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eLink Code of Discipline and Ethical Standards



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Amendment History		
Version	Change	Reason
1.0	Origination	
2.0	<ul style="list-style-type: none">- Added 3.1 and re-numbered- Updated Infraction numbers 1.18, 1.20, 3.2	
3.0	<p>Updated the following:</p> <ul style="list-style-type: none">- Violations Against Company Interest and Productivity- Violations against Good Morals and Behavior	These sections were updated to align the sanctions with the updated Attendance Policies
4.0	Added Section 1.27, 3.11, and 5.17	These sanctions were added and renumbered accordingly



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1.0 Introduction

1.1 Purpose

The Code of Discipline and Ethical Standards (eCODES) is meant to promote and preserve the business interests of eLink Systems & Concepts Corp. (eLink), and to ensure seamless working environment, peaceful relationships to achieve a more robust organization, optimal productivity and efficiency of all employees.

As a legitimate employer, eLink commits to adhere to statutory requirements mandated by law in order that the business prerogatives, interests, and goals will thrive in order to support and promote the well-being of its employees. eLink conducts its business with CONCISE core values.

In a business organization, disciplined coordination is necessary for effective performance. If there is discipline in a business enterprise, the management is able to effectively direct and control the operation of the enterprise so that objectives are attained for the benefit of all concerned, including employees. Employees, in turn, are able to give their best to their jobs, with the least hindrance of discord, and thereby gain the tangible as well as intangible rewards of excellent performance.

The eCODES is intended to guide all employees to be aligned, uniformed and consistent with the basic principle of our Philippine Constitution and the rules and regulations laid down by the company. Furthermore, the rights, duties and responsibilities of both the management and employees are guaranteed to observe due process at all times and comply with the laws of the Philippines and the governing policies in the company.

The eCODES shall serve as the employees' guide for behavior and conduct whilst in the performance of their duties as employees of eLink, whether inside or outside the company premises.

1.2 Scope

This eCODES is germane to all employees of eLink, whether full-time, part-time, fixed-term or project-based.

- Persons with director roles or similar responsibilities. Employees of joint ventures and approved third-party labor providers where eLink has direct management control.
- Employees of new acquisitions - shall serve as the employees' guide for behavior and conduct in the performance of their duties while they are outside Company premises or while attending Company organized or work-related activities; while they are outside Company premises off-duty, provided that the incident is work-



related, or even if not work-related and the same results to damage or prejudice to the Company.

1.3 Terms, Abbreviations and Definitions

Specific terms and abbreviations used in this document are listed in the tables below:

Table 1 Abbreviations

Abbreviations	Definition
APE	Annual Physical Exam
AWOL	Absence Without Leave
CORG	Client and Operation Rules and Guidelines
DIS	Dismissal
IR	Incident Report
HR	Human Resources
NCNS	No-Call-No-Show
NTE	Notice to Explain
NOD	Notice of Decision
PS	Preventive Suspension
SOP	Standard Operating Procedure

Table 2 Term

Term	Definition
AWOL	Absences for at least three (3) consecutive working days without notification (NCNS) of his/her whereabouts shall be considered as Absence Without Official Leave and a Return to Work Notice will be prepared and sent (through email and courier) to employee by HR
Administrative Hearing or Conference	A statutory proceeding that involves a selected panel which is tasked into looking at the evidences, narratives and reports pertinent to a Notice to Explain (NTE) that may lead to Termination of employment. As mandated by law, administrative hearing or conference is also the venue were the accused employee gets to be heard and at the same time questioned regarding the case on hand. The role of the



Term	Definition
	panel is to determine innocence or guilt of the employee based on all evidences. The panel may recommend the sanction or appropriate corrective action. Human Resources (HR) either concurs to reduce or escalate the corrective action.
Incident Report (IR)	A detailed narration in chronological order of the events or incidents documenting the circumstances, date, time and place leading to the perceived eCODES infraction allegedly committed by any employee, client, vendor or visitor of eLink.
Company	eLink Systems and Concepts Corp
Immediate Superior	the officer of the next higher level of authority who normally supervises the employee's work and approves his or her time record or evaluates his or her work performance
Notice of Decision (NOD)	A document containing the resolution or decision as well as the corresponding appropriate disciplinary or corrective action as prescribed in the eCODES. The Company must notify the employee of the decision in writing through this document.
Notice to Explain	A document or show cause letter from the employer which indicates the nature of the offense allegedly committed by an employee, vendor, visitor or client and enumerating among others the alleged violation or infraction, as well as the possible corrective measure that may be imposed for the identified offense/s if found guilty after due process. This NTE provides the employee the opportunity to be heard and defend him/herself from the alleged infractions presented in the document which form part of the due process and legal compliance espoused by eLink
Preventive Suspension (PS)	A temporary removal of an employee charged for violation of company rules from his present status or position based on the definition provided by the Labor Code of the Philippines. The employer may place the employee concerned under preventive suspension if his continued employment poses a serious and imminent threat to the life or property of the employer or of his co-workers.



