



EMPLOYEE'S HANDBOOK 2023

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MESSAGE FROM THE PRESIDENT

We, Tsukiden Electric Industries Philippines, Inc. is committed to be a team of professionals.

Even though the company is still small and only starting, each member must work to have consciousness as professionals at all times.

As professionals, we are expected to think systematically to overcome any difficulties in work. This is to pursue customer satisfaction and delight at the highest level. Satisfaction and delight in the core of manufacturing business - Quality, Cost and Delivery. Through this, we will be known and will become competitive as a company in the Philippines.

Through daily works, each individual is required to stand out and contribute in the prosperity of our society and be part of the foundation of friendship between the Philippines and Japan.

TOYOJIRO NAGAI
President

COMPANY PROFILE

The Company was incorporated in March 11, 2014 which main business scopes are the Turn Key products from Tsukiden Electronics Philippines, Inc.

Turnkey products being referred to are the products being managed and produced from the sources of its raw materials up to its actual assembly process until its completion as required by the customer.

Customers of Tsukiden Electric Industries Philippines, Inc. (TEIPI) as its start up Production are the following:

1. Mitsubishi Hitachi Power Systems, Ltd (MHPS)
2. Mitsubishi Hitachi Power Systems – Control Systems, Ltd (MHPSCS)
3. Applied Electronics Corporation

In 2019, our company welcomed its new customer Japan Cash Machine (JCM) and up to date, TEIPI is establishing its platform to enable and execute its ultimate vision of **PROVIDING CUSTOMERS WHAT THEY NEED.**

Our Vision:

- To be the preferred company that provides competitive and high value-added manufacturing services.

Our Core Values:

- Customer Focus
- Honesty
- Integrity
- Respect to individual
- Commitment

QUALITY POLICY

Tsukiden Electric Industries Philippines Inc., being a preferred Manufacturing Service provider, is committed to customer satisfaction through our quality products and competitive value-added services.

1. Our quality objectives aim to meet:

- a. Customer requirements
- b. ISO Quality Management System requirements:
 - ISO 9001:2015
 - IATF 16949:2016

2. We provide competitive value-added services by:

- a. Continuously reducing the time required of the activities we do: decreasing manufacturing to market time span.
- b. Partnering with our customers and suppliers, high flexibility in our relations and foregoing short term for long term objectives.
- c. Continuously upgrading our skills to meet the rapid changes in demands of our customer and their market.

3. Employee commitment and adherence to our FY2023 Quality Slogan.

President's Slogan

"IKI KENKOU", Be in high splits and struggle together

Employee's Slogan

"Let Quality be our identity."

This Quality Policy will be communicated and implemented throughout the company. Its content will be made to be understood by all employees and will be reviewed to ensure its continuing suitability. It shall be made known to our customer, suppliers and contractors as part of quality commitment and involvement.

CODE OF CONDUCT

The Code of Conduct is created to be the employee's guide in establishing a fair process of deliberation to come up with a just and reasonable decision.

All employees are encouraged to read and understand its contents for awareness and understanding. Management on the other hand shall be available to guide and assist you for any clarification.

THE MANAGEMENT

Scope

The Code of Conduct shall apply to **ALL EMPLOYEES** of Tsukiden Electric Industries Philippines, Inc. This Code supersedes all current policies, rules, and regulations not in accordance with or contrary to it. Specific policies that are peculiar or not covered by this Code must be established by each respective company based on their actual needs and organizational setup.

Definition of Terms

When this code is used, the following words shall mean:

1. **LEADER** - An officer of the company; any employee exercising managerial or supervisory functions.
2. **IMMEDIATE SUPERIOR** - One who, in relation to another employee is higher in rank or job level and exercise authority over the employee.
3. **SUBORDINATE** - One who, in relation to another employee is lower in rank or job level and is subject to the authority over the superior.
4. **EMPLOYEE** - A person employed by the company in any capacity, which include officials and rank and file workers whether contractual, probationary or regular.
5. **GRAVITY OF OFFENSE** - The seriousness of the nature of offense or the seriousness of the consequences of the offense.
6. **MITIGATING CIRCUMSTANCES** - Those circumstances by which sanctions are lessened for the person who incurred the offenses.

Example of Mitigating Circumstances:

- a. Confession or acknowledgement of an offense. However, repetition of the same offense although admitted is not mitigating but instead shall be considered an aggravating circumstance.
 - b. Accessory to the commission of the violation.
 - c. Reacted only to defend him and others.
 - d. With good intentions.
7. **AGGRAVATING CIRCUMSTANCES** - Those circumstances by which sanctions are increased or more severe for the person who incurred the offenses.

Example of Aggravating Circumstances:

- a. Habitual offenses.
 - b. Deliberate acts.
 - c. Acts committed under the influence of liquor/intoxicating drinks or other prohibited drugs.
8. **SUSPENSION** - A sanction that bans the concerned employee who committed a violation / offense not to report for work for a specified period of days without pay. Employee is not permitted to enter company premises.
9. **PREVENTIVE SUSPENSION** - A decision of management to prevent the employee not to report for work for specified days with the intention of the authorities to properly conduct an investigation without the presence of the erring employee. HR should be consulted before any preventive suspension is implemented.
10. **TERMINATION** - A sanction or penalty that subjects the employee to the dismissal of his employment due to the severity of his violation.

11. **WRITTEN WARNING** - A pre-cautionary type of sanction informing the employee of his offense.
12. **VERBAL WARNING COUNSEL** - A verbal discussion that deals more on reminding and encouraging the employee to be aware of the consequences of the violation committed.

GENERAL POLICIES AND GUIDELINES

Statement of Policies

It is the policy of the company to:

1. Promote and maintain a work environment that fosters order, decorum and discipline among its employees.
2. Assures that each employee recognizes their duties and responsibilities towards the company and co-employees.
3. Ensures that employees are aware of the proper work standards in their respective positions.
4. Promote peace and harmonious relationship.
5. Correct employee infractions through a fair and just manner.

