to another person or to the Company. The characteristic mark a simple or minor offense is that its subject matter is not substantial in nature or importance and results in no serious loss or prejudice.
2. **A SECONDARY OFFENSE.** is one which implies a habitual disregard for established criteria of conduct, a carelessness or unconcern for the interest of the Company and involves either repeated violations within a relatively short time of what otherwise would be minor offense, or the culpable commission or omission of an act which results in serious embarrassment or inconvenience to another person or to the Company. Each succeeding violation of the same work rule involved in an earlier finding of a secondary offense, if occurring within a period of on (1) year from such finding, shall in itself also constitute a secondary offense, and shall progressively be subjected to the more severe penalties applicable to secondary offenses.
3. An offense is considered **GRAVE** if it is characterized by wantonness or gross negligence; or if it involves what is generally regarded as substantial matter (e.g. large sum of money, confidential matters, spreading derogatory rumors) or can be occasion for public scandal and consequent erosion of confidence (e.g. habitual drunkenness, moral turpitude); or is maliciously intended or deliberately planned (whether the intended harm is achieved or not); or results in serious financial loss or administrative operational difficulty or corporate embarrassment for the Company, or seriously undermined duly constituted authority.

From the above explanation therefore, it may be concluded that an offense is considered grave either from the subject matter of the act. Or from actual resulting: anyone of these elements constitutes a grave offense.

***DISHONESTY*** is a special offense and is therefore, considered **GRAVE** regardless of the amount involved.

***GROSS NEGLIGENCE*** or continuing failure to discharge properly the duties and responsibilities of one's office is considered a serious matter and can warrant dismissal from the service. A poor or below average rating incurred twice consecutively, indicate serious failure in this regard.





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### **SCHEDULE OF PENALTIES**

Penalties may be imposed depending on the gravity of offenses committed as shown in the table of offenses.

- a. For Minor Offenses.** Penalties for MINOR offense ranged from oral reprimands to penalties of 2-day suspension without pay. Copies of written reprimand shall form part of the employee's 201 file.
- b. For Secondary Offense.** Penalties for secondary offenses range from three (3) suspension without pay and disqualification from any meritorious or promotional increase during the year.
- c. Grave Offense.** Penalties for grave offenses range from preventative suspension to dismissal. Other penalties within the range are demotion in rank/pay; restitution of monetary losses or repair of damaged property may accompany the penalty as warranted.





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## **TABLE OF OFFENSES**

### **I. OFFENSES AGAINST PROPER CONDUCT AND BEHAVIOR**

#### **A. MINOR OFFENSES**

- 1. Non-wearing of Company-prescribed uniforms during work for at least year (3) times a month (first and second offenses during a calendar year).**
- 2. Listening to conversation or butting-in when he is not actually involved.**

#### **B. SECONDARY OFFENSES**

- 1. Drinking alcoholic beverage during office hours.**
- 2. Using or bringing narcotics and dangerous drugs into the Company premises.**
- 3. Spreading derogatory information or rumor about another with interest to discredit the person.**
- 4. Immoral conduct or indecency within the Company premises, whenever committed.**
- 5. Unruly conduct, such as shouting, using profane or obscene language, discourtesy (in act or speech) to customers or visitors and other analogous acts.**
- 6. Non-wearing of Company-prescribed uniforms during work for at least three (3) times a month (third offense during a calendar year.)**

### **C. GRAVE OFFENSES**

- 1. Engaging in fistfights or loud-mouthed quarrelling or provoking or encouraging others to such behavior.**
- 2. Gambling or engaging in games of chance with bets at stake, during work hours or within Company premises.**
- 3. Frequenting gambling places outside Company premises, or outside work hours to a point where such observed behavior gives occasion for scandal or loss of confidence in the company.**
- 4. Coercing, threatening or intimidating co-employees.**
- 5. Attempting to inflict injury to others at anytime within the Company premises for any reason.**