Term	Definition
	<p>This will be for a maximum of thirty (30) calendar days. A “no work no pay” status will be applied. If the employee was found innocent of all charges enumerated in the NTE, the employee will be paid the working days he/she was put on PS. If found guilty and reinstated, no payment of wages will be paid while on PS.</p> <p>While under PS, access to all areas of the company will temporarily be suspended except in HR. Employee will be directed to coordinate any matter through the HR representative assigned to the case. Laptop and company phone will temporarily be confiscated and access to the company internet site/s will be suspended pending the outcome of the case. PS cannot be charged against the employee's leave credits.</p>

1.4 Reference

Table 3 References

Doc ID	Document
OE-TM-0001	Sign-off Sheet
HR-PO-0003	Attendance Policy
HR-PR-0014	Disciplinary Action Progression Procedure

1.5 Superseded Documents

This policy supersedes HR-PO-0003 Rev 2.0.

2.0 Roles and Responsibilities

2.1 Employee

The Employee has the responsibilities of:

- accepting an Notice to Explain (NTE) issued to her/him, and
- providing explanation to the received NTE,



2.2 Immediate Superior

The Immediate Superior has the responsibilities of:

- Doing coaching with any team member regarding an infraction committed, and
- Discussing with Human Resources (HR) any decisions on final sanctions before Notice of Decision (NOD) is issued to the employee.

2.3 Human Resources Department

The HR Department has the responsibilities of:

- Verifying any incident report sent to HR,
- Issuing corresponding NTE,
- Discussing any decisions on final sanctions with the Immediate Superior before issuance of NOD, and
- Keeping and tracking records related to eCodes infractions.

3.0 General Guidelines

An employee-committed infraction of any of the provisions of this eCODES will always be accorded due process. Wherein, the erring employee is given the privilege to be notified of the infraction committed, the right to be heard and defend himself/herself either personally and/or with the assistance of a representative who is coming from the same office and to know the infraction committed and the possible sanction that commensurate the violation made. An employee has the right to be notified with a written decision by Human Resources.

- A. An **Incident Report** must be submitted as an initiating document, and forwarded to the supervisor or manager of the erring employee.
- B. Determine any reasonable cause to initiate a case based on the alleged IR which will include the possible severity and impact to the organization as well as for monitoring purposes.
- C. Further investigation may be conducted to validate information found in the IR prior to serving an NTE. This may require coordination with other departments as needed.
- D. The Immediate Superior shall coordinate with HR in validating the allegations found in the IR. If found to have probable cause, the Immediate Superior may proceed to issue **Notice to Explain** to the employee who allegedly committed the infraction.



- E. For Light and Minor infractions, the immediate superior of the erring employee may serve the NTE. The erring employee shall be given five **(5)** calendar days to respond through a **Written Explanation**.
- F. For Major and Grave Infractions, the immediate superior will prepare the IR, and other supporting documents and give it to HR. HR will make the assessment if there is a probable cause. Once a probable cause is established, an NTE with a Notice of Administrative Hearing or Conference tentative date will be issued. The schedule of the Conference shall not exceed seven **(7)** business days from the date of NTE issuance.
- G. If, based on the results of the NTE and/or Administrative Conference, there is no sufficient evidence to impute liability on the employee, then an NOD shall be served by HR to the respondent employee.
- H. Refusal to acknowledge or receive the NTE does not exempt the employee from going through the process as well as the required five **(5)** calendar days to respond in writing. One impartial employee will be asked to witness the refusal of the employee receiving the NTE and sign off on the NTE. The issuance of the NTE will be considered tendered and served to the employee.
- I. To protect the interest of the Company, an erring employee may be placed on PS at any stage of the investigation of not more than thirty **(30)** calendar days if his/her continued presence within the company premises signifies a threat or serious damage to the property, interest, or co-workers while the investigation for disciplinary action is in progress. The decision of the implementation of the PS shall be determined by HR with the recommendation of his/her Immediate Superior. In the event that the employee is found not guilty, he shall be entitled to pay and other benefits he/she lost during the period covered by the PS.
- J. During an Administrative Conference, HR shall be an impartial, third party participant acting as Facilitator. The Administrative Panel shall be composed of two **(2)** employees holding positions one level higher or more from that of the accused employee (Supervisor and/or Manager).
- K. HR will conduct the Administrative Conference with the summary of the events based on the IR, NTE, alleged violation and probable sanction. Rules and proceedings that govern the Administrative Conference will be explained to both the accused employee and the panel members. Recording of the proceedings must be done to ensure proper documentation, with the approval of the parties in the Administrative Conference.
- L. Another member of the HR team shall act as the minute meeting transcriber. He/She shall also be responsible in transcribing critical information from the recording during