Summary of Proceedings

1. Investigations and proceedings shall be conducted expeditiously. It should not be influenced by the set administrative rules but instead due process should prevail to protect human rights of the employee.
2. Relevant evidence shall play an important role in the investigation and proceedings are required.

Imposition of Penalties

1. The superior and or a company authority shall initiate the imposition of disciplinary actions in a fair and just manner regardless of the rank or position in the company.
2. Any supervisor is given up to a maximum of 5 days to implement the disciplinary action.
3. A single disciplinary action should be given to an act carrying more than one offense.
4. The decision to be made may be based on the heaviest offense seen in the infraction.
5. Mitigating and aggravating circumstances should always be considered in making the decision.

Rights to be Heard

1. An employee charged with an offense shall be given minimum of 8 working hours to a maximum of 48 working hours depending on the offense made, to answer in writing his explanation of the charges/offenses.
2. After a decision has been discussed to the employee, a right to appeal can be made if the decision is not acceptable to him.
3. A formal writing addressed to the next level superior should be submitted within 24 hours from the discussion of the decision.

4. The concerned manager and HR shall discuss the appeal and make a decision within 24 hours. The decision shall be final and execute.

Responsibility of the Leaders

HR-Employee Relations shall discuss the Code of Conduct to all employees.

1. Supervisors and Managers should understand, properly impose discipline and implement necessary disciplinary action, if required.
2. All leaders (Managers and Supervisors) shall be responsible in handling and implementing any and all types of cases that may need a disciplinary action.
3. Every employee shall be given a copy of the Code of Conduct.
4. HR or Section / Group Head shall make their best efforts to explain its contents.
5. HRD / Employee Relations shall regularly review its contents and review its revisions, if necessary.

Responsibility of All Employees

The employee shall be responsible to:

1. Keep his/her copy of the code of conduct and shall serve as his/her immediate reference in case any abnormality or violation was observed.
2. Report any violation committed of his/her co-employees or immediate superior to HR personnel for enforcement of disciplinary actions. (Any reported violation will be treated with confidentiality)

NOTE: Ignorance of its contents shall not be considered an excuse.

Illegal Acts

The commission of any unlawful act or crime by any employee outside the company premises will be subject to the appropriate disciplinary action.

NOTE: Ignorance of the policies declared in this Code, as well as notices or memoranda that may be promulgated in the future, shall not justify an employee from non-observance or from the disciplinary action to be imposed thereon.

IMPLEMENTATION GUIDELINES

The task of ensuring that this Code will be understood and religiously complied with is collectively entrusted to both the Human Resource Group and the Section/Group where the employee is affiliated.

Human Resource Group will be responsible for the following:

1. Make sure that suitable measures are continuously taken to educate all employees on the policies of this Code;
2. Make sure that suitable measures are continuously taken to insure that the policies of this Code are updated and consistent with the requirements of all operating units;
3. Make sure that suitable control measures are established to assist in the progress of the implementation of corrective actions, to assist erring employees and to continuously forewarn department and division heads on the negative standing, if any, of employees under them; and
4. Prepare all documents and reports as may be needed to efficiently implement provisions of this Code

All managers and supervisors of each section shall be responsible to:

1. Facilitate in collecting and submitting evidence and/or required reports to HR for proper recording and control.

In order to effectively implement the provisions of this code, offenses that incur disciplinary actions are classified under five types of heading: TYPE A, TYPE B, TYPE C, TYPE D and TYPE E. This classification is made in accordance with the disciplinary action that the offense merits.

The penalties, after being served in whatever level of offenses, shall be stricken out from company records based on the following periods:

TYPE A Offenses: One (1) year after serving of penalty

TYPE B Offenses: Two (2) years after serving of penalty

TYPE C Offenses: Three (3) years after serving of penalty

TYPE D Offenses: Four (4) years after serving of penalty

Despite the schedule of penalties, a penalty of dismissal may be commuted by the President to suspension of 30 days, depending on the mitigating circumstances present in each case.

In case the penalty for a TYPE E offense is commuted to suspension, record of offense will be stricken out of the company records three (3) years after serving the penalty.

GUIDE TO TABLE OF OFFENSES

Here is the guide to abbreviations used on the table of offenses:

VW *Verbal Warning*

WW *Written Warning*

SUS 3 Days *3 Working days Suspension*

SUS 6 Days *6 Working days Suspension*

SUS 15 Days *15 Working days Suspension*

SUS 30 Days *30 Working days Suspension*

D *Dismissal*

TABLE OF OFFENSES

ARTICLE I

Offenses against Person

Founded on the principle of Love for People, the rules that follow are intended to encourage everybody towards friendship, respect, and humility, as well as the practice of cheerfulness. All of these are geared towards establishing smooth interpersonal relationships in the workplace, in our families and in the community.

Therefore, behaviors that do not conform to these virtues are as follows:

DESCRIPTION	Sanction						
	VW	WW	SUS 3 Days	SUS 6 Days	SUS 15 Days	SUS 30 Days	D
SECTION 1: Commission of a crime or offense by the employee against Company officers or any immediate							1 st

member of their family of their duly authorized representative. (TYPE E)							
SECTION 2: Inflicting physical injury to any employee or person or having in fact inflicted physical injury while within or outside company property or premises where such outside incident has relation to work or company activities. (TYPE D) Otherwise, if the act merely constitutes an attempt to inflict such physical injury, the offense may be reduced to Type C depending on the nature or gravity of the attempted offense						1 st	2 nd
SECTION 3: Any act constituting threat, intimidation, or coercion against any person, or in any manner unduly interfering with or obstructing plant or company operations or other employees from performing their work while within company property or premises. (TYPE D)						1 st	2 nd
SECTION 4: Fighting or engaging in a fight while within or outside company property or premises or provided such outside incident has relation to work or has arisen while inside company premises. (TYPE D)				1 st	2 nd		3 rd
SECTION 5: Inciting or provoking a fight under the circumstances described in Section 4 above, but where a fight does not actually occur. (TYPE C)				1 st	2 nd		3 rd
SECTION 6: Persistently telling dirty jokes that are found offensive by others within company premises. (TYPE C)				1 st	2 nd		3 rd
SECTION 7: Implicate or involve a co-worker in an offense by planting evidence for the purpose of concealing offenses or misleading investigation. (TYPE E)							1 st

ARTICLE II

Offenses against Company Property

Our responsible dominion over Material Goods requires us to always practice Honesty in its Highest Sense. This also asks to practice justice by respecting the rightful property of our fellow workers and that of the companies we work with.