## **II. OFFENSES AFFECTING PRODUCTIVITY**

### **A. MINOR OFFENSES**

- 1. Habitual tardiness of at least five (5) times a month (first offense within a calendar year).**
- 2. Engaging in idle conversation or entertaining visitors for more than a reasonable time.**
- 3. Taking more than the normal time to break the periods.**
- 4. Excessive personal phone calls to the extent of neglect one's duties.**
- 5. Failure to punch time card (at least four (4) times a month).**





## **B. SECONDARY OFFENSES**

1. Engaging in indecorous horseplay during working time or within Company premises.
2. Leaving Company premises during working hours without permission from the superior.
3. Absence without official leave or failure to notify the Company of absence within 24 hours from the beginning time of absence.
4. Dereliction of one's duty.
5. Willfully refusing, without any valid reason, to accept work, shift, assignment or specific instructions given by a superior or higher authority.
6. Failure to comply with official orders and/or perform regular assigned duties or specific instruction related to his duty.
7. Sleeping during designated work hours.
8. Improper use of Company time.
9. Habitual tardiness of at least five (5) times a month (second offense within a calendar year).

## **C. GRAVE OFFENSES**

1. Furnishing incorrect or misleading data to persons duly authorized to receive such information, arising out of the employee's neglect or failure to make proper research, investigation or verification of facts.
2. Failure to make known to higher authority any inducement, instructions or order of a superior or the higher ranking officer to commit a clear wrongdoing or to violate any existing operating rule or procedure of the Company.
3. Abandonment of work.
4. Outside employment competing or conflicting with Company business (moonlighting).
5. Habitual tardiness of at least five (5) times in a month (third offense within a calendar year).



### **III. OFFENSES AGAINST HEALTH AND SAFETY**

#### **A. MINOR OFFENSES**

- 1. Without justifiable reason, refusal or failure to report for medical examination as instructed by the Company Physician, while on sick leave.**
- 2. Failure to undergo annual chest x-ray and medical examinations.**
- 3. Creating and/or contributing to unsanitary conditions and poor housekeeping.**

#### **B. SECONDARY OFFENSES**

- 1. Failure to report immediately accidents or injuries which may have been incurred in the performance of official duties.**
- 2. Utter disregard for health and safety measures instituted by the Company.**
- 3. Leaving house confinement while on sick leave against the express orders of the Company physician.**

#### **C. GRAVE OFFENSE**

- 1. Concealment of contagious diseases.**

#### **IV. OFFENSES AGAINST PROPERTY AND SECURITY**

##### **A. MINOR OFFENSE**

**1. Utter disregard for and/or refusal to submit to authorize Company security personnel in the conduct of their business.**

##### **B. SECONDARY OFFENSES**

**1. Carelessness in the proper safekeeping or disposition of the Company documents.**

**2. Maliciously implicating another employee for any reason whatsoever.**

**3. Abusive use of Company materials and supplies.**

**4. Willful carelessness in the use of Company property.**

### **C. GRAVE OFFENSES**

1. **Carrying deadly weapons within the Company premises with or without formal authority, displaying such with intent to intimidate.**
2. **Unauthorized disclosure of confidential information on Company operation leading to the disadvantage of the Company.**
3. **Directly or indirectly tampering with Company equipment, records, and documents with the end purpose of defrauding the company.**
4. **An act of theft.**
5. **Knowingly giving false or misleading information in applying for employment as a result of which he secures employment; or if employed, giving false or misleading information such as work experience to qualify for any preference of benefit from the Company.**
6. **Falsifying time cards or any other time-keeping records or drawing salary or allowance by virtue of falsified time cards, vouchers, receipt or the like.**
7. **Concealing defective work which directly results in prejudice to the Company.**
8. **Misappropriating Company funds or failing to turn over to the Company, within the stipulated period, any money of whatever currency of or amount, given by a client or his representative for the Company.**
9. **Soliciting or receiving any benefit whether directly or through another in order to perform an act which shall be prejudicial to the company.**
10. **Exercising an act of authority under false pretenses.**
11. **Tampering, changing or altering any Company memo, letter, documents or records.**
12. **Forging the signature of any employee or official of the Company.**