the Administrative Conference. An outline of critical conversations or discussions and arguments will be summarized and have all participants sign-off. Any dispute will be checked and validated in the recording.

- M. After the Administrative Conference, the panel will convene to discuss the merits of the case, and make a vote as the basis of the decision. The majority vote will prevail at all times. However, in the event of a tie, the HR representative will have to cast a vote. The panel report should be released within three **(3)** business days from the date of the Administrative Conference.
- N. If a decision of guilty has been reached after taking into consideration all documents, testimony, mitigating and aggravating circumstances of the case, the panel shall be asked to recommend the appropriate sanction. HR will evaluate and would either concur or not depending on potential legal risks to the company.
- O. Once a decision has been made, HR shall draft the NOD. Signatories for the NOD are the Supervisor, Manager and the HR representative. The NOD shall be released within five **(5)** business days from release of the panel report.
- P. Serving of Termination shall be done during official working hours and working days with at least one **(1)** witness. Effective date of termination will be the same day as the serving of the NOD.
- Q. Clearance of the Terminated employee shall be handled by HR in coordination with the supervisor or manager.

4.0 Classification of Infractions

Table 4 Class of Infraction

Class of Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense
Light (A)	1 st Written Warning (1WW)	2 nd Written Warning (2WW)	Final Written Warning (FWW)	Dismissal (DIS)
Minor (B)	Written Warning (WW)	Final Written Warning (FWW)	Dismissal (DIS)	
Major (C)	Final Written Warning (FWW)	Dismissal (DIS)		
Grave (D)	Dismissal (DIS)			



5.0 Prescriptive Periods

Except for terminable infractions, the count of days for the prescriptive period will start on the day of issuance of the corrective measure of the first occurrence. Cleansing period is as follows:

Table 5 Prescriptive Periods

Infraction	Definition
Light	Three (3) months
Minor	Six (6) months
Major	Twelve (12) months
Grave	Not Applicable, Dismissal for Cause

6.0 Infractions

Table 6 Class and Description of Infraction

1. Violations Against Company Interest and Productivity		
Reliability, trustworthiness, efficient and effective service are the trademarks that eLink adheres to in order that we establish our consistent delivery of excellent service to our customers, clients and stakeholders. Thus, basic observance of our schedules and attendance clearly paves the way for a productive company which translates to a successful company. For continuous improvement, the Company expects feedback from everyone and encourage all its employees to seek assistance in delivering excellence.		
Section	Class	Description of Infraction
1.1	B	Unauthorized Absence (whole): Failure to file a proper Leave of Absence, non-compliance of notification requirements, lack of documentation, and other analogous cases, in violation of the prevailing Attendance Policy.
1.2	B	No-Call-No-Show (NCNS).
1.3	B	Non-adherence to break schedules, over break and other non-conformance with assigned schedule breaks.
1.4	C	Malingering or pretending to be sick, giving false excuse to avail of a sick leave of absence.
1.5	D	Abandonment of work - the deliberate and unjustified refusal of an employee to resume his employment.
1.6	D	Absence without leave (AWOL) is when an employee is absent and has not followed internal company guidelines on leave.