The following do not conform to the above-mentioned virtues:

DESCRIPTION	Sanction						
	VW	WW	SUS 3 Days	SUS 6 Days	SUS 15 Days	SUS 30 Days	D
SECTION 1: An act of theft, robbery or appropriation for personal gain, benefit or profit of any property of the company or of a fellow employee or a client or customer of the company, regardless of the amount involved. (TYPE E)							1 st
SECTION 2: Swindling or malversation of funds (estafa) or property of the company and/or of a fellow employee							1 st

and/or of a client or of a customer of the company. (TYPE E)							
SECTION 3: Obtaining supplies or materials on fraudulent orders. This involves any other person conniving or in collusion with the employee doing it. (TYPE E)							1 st
SECTION 4: Unauthorized substitution of company material or equipment with another or of poorer quality, or of lesser value. (TYPE E)							1 st
SECTION 5: Alteration or removal, without authorization, of any property of the company, government or of other employees resulting in irreparable damage thereto. (TYPE E)							1 st
If damage is repairable, the penalty is mitigated to Type D.						1 st	2 nd
SECTION 6: Hiding, losing, or misplacing important company records, equipment/tools, resulted to damage to the company or delay on its operations. (TYPE D)						1 st	2 nd
SECTION 7: Using company time and/or material and/or equipment to do unauthorized work within or outside the premises, for personal gain which includes using company time and facilities in personal dealership, selling and other non-work-related activities or doing personal business during working hours. (TYPE D)						1 st	2 nd
SECTION 8: Neglecting or refusing, after due demand or notice, or as provided by existing policies without justifiable reasons, to remit, pay, reimburse or liquidate any money, collection or cash advance, or return and/or deliver goods, stocks or other properties, entrusted to him. (TYPE E)							1 st
SECTION 9: Malicious or willful destruction or misuse of any company property or that of any employee, any client or customer of the company. If the destruction, damage or misuse is committed through recklessness or imprudence, the same shall be classified as Type E offense.							1 st
SECTION 10: Failure by employee/user to immediately report any damage or defects of company machine, equipment, etc. and/or losing of any company property (TYPE A)	1 st	2 nd	3 rd	4 th	5 th		6 th
SECTION 11: Bringing out company provided items intended to be used within the company premises (tools, laptop etc.) without authority or duly approved gate pass. (TYPE A)	1 st	2 nd	3 rd	4 th	5 th		6 th
SECTION 12: Failure to notify company work related accidents and near-miss involving people and/or property within twenty-four (24) hours or failure to make a report or to follow any procedure that may have been given or outlines by the company (TYPE C)				1 st	2 nd		3 rd

SECTION 13: Unauthorized disposal of company property. (TYPE E)							1 st
SECTION 14: Unauthorized bringing of items outside the production area which are to be used and stock only inside the production area. (TYPE B)		1 st	2 nd	3 rd	4 th		5 th

ARTICLE III: Offenses against Company Interest and Policy

This section seeks behavior that manifests Love for Truth. This includes the practice of such virtues as honesty, concern and loyalty towards our company which should go beyond self-interest. This hopes to install a true spirit of service with a high sense of responsibility.

The following do not conform to the foregoing:

DESCRIPTION	Sanction						
	VW	WW	SUS 3 Days	SUS 6 Days	SUS 15 Days	SUS 30 Days	D
SECTION 1: Falsification of documents detailing personal records or data or misrepresentation of any information concerning personal circumstances and qualification. (TYPE E)							1 st
SECTION 2: Falsification or unauthorized alteration of company records and/or using said falsified records for personal gain or benefit. (TYPE E)							1 st
SECTION 3: Any attempt to falsify or pad expense reports, receipts, invoices or any other document, upon which reimbursement is based. (TYPE E)							1 st
SECTION 4: Favoring suppliers, media, customer or any other person in consideration of kickbacks, personal rebates or any valuable consideration. (TYPE E)							1 st
SECTION 5: Offering or accepting anything of value in exchange for a job, work assignment, work location, or favorable condition of employment. (TYPE E)							1 st
SECTION 6: Directly or indirectly requesting or receiving any gift, present, share, percentage or any form of benefit or favor, for himself 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. (TYPE E)							1 st
SECTION 7: Directly or indirectly having financial or monetary interest in any business, contract or transaction in connection with which he intervenes or takes part in his official capacity. (TYPE E)							1 st
SECTION 8: 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 authority by one's						1 st	2 nd