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Section	Class	Description of Infraction
1.7	D	Any form of fraud or any attempt to violate or circumvent the Company's productivity measurement or system.
1.8	D	Time padding, tampering of time records or any fraudulent act that would result in circumvention of employee's time records.
1.9	D	Gross negligence in the performance of their duties that would impact huge financial losses, infringe on the branding and reputation of the company.
1.10	C	Engaging in selling of goods within the company premises or indulging in non-work-related activities during working hours.
1.11	D	Negligence in the performance of assigned duties resulting to significant business impact and losses.
1.12	D	Non-compliance of any work-related orders or directives by immediate superiors or superiors.
1.13	D	Willful disobedience of orders and memorandum for transfers of work assignment, shift schedule, reassignment of new position, and assignment of new tasks, processes and procedure of superiors with no valid reason for transfer.
1.14	B	Sleeping during work hours.
1.15	C	Unauthorized transfer of transactions/calls to another employee or department.
1.16	D	Unacceptable behavior towards the customer/s which could be prejudicial to the reputation of the Company, clients, vendors and employees.
1.17	D	Transaction/call avoidance or dropping of transactions/calls. Camping or staying on the line when not needed (Unnecessary playing of voicemail recordings).
1.18	D	Refusal to help or provide resolution to customers when required as a standard operating procedure.
1.19	D	Allowing or persuading another to attend to a transaction, answer or take calls on his or her behalf without authorization from his/her immediate superior or manager – vice versa.
1.20	D	Use of profane language, verbal, written or typed, whether or not it was directed to the customer or caller.
1.21	D	Inappropriate/unauthorized use of customer information including but not limited to credit card information and phone numbers.



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Section	Class	Description of Infraction
1.22	C	Improper use of company time and property for personal advantage and/or purposes.
1.23	C	Rudeness and disrespect towards customers and/or callers.
1.24	C	Assigning by a superior employee of a personal task to subordinate, which is unrelated to or counterproductive to the latter's Company functions.
1.25	D	Serious misconduct or willful disobedience and/or Insubordination by the employee of the lawful orders or instruction of his superior.
1.26	D	Engaging in a situation that includes but not limited to activity, business, event, or vendor related, that is conflict of interest to the nature, services or products offered by the Company.
1.27	B	Failure to follow-up an update/reply about a situation which includes but not limited to process issue, customer complain, customer inquiry or business need that results to significant business impact and losses.
1.28	D	Committing other acts or omissions similar or analogous to any of the above enumerations that are not embraced by the foregoing provisions regardless of whether such acts cause actual damage and/or loss to the interest of the Company.

2. Violations Against Health, Safety and Sanitation

Health, safety and security is ensured with the cooperation and collaboration of everyone based on the training processes and procedures on proper hygiene, safety and security measures of the company.

Section	Class	Description of Infraction
2.1	A	Improper or unsanitary use of company facilities.
2.2	A	Littering within company premises. Failure to maintain the proper housekeeping and clean condition of one's work area.
2.3	A	Eating/drinking in unauthorized eating/drinking areas.
2.4	B	Reporting for work when found to be unfit due to illness.
2.5	C	Smoking in prohibited areas.
2.6	C	Refusal to be subjected to health screening, physical, drug and/or medical examination.



2. Violations Against Health, Safety and Sanitation

Health, safety and security is ensured with the cooperation and collaboration of everyone based on the training processes and procedures on proper hygiene, safety and security measures of the company.

Section	Class	Description of Infraction
2.7	A	Failure to bring/wear company ID inside company premises during working hours.
2.8	D	Committing other acts or omissions similar or analogous to any of the above enumerations that are not embraced by the foregoing provisions regardless of whether such acts cause actual damage and/or loss to the interest of the Company.

3. Violations Related to Performance

The success of eLink is dependent on the performance of its employees whether they are the front liners, support, operations or the back office. Thus, employees clearly understand that their output and productivity directly affect the business as a whole. Everyone is enjoined to give their best at what they do, and the Company will do its part in nurturing the employee's success. For continuous improvement in performance, the Company expects feedback from everyone and encourage all to seek help in delivering excellence.

Section	Class	Description of Infraction
3.1	B	Failure to attain a satisfactory grade/rating of the KPI scorecard within established periods as explained or agreed upon. Otherwise if no pre-established standard has been set, failure to meet a Satisfactory Rating in the last three (3) performance rating cycle.
3.2	C	Failure to attain a satisfactory grade/rating of the values scorecard within established periods as explained or agreed upon. Otherwise if no pre-established standard has been set, failure to meet a Satisfactory Rating in the last two (2) performance rating cycle.
3.3	C	Failure to follow standard operating procedures (SOPs) and/or negligence in the performance of work.
3.4	D	Working for a competitor or into the business that is directly or indirectly in competition to the nature of business of the company.
3.5	D	Not meeting the required standards of his/her work role and function after given due support for enhancement and improvement, PIP, and Company's performance metrics for two performance review periods.
3.6	B	Refusal to accept change of shift, transfer of work station, and/or reasonable mandatory overtime work.
3.7	D	Failure to liquidate cash advances within the required period from the fulfilment of the activity or event for which the cash advance was made.
3.8	C	Use of unauthorized spiel or scripting, and/or non-compliance to standard transaction/call flow/process.
3.9	C	Non-dissemination of company policies, work rules and procedures and the like to employees under his/her supervision.



3. Violations Related to Performance

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Section	Class	Description of Infraction
3.10	C	Non-disclosure of any violation of company policies among employees under his/her supervision and not reporting or preventing the same.
3.11	C	Failure to escalate a situation which includes but not limited to process issue, customer complain, customer inquiry or business need that results to significant business impact and losses.
3.12		Violation of Client and Operation Rules and Guidelines * Sanction based on CORG

4. Violations Against Property

For an efficient work environment, effective housekeeping is a responsibility of everyone in the workplace. The adequacy of good maintenance of the tools needed for the facilities and the business itself will help support and boost revenues that will provide for the welfare of the employees and sustain the company as well.

Section	Class	Description of Infraction
4.1	B	Holding unauthorized meetings within company premises.
4.2	B	Vandalism and/or unauthorized posting, removing, and/or altering of official printed materials on/from bulletin boards and other company property.
4.3	C	Failure to comply with the procedures and guidelines imposed by the Company which may or may not result to serious damage to the customer, client and or the company and its stakeholders.
4.4	B	Moving of any property, accessories, equipment without proper authorization and approval from property custodian.
4.5	C	Use of company equipment and/or property for activities not related to work.
4.6	D	Destruction, alteration, abuse, defacement, selling and/or tampering of company property and/or equipment either due to negligence or intentional acts.
4.7	D	Committing other acts or omissions similar or analogous to any of the above enumerations that are not embraced by the foregoing provisions, regardless of whether such acts cause actual damage and/or loss to the interest of the Company.



5. Fraud and Violations of Trust and Confidence		
eLink gives their implied trust and confidence to each and every employee in the organization. It is a given rule the we conduct ourselves with genuine respect, reasonable empathy, integrity, and proper care in attending to the obligations and responsibilities assigned to us. Obligations and responsibilities include but is not limited to DITL, assigned task and SOP, following Company culture.		
Section	Class	Description of Infraction
5.1	C	Borrowing/lending money, goods or merchandise from clients, suppliers and/or co-employees that violate public morale or are otherwise disruptive to productivity.
5.2	D	Non-disclosure of romantic relationship between employees regardless of rank or position within the company; or violation of company rules on fraternization or involvement with colleagues, whether or not these may have the effect of conflict of interest.
5.3	D	Deliberate and/or undisclosed seeking of direct employment with the client or competitor/s.
5.4	D	Performing one's duty with grave abuse of authority or discretion resulting in damage or prejudice to the Company or any employee.
5.5	D	Logging in and/or logging out for others.
5.6	D	Falsification, use and/or submission of falsified data, records, documents and information.
5.7	D	Obtaining company materials or supplies fraudulently and/or without authorization.
5.8	D	Making false and/or malicious statements, initiating and/or engaging in dubious schemes that are potentially damaging to a fellow employee, the client, customers, vendors and/or guests or damaging to the company's reputation verbally, written or posts in all social media forms.
5.9	D	Unauthorized disclosure of confidential information acquired including but not limited to company records, documents, plans, strategies, financial statements, market studies, survey data and/or similar materials.
5.10	D	Deliberately accessing restricted/confidential information.
5.11	D	Divulging of salary, compensation package, and other remuneration information.
5.12	D	Any act/s of fraud or willful breach by the employee of the trust reposed in him by management or by its duly authorized representative.
5.13	C	Gross or habitual neglect in the performance of assigned duties separate and distinct from the performance scorecard.
5.14	D	Restraining, coercing, with threat or intimidation, another employee from testifying during administrative investigation.
5.15	D	Failure or refusal to cooperate or testify in Company investigations or any form of obstruction of justice.
5.16	D	Knowingly furnishing false, misleading or grossly inaccurate data or information to persons duly authorized to receive the same.



5. Fraud and Violations of Trust and Confidence

eLink gives their implied trust and confidence to each and every employee in the organization. It is a given rule the we conduct ourselves with genuine respect, reasonable empathy, integrity, and proper care in attending to the obligations and responsibilities assigned to us. Obligations and responsibilities include but is not limited to DITL, assigned task and SOP, following Company culture.