superior or similar acts that go beyond or outside his authority or responsibility, where the interest of the company is prejudiced. (TYPE D)							
SECTION 9: Giving a company ID or identification material to any person not entitled to it or assisting non-employees to enter the company premises and restricted areas without company's permission. (TYPE E)							1 st
SECTION 10: Failure to wear Company ID and wearing altered, deformed, or mutilated uniform <i>while inside the Company premises</i> . (TYPE A)	1 st	2 nd	3 rd	4 th	5 th		6 th
SECTION 11: Giving away or unauthorized disclosure of company trade secrets and/or trade practices or trade processes or any <i>confidential</i> information acquired by his office, or by him on account of his position, to unauthorized persons, or making available such information in advance of its authorized release date and where in the process, the interest of the company is prejudiced. (TYPE E)							1 st
SECTION 12: Loitering, wasting time, leaving the area of responsibility/workplace during working hours without permission from his/her supervisor, or group head or any designated person and/or leaving the company premises without permission at any time before the end of the employee's work shift. (TYPE B)		1 st	2 nd	3 rd	4 th		5 th
SECTION 13: Malingering or feigning illness to avoid doing assigned work or reporting for work. (This includes absence due to Sick Leave but employee is neither at home nor medical institution.) (TYPE B)		1 st	2 nd	3 rd	4 th		5 th
Section 14: Sleeping during working hours or while on duty. (TYPE B)		1 st	2 nd	3 rd	4 th		5 th
SECTION 15: Failure to follow written or oral instructions made by Company superiors, as well as Company memorandum and circulars, (i.e. <i>failure to wash ESD Shoes during monthly washing and fumigation activity, bringing personal belongings inside production area or other restricted areas and bringing food or eating inside production area and other identified prohibited areas, etc.</i>) or failure to perform satisfactory work due to simple negligence. (TYPE B).		1 st	2 nd	3 rd	4 th		5 th
SECTION 16: Causing losses of time and money to the company because of negligence in the performance of official duties, neglect of duty, or persistently doing unsatisfactory work. If the negligence or violation does not result in actual loss or damage to the company, the penalty is TYPE B		1 st	2 nd	3 rd	4 th		5 th
If the amount of loss is more than Php10, 000 or less the penalty is (TYPE C)				1 st	2 nd		3 rd
If the amount of loss is more than Php25, 000 but not over Php100, 000.00, the penalty is TYPE D.						1 st	2 nd
If the amount of loss is more than Php100, 000, the penalty is TYPE E.							1 st

SECTION 17: Causing loss of company time or money because of unauthorized use, operation or possession of machines, tools, vehicles, or equipment or while performing work other than those assigned to him or her (TYPE D).						1 st	2 nd
Where the unauthorized use resulted in irreparable damage to the property, Type E shall be imposed.							
SECTION 18: Failure to wear the required uniforms, PPE's (Personal Protective Equipment) and safety equipment inside the production area. (TYPE A).	1 st	2 nd	3 rd	4 th	5 th		6 th
SECTION 19: Unnecessary interfering with the work of his fellow employee (TYPE A).	1 st	2 nd	3 rd	4 th	5 th		6 th
SECTION 20: Persuading, inducing or influencing another employee to perform an act constituting a violation of this Code or other existing rules and regulations or policies on an office in connection with the duty or function of the latter allowing himself to be persuaded, committed shall likewise be imposed on the person who employed persuasion, inducement or influence. (TYPE C)				1 st	2 nd		3 rd
SECTION 21: Any act of dishonesty in the performance of duty or for any reason to achieve personal interest. (TYPE E)							1 st
SECTION 22: Entering on behalf of the company into contract or transaction manifestly and grossly disadvantageous to the same whether or not the employee profited or will profit thereby. (TYPE E)							1 st
SECTION 23: Initiating or participating any activity of any organization formed within the company for whatever reason without clearance or authorization from the company (TYPE B)		1 st	2 nd	3 rd	4 th		5 th
If the organization formed will jeopardize company interest or smooth operation. (TYPE E)							1 st
<i>SECTION 24: Initiating and/or participating in an illegal strike that resulted to downtime and/or stoppage of company operation. (TYPE E)</i>							1 st
<i>SECTION 25: Unauthorized downloading and installation of computer programs. (TYPE B)</i>		1 st	2 nd	3 rd	4 th		5 th
<i>If the program installed is relating to immoral conducts, refer to Article V. Section 10</i>							

ARTICLE IV

Offenses against Safety, Health, Security and Public Order

Again, because we want to practice the responsible use of resources given to us, our behavior should show proper concern and care for our welfare, that of others, for properties we own or placed under our care and the general public whom we directly or indirectly influence.

The following do not conform to the foregoing:

DESCRIPTION	Sanction						
	VW	WW	SUS 3 Days	SUS 6 Days	SUS 15 Days	SUS 30 Days	D
SECTION 1: Unauthorized possession and carrying/bringing of firearms, explosives or other deadly weapon inside the company premises. (TYPE E)							1 st
SECTION 2: Forced or unauthorized entry into an office or premises of the company during off-hours without committing acts punishable under sections 1, 4, 5 and 8 of Article II hereof. (TYPE C)				1 st	2 nd		3 rd
NOTE: Type E penalty, shall however, be imposed if the entry thereof has been done in order to cover up or attempt to cover up any violation of the rules or commission of felonies.							
SECTION 3: Entering restricted areas without permission. (TYPE C)				1 st	2 nd		3 rd
SECTION 4: Creating or contributing to unsafe and unsanitary conditions inside company premises. (TYPE A)		1 st	2 nd	3 rd	4 th	5 th	6 th
SECTION 5: Violation or failure to follow a general safety rule and/or practice. (TYPE A)	1 st	2 nd	3 rd	4 th	5 th		6 th
SECTION 6: Littering inside the company premises and immediate surrounding area. (TYPE A)	1 st	2 nd	3 rd	4 th	5 th		6 th
SECTION 7: Unauthorized and/or unjustified use of fire protection equipment. (TYPE C)				1 st	2 nd		3 rd
SECTION 8: Operating and/or tampering switches, controls, installations, machines, or equipment without authorization. (TYPE C)				1 st	2 nd		3 rd
SECTION 9: Failure to report immediately a personal injury occurring on company time or property. (TYPE A)	1 st	2 nd	3 rd	4 th	5 th		6 th
SECTION 10: Willful disregard of office directive relating to sanitary conditions, cleanliness and orderliness of the office, security of office supplies and equipment or performing any act contributing to unsanitary condition or practice on company premises or job sites. (TYPE A)	1 st	2 nd	3 rd	4 th	5 th		6 th
SECTION 11: Reporting for work while having a serious contagious disease which may endanger the health of other employees, knowing about it, yet failing to report or willfully withholding information thereof to company authorities. (TYPE D)						1 st	2 nd
If contagious disease is not of a serious nature, Type C penalty will be meted out.				1 st	2 nd		3 rd
SECTION 12: Failure to undergo Annual Physical Examination as scheduled by the company and failure to obey Doctor's order or advice as directed or ordered by the company. (TYPE B)		1 st	2 nd	3 rd	4 th		5 th