Section	Class	Description of Infraction
5.17	D	Furnishing misleading or grossly inaccurate data or information to persons duly authorized to receive the same.
5.18	D	Providing false or misleading information or documents to seek or qualify for any employment preference or benefit from the company.
5.19	D	Making false claims for reimbursements, false statements in employment record, false testimony in Company investigations and/or any form or dishonesty and forgery.
5.20	D	Entering into contracts with any party or vendor and/or signing any type of agreement in behalf of the company, without being duly authorized to do so, whether or not there is benefit to be gained.
5.21	D	Encouraging, coercing, inciting, bribing or otherwise inducing any employee to engage in any practice in violation of the Company rules.
5.22	D	Spying or maliciously obtaining information from the company confidential records, for purposes of discrediting the company or transmitting the same to others to the prejudice of the company. This also covers the act of inducing co-employees to perform such violation.
5.23	D	All other acts that violate the confidential nature of his employment which may or may not cause or tend to cause damage or prejudice to the company.
5.24	D	Commission of any act of dishonesty or any act that breaches the trust and confidence conferred by the Company.
5.25	D	Theft or misappropriation of Company funds, or attempt thereof.
5.26	D	Committing other acts of fraud not embraced by the foregoing provisions, regardless of whether such acts cause or tend to cause material, fiscal, financial or monetary damage or loss to the Company.

6. Violations against Good Morals and Behavior

We value good behavior in the workplace. Every employee must treat each other with utmost respect, observe our workplace ethics and preserve each other's dignity. This responsibility extends to our clients, customers, visitors and stakeholders.

Section	Class	Description of Infraction
6.1	A	Inappropriate and/or indecent clothing or grooming. None compliance to the company's Dress Code. Monday: Corporate Attire Tuesday to Thursday: Smart Casual Friday: Dress Down



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Section	Class	Description of Infraction
6.2	C	Disorderly conduct of any kind, use of profane and/or offensive language during work hours or while inside company premises and other outside company activities.
6.3	C	Possession and/or display of pornographic materials whether in print or electronic format or any other form within company premises.
6.4	C	Engaging in gambling activities within company premises. Gambling, betting, and conducting lottery or other similar acts during or after working time and/or inside company premises.
6.5	C	Utterance of invectives, obscene, offensive and insulting words or willful disrespect by the employee on the honor or person of his fellow employee, superior, company executive, vendor, client or customer.
6.6	C	Disrespect towards superiors, co-workers, clients, customers and other business contacts.
6.7	D	Immoral conduct or indecency including offensive jokes and/or language and other such type of statements that may potentially be harassing to co-employees and management.
6.8	C	Use of abusive, offensive, defamatory, threatening, offensive, bigoted, hateful or racially offensive statements in e-mail or oral or written defamation in forms such as but not limited to emails, letters, SMS, social media posts, casual conversations and/or other forms and/or venues of communication, directed towards the Company, its employees, customers, clients, vendors, service providers, stakeholders and/or other contacts.
6.9	C	Disrespect towards superiors, co-workers, clients, customers, service providers and/or other business contacts whether within company premises or otherwise (e.g., in the payroll bank branch, in government offices, etc.)
6.10	C	Executive complaint/escalation filed against any employee by external entities including but not limited to suppliers, service providers, customers, guests and/or clients.
6.11	D	Committing acts of discrimination.
6.12	D	Bribing or accepting money, services and/or goods in exchange for promotion, favors and/or other advantages.
6.13	D	Moonlighting or holding dual employment without management authorization.
6.14	D	Inciting, provoking or participating in riots and/or disorder.
6.15	D	Commission of a crime or conspiring with others to commit any act against others in violation of Philippine laws.



6. Violations against Good Morals and Behavior

We value good behavior in the workplace. Every employee must treat each other with utmost respect, observe our workplace ethics and preserve each other's dignity. This responsibility extends to our clients, customers, visitors and stakeholders.

Section	Class	Description of Infraction
6.16	D	Fighting with, arguing with, threatening, intimidating, coercing, insulting, provoking a fight and/or attempting to inflict injury on any employee, client, customer, supplier and/or company guest.
6.17	D	Offering, soliciting or accepting bribes, whether in money or in kind, in connection with one's work.
6.18	D	Any other form of harassment including those defined under the Anti-Sexual Harassment Act in any form or medium.
6.19	D	Engaging in the same business activities that are of the same nature with the operations or business of the Company unless otherwise declared and approved, in violation of the Company's Non-Compete policy.
6.20	D	Oral defamation including but not limited to sending emails, letters and other forms of communication and/or rumor mongering.
6.21	D	Unauthorized participation or involvement in any business transaction involving any vendor, client, customer, personalities or business enterprise with which the company has commercial dealings.
6.22	D	Acts of immorality, having or engaging in extra-marital affairs and other analogous immoral acts with co-workers in the office as it is a gross violation of the company policy.
6.23	C	Unauthorized solicitation of funds or collection of contributions, or Company's interest and/or without authority.
6.24	D	Committing other acts or omissions similar or analogous to any of the above enumerations that are not embraced by the foregoing provisions, regardless of whether such acts cause actual damage and/or loss to the interest of the Company.

7. Violations Against Health, Safety and Security

It is vital to protect our business and employees with the compliance of guidelines in health, safety and security in the workplace. The cooperation of everyone in adhering to our rules and guidelines in proper hygiene, security and safety measures are basic tenets that must be duly observed.

Section	Class	Description of Infraction
7.1	A	Failure to bring/wear company ID inside company premises during office hours.
7.2	C	Refusal to be subjected to reasonable searches upon entry or exit including presentation of ID, bag or body search or frisking, by authorized representatives of the company as dictated by the inherent right of Management to protect its people and property.



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Section	Class	Description of Infraction
7.3	C	Failure to report within a 24 hours' time frame any significant security incident.
7.4	C	Using equipment or materials in a manner not according to their intended purpose.
7.5	C	Failure to observe company rules on health, safety and security which may or may not result to damage within the company premises and or outside during company activities.
7.6	C	Defacing or destroying company ID.
7.7	D	Failure to report theft or loss of company assets and/or property within 24 hours upon discovery.
7.8	D	Failure to report to persons of authority found items whether of the Company, clients, suppliers, and/or co-employees within 24 hours of discovery.
7.9	D	Unauthorized opening, use and/or accessing of other employee's locker/s, pedestals, lateral, or any other storage equipment assigned to another employee.
7.10	D	Usage, selling, buying, passing and/or possession of prohibited drugs and other such substances inside and/or outside company premises and violation of the Drug Free Workplace Act.
7.11	D	Allowing unauthorized persons to use company premises, facilities, and other company property without proper authorization.
7.12	D	Tampering of ID card and/or proximity card.
7.13	D	Unauthorized entry or attempted entry into general and/or restricted areas.
7.14	D	Unauthorized sharing or loaning of one's access code/s and/or other personal access, credential/s and password/s to another employee.
7.15	D	Use, abuse, selling, buying, passing, and/or possession of alcohol inside company premises and outside company activities without authorization.
7.16	D	Loaning of ID and/or proximity card to external parties without just and valid authorization.
7.17	D	Theft, robbery, pilferage whether committed against the Company, employees, clients, visitors, suppliers, vendors or guests.
7.18	D	Unauthorized possession of firearms, bladed weapons, explosives and other dangerous paraphernalia anything similar within the company premises.
7.19	D	Non-disclosure of conviction of any criminal offense.



7. Violations Against Health, Safety and Security

It is vital to protect our business and employees with the compliance of guidelines in health, safety and security in the workplace. The cooperation of everyone in adhering to our rules and guidelines in proper hygiene, security and safety measures are basic tenets that must be duly observed.

Section	Class	Description of Infraction
7.20	D	Conviction of any criminal offense under Philippine Laws, regardless of the penalty.
7.21	D	Committing en flagrante an act constituting a crime against persons or property within the premises of the Company, regardless of whether or not an actual criminal complaint was lodged by the victim.
7.22	D	Losing and/or unauthorized replacement of company equipment and/or property.
7.23	D	Failure or refusal to abide and follow safety and security policies like company APE or random drug testing.
7.24	D	Non-disclosure of contagious illness which will pose a threat to the health and welfare of the other employees.
7.25	D	Reporting for work under the influence of liquor or illegal drugs and /or proven dependency on illegal drugs.
7.26	D	Committing other acts or omissions similar or analogous to any of the above enumerations that are not embraced by the foregoing provisions, regardless of whether such acts cause actual damage and/or loss to the interest of the Company.

8. Violations Against Data and IT Policies

Information security, Data Information and the implementation of technology to boost organizational performance are important tools in the business thus, it is imperative to safeguard it.