SECTION 13: Scuffling, “horsing around”, or throwing things or otherwise wasting time during work hours. (TYPE B)		1 st	2 nd	3 rd	4 th		5 th
SECTION 14: Using or bringing in prohibited drugs inside company premises or in company sponsored activities. (TYPE E)							1 st

ARTICLE V

Offenses against Decency, Good Custom, Honor and Morality

We would like Respect for Human Individuality and Sexuality to pervade in our areas. Alongside this virtue is the observance of modesty, chastity and decency.

The following do not conform to the foregoing:

DESCRIPTION	Sanction						
	VW	WW	SUS 3 Days	SUS 6 Days	SUS 15 Days	SUS 30 Days	D
SECTION 1: Reporting for work while under the influence of liquor and/or intoxicating drinks (TYPE C)				1 st	2 nd		3 rd
And/or prohibited drugs. (TYPE E)							1 st
SECTION 2: Making false, vicious or malicious statement concerning any employee. (TYPE C)				1 st	2 nd		3 rd
SECTION 3: Any act creating offense against honor (libel, defamation, slander) committed while in company premises or in relation to work. (TYPE D)						1 st	2 nd
SECTION 4: Conduct of grossly scandalous or indecent nature or using disrespectful or indecent language in addressing another person on company time or on company property. (TYPE C)				1 st	2 nd		3 rd
Section 5: Any and all acts constituting sexual harassment and/or any motives committed against- The following are acts of sexual harassment: <ol style="list-style-type: none"> 1. Persistently telling dirty jokes to a co-employee who has indicated that he/she finds them offensive (TYPE C); 2. Teasing a co-employee with constant talk of sex or sexual innuendoes (TYPE C); 3. Displaying offensive pictures or publications in the workplace. (TYPE C); 4. Asking co-employee intimate questions on his/her sexual activities (TYPE C); 5. Making offensive hand or body gestures at a co-employee (TYPE C); 				1 st	2 nd		3 rd

6. Making obscene phone calls to a co-employee during and outside work hours, etc. (TYPE C);							
7. Pinching, unnecessarily brushing up against a co-employee's body (TYPE C);							
8. Directing or inducing another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed shall also be liable under these rules. Penalty shall likewise be imposed on the person who employed inducement or cooperated. (TYPE C)							
9. Requesting for dates or favors in exchange for a job, favorable working conditions or assignments, etc. (TYPE D);						1 st	2 nd
10. Touching a co-employee in sensitive parts of his/her body to threats of a sexual nature and actual sexual assault (TYPE E);							1 st
SECTION 6: Attempt to commit or committing any crime against chastity while in company premises or at job sites or committing any act constituting immorality of such scandalous proportions as to offend the moral sensibilities of the community. (TYPE E)							1 st
SECTION 7: Taking part in any gambling, unauthorized lottery, loaning of money with excessive interest rates, or any other game of chance during company time or while within the company premises. (TYPE C)				1 st	2 nd		3 rd
SECTION 8: Conviction of any crime punishable under the Revised Penalty Code of the Philippines and other existing laws of the country. (TYPE E)							1 st
SECTION 9: Any immoral act by the employee either by him or with another person; including but not limited to sexual harassment committed within company property or premises or job sites or during company activities. (TYPE E)							1 st
SECTION 10: <i>Illegal downloading, spreading/sharing of any pornographic videos, photos etc. while inside the company premises and during working hours. (TYPE D);</i>						1 st	2 nd
SECTION 11: <i>Spreading rumours that resulted to conflicts between employees, affecting the company operations.</i>				1 st	2 nd		3 rd

ARTICLE VI: Offenses against Administration

As being subject to authority, we need to understand that each one is a part of something bigger – the Enterprise of which we have the Responsibility to support and the obligation to conform in order to reach its related its goals and vision.

This will require the practice of Order, Self-Discipline, Industriousness and Loyalty, among other virtues necessary to uphold our institution's rights and mandates.

The following do not conform to the foregoing:

DESCRIPTION		Sanction						
		VW	WW	SUS 3 Days	SUS 6 Days	SUS 15 Days	SUS 30 Days	D
SECTION 1: Habitual Tardiness. <i>This is defined as more than 3 instances of unexcused tardiness regardless of how many minutes within a month. (TYPE A)</i> NOTE: Unexcused tardiness are those instances which are not included on the following justifiable circumstances and non-anticipated tardiness such as Typhoon, flood or transportation strikes, vehicular accident (where employee is a passenger) and any untoward incident that may happen when preceding to work.		1 st	2 nd	3 rd	4 th	5 th	6 th	7 th
Section 2: Absence without Official Leave. This is defined as absences which are not properly communicated and documented or disapproved leave by the immediate superior. (TYPE A)								
1 st offense	AWOL for 1 day	1 st						
	AWOL for 2 to 4 days				1 st			
	AWOL for 5 days or more							1 st
2 nd offense	AWOL for 1 day			2 nd				
	<i>AWOL for 2 to 4 days</i>				2 nd			
	<i>AWOL for 5 days or more</i>							2 nd
3 rd offense	AWOL for 1 day				1 st			
	<i>AWOL for 2 to 4 days</i>							2 nd
SECTION 3: Over break. Taking coffee or snack breaks of more than 20 minutes at a time, for five or more instances or a total loss of 30 minutes or more in one calendar month. (TYPE A)		1 st	2 nd	3 rd	4 th	5 th		6 th
SECTION 4: Failure to return to work on the working day immediately following the expiration of leave of absence unless such leave is extended with proper approval. (TYPE A)		1 st	2 nd	3 rd	4 th	5 th		6 th
SECTION 5: Failure to report for overtime work after having been duly advised and scheduled to work according to overtime policy, or doing overtime work, in lesser time than sought to be charged, without justifiable reason. (TYPE A)		1 st	2 nd	3 rd	4 th	5 th		6 th
SECTION 6: <i>Posting/removal of any derogatory articles, prints or drawings on any company property or premises of any company matter or information from Bulletin Board at any time unless specifically authorized. (TYPE C)</i>					1 st	2 nd		3 rd