Section	Class	Description of Infraction
8.1	A	Failure to log out or lock the computer after one's shift.
8.2	C	Posting, downloading, uploading, saving or transmitting chain letters or similar e-mail messages, pyramid schemes or letters, Forgeries and spoofing (IP, e-mail, etc.).
8.3	C	Offering or soliciting material/s which might be deemed illegal, obscene posting or transmitting unauthorized advertisements, promotions or solicitations.
8.4	C	Transmittal of unauthorized non-business related commercial and/or personal advertisement, solicitation or promotional materials.
8.5	D	Posting, downloading, uploading, saving or transmitting unauthorized sexually explicit, indecent or obscene images.
8.6	D	Accessing unauthorized and/or inappropriate websites non-work related.



8. Violations Against Data and IT Policies

Information security, Data Information and the implementation of technology to boost organizational performance are important tools in the business thus, it is imperative to safeguard it.

Section	Class	Description of Infraction
8.7	D	Altering electronic messages of others and/or the attachment/s, without the author's authorization.
8.8	D	Failure to comply with the procedures and guidelines imposed by the Data Privacy Act, company Data, Information & Technology and for Security which may or may not result to serious damage to the customer, client and or the company.
8.9	D	Bringing in and/or using of mobile phones, laptops, USB devices, disks, CDs, other data-capture devices, other internet-connectivity, capable devices, and other electronic devices within the company premises including but not limited to production floors without proper authorization and/or clearance from the IT Department.
8.10	D	Installation and/or running of unauthorized or non-work related software, applications and/or programs.
8.11	D	Downloading and/or running of unauthorized and non-business related materials, applications and /or programs.
8.12	D	Unauthorized creation and/or keeping copies of classified information and confidential files, databases and other types of electronic record(s) and all proprietary materials owned by the company owned by the Company without proper authorization.
8.13	D	Accessing or creating fraudulent, harassing, embarrassing, sexually, explicit, profane, derogatory, defamatory and unlawful posts in all social networks such as but not limited to FB, Twitter, and Instagram, Company or client websites.
8.14	D	Accessing the computer system and/or email accounts of others without proper authorization.
8.15	D	Divulging or sharing user/login names, passwords and other confidential access codes/credentials.
8.16	D	Transmission of any type or quantity of computer viruses and other hack codes which may cause disruption of services or create unnecessary data/system traffic and downtime.
8.17	D	Copying software and other license or copyright-protected programs, applications owned by the Company.
8.18	D	Unauthorized use of computers, equipment, information technology resources to access sites or download files, which are non-work related.
8.19	D	Use of profane language, verbal, written or typed, whether or not it was directed to the customer or caller in print or personal computers or other media.
8.20	D	Inappropriate/unauthorized use of customer information including but not limited to credit card information and phone numbers.
8.21	D	Committing other acts or omissions similar or analogous to any of the above enumerations that are not embraced by the foregoing



8. Violations Against Data and IT Policies

Information security, Data Information and the implementation of technology to boost organizational performance are important tools in the business thus, it is imperative to safeguard it.

Section	Class	Description of Infraction
		provisions, regardless of whether such acts cause actual damage and/or loss to the interest of the Company.

7.0 Reservation

These rules and regulations are not all-inclusive and are not intended to cover all Company rules and regulations, but are intended to define basic policies. Therefore, other rules and regulations may be subsequently issued from time to time through memorandum.

Moreover, nothing herein shall restrict Management's right and prerogative to take disciplinary action against any employee for any act which, although not specifically mentioned in this manual, are contrary to subsisting Company policies or even if there are no such policies, inimical to the Company or prejudicial to its interests or punishable under the Labor Code, other applicable laws and the pertinent Supreme Court rulings.

8.0 Amendments and Revisions

Any revision or amendment shall be in writing and shall be communicated to all employees through a Memorandum and will form as an Addendum to the eCODES.

9.0 Date of Effectivity

This Code of Discipline and Ethical Standards shall commence on April 1, 2020 and should be reviewed annually or as the need arises.

10.0 Acknowledgment

I acknowledge that I have received, read and understood fully the Company Code of Discipline and Ethical Standards (eCODES). I shall not in any way share, copy or transmit this document without prior approval from the Management.

I understand that this eCODES represents only current policies and procedures. It is my responsibility to keep myself informed of any changes from Memorandum, Notices and the like. The Company reserves the right to change, modify or amend the policies in this Code at any time, as it deems necessary.



I further understand that this eCODES does not create a contract of employment between the company and me

(Printed Name)

(Signature and Date)