SECTION 7: Unauthorized defacing of any company property or willful defacing, tampering, smudging, printing, painting, <i>writing</i> or “dirtying” of walls or façade of any company property or any form of vandalism committed on company properties owned by the TEIPI. (TYPE C)				1 st	2 nd		3 rd
SECTION 8: Willfully holding back, slowing down, hindering, or limiting work output, or otherwise “feather bedding”, or giving instructions to fellow employees to hold back, slow down, hinder or limit output. (TYPE E)							1 st
SECTION 9: Making false, vicious or malicious statements concerning the company or its products. (TYPE C)				1 st	2 nd		3 rd
SECTION 10: Selling, soliciting, collecting contributions for any purposes whatsoever or conducting private business during office hours on company premises or job sites without proper authorization from the company. (TYPE C)				1 st	2 nd		3 rd
SECTION 11: Holding any position or employment with or without compensation in any other business firm which is engaged in similar line of business with the company. (TYPE E)							1 st

ARTICLE VII

Offenses against Authority (Insubordination)

An encompassing trait to elicit the correct behavior under this category is that of Respect for Authority coupled with our correct understanding of Unity and Responsibility.

The following do not conform to the foregoing:

DESCRIPTION	Sanction						
	VW	WW	SUS 3 Days	SUS 6 Days	SUS 15 Days	SUS 30 Days	D
SECTION 1: Refusing to accept job assignments without justifiable reason. (TYPE D)						1 st	2 nd
SECTION 2: Willful disobedience of the lawful orders of the company and any of its officers. (TYPE E)							1 st
SECTION 3: Any act constituting disrespect and disregard of authority of company superiors and officers. (TYPE D)						1 st	2 nd
SECTION 4: Any act which constitutes resistance, threat, intimidation, or assault against a person of authority in the company or any of this agent. (TYPE D)						1 st	2 nd
SECTION 5: Any other act constituting insubordination not included in the preceding sections. (TYPE D)						1 st	2 nd

SECTION 6: <i>Refusal of any employee to submit himself/herself and/or his/her belongings to the security personnel doing his/her job or frisking, or during an investigation. (TYPE B)</i>		1 st	2 nd	3 rd	4 th		5 th
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PROCEDURE IN HANDLING ADMINISTRATIVE CASES

1. All administrative cases must be reported formally to the employee's immediate superior and/or HR personnel.
2. The immediate superior of the reported employee together with the HR personnel will review, study, and validate the report submitted to him within forty-eight (48) hours.

NOTE: In checking the validity of the report submitted, the 5 W's (Who, What, Where, When, Why) and 1 H (How) fact finding method is a proven effective guide.

3. After establishing the validity of the submitted report, the HR personnel / immediate superior must determine whether the case merits preventive suspension. Preventive suspension must not exceed 30 working days. However, should the company decide to extend beyond 30 working days because more time is needed for investigation, extension can be made but with pay.
4. HR personnel / immediate superior must issue a Notice to explain to the reported employee clearly stating the charges, purpose, reason, and basis of such.
5. The employee must receive and submit his response to the HR personnel within the allowable time provided as stated in EF.

In case of termination of services for just cause, an employee shall be given a period of at least five (5) days from his/her receipt of the EF to submit his/her written explanation and defenses.

NOTE: An employee who fails to submit a written explanation as mandated in the EF without any valid reason will lead to the waiving of his right to explain and be heard. This therefore would eventually mean IMPLIED ADMISSION on his part of the commission of acts constituting the charge brought against him.

6. Upon receipt of the employee's explanation, the immediate superior / HR personnel studies it and makes his recommendation to the section head either to excuse or impose Disciplinary Action (DA) on the reported employee. The basis of his recommendation must always be in consonance with the Code and the Philippines Labor Laws.
7. When the immediate superior / HR personnel recommend the imposition of the DA and such recommendation is approved by the section head, the decision will be issued to the reported employee, and explained to him or her.
8. When the immediate superior recommends waiving of the imposition of the DA & the same is approved by the section head, the employee will receive a copy of the decision.
9. In cases where the recommendation of the immediate superior is disapproved, the decision of the section head shall prevail.
10. The employee, after receiving the copy of the decision approving the imposition of disciplinary action imposed upon him must review his or her stand about the matter. Should he or she feel aggrieved about the decision, he or she may appeal and elevate the matter to the section head.

The decision of the section head will be final and executor. However, offenses that will impose dismissal may be appealed to the President.

BASIC RULES AND REGULATIONS

Hiring and Employment

1. Recruitment and Selection

Hiring of employee is based on the needs of the company. It is in the interest of fair and just practices that only those who are duly qualified for the required positions are to be employed after having complied with requirements provided herein.

All probable employees are selected based on qualifications, skills, merit, efficiency, moral character, age and physical conditions.

2. Regulations and Procedure

Applicants can be considered hired only after complying with the following requirements

- a. Passed the qualification tests, series of interviews (initial, final or panel) and medical/physical examination.
- b. Submitted a duly filled resume with their ID picture, authenticated birth certificate, NBI/Police Clearance, SSS Number, TIN, transcript of records (for college graduate) or form 138 (for operator level), residence sketch, and other requirements that may be required by the company.
- c. **Orientation:** All newly hired employees shall undergo series of orientation from general company orientation to different processes before they shall be endorsed to the respective requesting department.

3. Employment Status

The company classifies their employees into two categories namely: Regular and Probationary. All employees are expected to perform assigned tasks to the best of their ability.

- a. **Regular Employee** – an employee who has completed the required probationary employment period and has met the company standards for regularization involving job knowledge, work attitude, and faithful adherence to company rules and regulation.
- b. **Probationary Employee** – an employee who is hired after complying with the pre-employment period of not more than six (6) months to determine his/her capacity to meet the Company standard for regularization.

Work Schedules

The company observes the following work schedule:

1. Workweek and Rest Days

- a. **Regular workweek** is forty-eight (48) hours, six (6) days per week, with Sunday as scheduled rest day except for certain employees whose rest day are designated by their respective superiors in view of the nature of work.
- b. **Compressed workweek** is forty-eight (48) hours, but on a compressed work schedule, which is five (5) days per week, with Saturdays and Sundays as a scheduled rest day.

2. Hours of Work

Regular workweek (8hrs/day): 7:00 AM/PM – 4:00 AM/PM
Compressed workweek (9.6hrs/day): 7:00 AM/PM – 5:30 AM/PM

To meet business requirements, the company may decide to adopt a different working schedule.

A pre-production meeting is held at the start of every shift, to be facilitated by respective Lead Person, Production Assistant, Shift Leader, Supervisors and Section Head. During this meeting, activities for the shift and some important announcements are made.

3. Meal Break

Those who work on shifting and regular working schedules are allowed to have meal and snack on schedules allocated to them.

8 hours duty – 1 hour lunch break, 10mins afternoon break
9.6 hours duty – 1 hour lunch break, 15mins afternoon break

Work Attendance

All employees who are enrolled to the biometrics shall use it to record their time in/out to serve as basis for payment.

1. Change Shift

The immediate superior of the requesting employee may allow request for change shift in accordance with the production schedule. Request for change shift should be submitted to HRD 24 hours before the intended date. The immediate superior of the requesting employee must duly approve the change shift form.

2. Absence without Official Leave (AWOL)

All absences from work must be properly communicated and documented to avoid any disruption of company operation and avoidance of being charged to AWOL.

NOTE: For an employee not to be considered AWOL, the following procedures must be strictly followed:

- a. An employee who wishes to be absent on a certain date or dates must file an application for leave of absence for approval of his immediate superior and Section Head, at least two (2) days before his intended leave or leaves.
- b. If because of extraordinary circumstances, like sudden serious illness of the employee or an immediate member of his family, preventing him or her to secure prior leave of absence, the employee or his representative must *notify his/her superior in any means* two (2) hours before the start of the shift *up to twenty-four (24) hours* to his or her superior or section head or any other person authorized by the company to approve or disapprove the absence retroactively.
- c. *An employee must file leave of absence right after his/her sick/emergency absences.*
- d. *An employee instructed to report for work during his/her rest day schedule but failed to do so with valid reason.*

Absence without Official Leave (AWOL) was incurred without any notice received two (2) hours before the start of the shift or it is an absence taken without superior's approval. Unauthorized absences or commission of AWOL shall be sanctioned accordingly. (Refer to Article VI Section 2)

3. Leaves

Absences with approval obtained by following the leave approval procedure. An employee notifies the supervisor, fills-up the leave application form and gets appropriate approval. (Notice alone does not constitute approval and being granted the leave)

Vacation Leave – an approved leave of absence granted to the employee for the purpose of attending to personal reasons.

Sick Leave – an approved leave of absence granted to employee because of sickness or illness reasons.

Emergency Leave – is classified as those incidents which are beyond the control of the individual. Since this is one (1) day incident leave, this may be filed on the day of the leave or immediately the working day after the leave was incurred or it shall be charged to AWOL. It is the responsibility of the employee to give notice of his emergency leave to his immediate superior within the first two (2) hours before the shift, or upto twenty-four (24) hours, if the emergency case is severe, to avoid AWOL charges. An employee should charge his EL to vacation leave credits

4. Tardiness

Arriving on the job or work area after the scheduled start-up time to a maximum of 2 hours. Arrival beyond 2 hours but before 4 hours will be treated as half day absence. *Employee may opt to file his tardiness as VL, provided that it is approved by his immediate superior.* Reporting for work beyond half day of the regular work schedule shall be paid based on the actual total number of hours worked that day. Tardiness shall be sanctioned accordingly, except upon justifiable grounds, such as:

Justifiable circumstances and explicitly declared by management, i.e. typhoon, flood or transportation strikes.

Non-anticipated tardiness to be considered as follows: (this will not be recorded as offense but will still be deducted from payroll)

- a. Vehicular accident (where employee is a passenger/driver).
- b. Any untoward incident that may happen when proceeding to work.

5. Undertime

Leaving the work area or company premises prior to the end of the work shift. *Employee may opt to file his undertime as VL, however, equivalent of 4hrs will be deducted on the leave credit.*

6. Holidays

All employees reporting to work during national holidays whether legal or special are compensated accordingly, based on the compensation rates established by DOLE.

An employee must work on the day preceding the Regular Holiday is entitled to the Regular Holiday Pay; if the company declares the day preceding the holiday is a no-work day for official and valid reasons, employee affected are entitled to holiday pay.

If the employee is suspended/ on leave without pay prior to the regular holiday, he/she may opt to work on the Regular Holiday, however, he/she'll be only paid as regular day, and will not receive a holiday premium pay.

If the day preceding the Regular Holiday is non-working day or rest day, the employee is entitled to *holiday premium pay*, provided that he/she work on the day prior to his/her rest day or non-working day.

If there are successive Regular Holidays, such as Holy Thursday and Good Friday, an employee may not be paid for both holidays if he/she is absent/*suspended* or on leave without pay on the day immediately prior to the first holiday, *however*, if he/she works on the first holiday, in this case he/she is entitled to his/her holiday pay on the 2nd holiday.

Company Holidays - The Company declares selected days as company holidays to celebrate a company-wide affair. It is the company's discretion how these holidays may be paid, if any:

7. Payroll

The company pays the salary of its employees twice a month through their ATM accounts. The bank record serves as proof of the employee's receipt of his salaries and benefits.

Payroll Cut - Off Dates

1st to 15th day of the month	Payroll 25 th
16th to 30th / 31st day of the month	Payroll 10 th

a. *Overtime form shall be signed personally by the employee and immediate superior signifying his approval.*

b. Finance and accounting group is responsible in releasing salaries of newly hired employees.

c. Finance and accounting personnel are responsible in releasing the payroll slips.

d. If any discrepancy arises or complaints of salaries from employees, Timekeeper and Payroll processor shall verify and adjust accordingly in the next payroll computation/period.

e. Work rendered between 10:00pm to 6:00am shall be paid night differential based on applicable provision of the Labor Code.

f. All work done beyond assigned work schedule (or 48 hours in a week) shall be considered as overtime and shall be compensated in accordance with applicable Labor Code provision, except if the continuation of work done is due to change in shift schedule.

g. When overtime work is required in any section/group during Restday or Holiday, the employee shall fill out the Overtime Form in advance and shall be used as the authorization slip. Reason thereof should be indicated. Immediate superior of the concerned employee should signify his/her approval of the overtime by affixing his/her signature in the overtime form.

h. When a particular special skill of an operator is required in the department that will go on overtime, he/she should report to work thereto. Failure and/or refusal to do so without justifiable reason shall be sanctioned accordingly.

8. Time Records

a. Each employee has a designated employee number, which will appear in the biometrics and will serve as his/her attendance record for scheduled work rendered. Managers and Senior level employees are exempted from using timecards/biometrics.

b. It is the responsibility of the employee to ensure that his/her log was recorded in the biometrics.

c. *Falsification or making false entries/records on the biometrics, or Log authorization form shall subject the employee to corresponding sanction*

9. Timekeeping

- a. All employees are required to time in and out *thru biometrics* upon entering and leaving his/her area of work. If for any reason was unable to do so, as he/she is in official business, the employee shall file No Log In/Out and should be signed by his/her immediate superior.
- b. Failure to time in/out, employees must file Log Authorization Form and have it signed by his/her immediate superior. If done habitually (e.g. 3 incidences and above with whatever reason), employee shall be subjected to corrective action or forfeiture of his/her salary on the day which has no time in/out.
- c. No employee shall be allowed to stay inside the company premises after his/her official time. Any work rendered in extended hours should be properly approved using the OT guidelines.
- d. Employee/s is requiring to extend/render work needs to accomplish Overtime Authorization form. The Form must be filed and have it signed of the immediate superior/head.

Compensation Policies

1. Performance Appraisal

All regular employees are given twice a year performance appraisal scheduled every April and October.

2. Salary Adjustment

- a. **Equity** – a salary increases given to resolve internal equity for justifiable and reasonable ground.
- b. **Merit Increase** – an increase in salary that is based on the result of competency evaluation and promotion.
- c. **Government Mandated Increase** – an increase in salary in compliance to government mandated adjustment.

3. Competency Assessment

A designed program to determine competency requirements for all positions to serve the following purpose:

- a. Basis of hiring and selection (for Internal Job Opening)
- b. To determine individual level of competency vis-a-vis the position requirement as basis for performance monitoring, training and development needs.
- c. Basis for upgrading job titles as a result of performance and competency evaluation.
- d. Basis for developing critical skills for future requirements

4. Promotional / Personnel Movement

The company may move or transfer employees from one position to another in the pursuit of corporate goals and objectives, and in furtherance of the employee' career growth and development.

- a. **PROMOTION** – refers to movement to a rank higher from previous position within the work unit.

- b. **PROMOTIONAL TRANSFER** – refers to movement to a new position or rank outside the work unit. A temporary employee may fill the position vacated by the candidate for promotion. Should the candidate for promotion fail during the trial period, he/she will retain his/her previous position.
- d. **LATERAL TRANSFER** – refers to a movement to new position within or outside employee's current unit, which will not result to any change in a job level.
- e. **DEMOTION** – refers to a movement of the rank from a higher rank to lower rank due to inefficiency on duties / work of an employee. Only the position of an employee will be changed, and she/he still enjoys his/her salary and/or benefits from previous position.

Corporate Business Ethics

It is company's policy to prohibit employees from engaging in any activity or practice of act, which may directly affect/conflict with the company interest and of its suppliers. As such, all employees are mandated to refrain from any activity, which may threaten their loyalty to the company.

These activities may or may not be limited to the following:

1. Accepting outside employment or consultancy work in an organization that doing business with the company, or its competitor.
2. Engaging in outside business without prior approval from the company.
3. Financial interest in a firm that's doing business with the company.
4. Accepting gifts or favors, from any person or firm doing business with the company; or using one's position to obtain such gifts or favor.
5. An act of disloyal, disruptive, competitive, or damaging to the company.

Production and Office Decorum

1. Company issued uniform, Personal Protective Equipment (PPE) and Other Materials.

The company provides uniforms and personal protective equipment to employees. As such, all are expected to wear the prescribed uniform and personal protective equipment during working hours and while inside the company premises. Failure to wear such shall be subjected to disciplinary action. All company provided uniforms, personal protective equipment, tools and other issued materials are still remain as property of the company. Therefore, employees should be responsible for their care. If issued items were damaged because of improper use and lost because of negligence the said items shall be replaced but will be charged to employee through salary deduction. It is also understood that these items should only be used within the company premises.

2. Good Grooming

As members of TEIPI, all employees are to be well groomed. Both male and female employees are required to have a decent looking appearance and professional image at all times within the company premises such as but not limited to the following:

- a. Clean cut hairstyle; no striking color-dyed hair
- b. No earrings for male employees
- c. No wearing of sando/ spaghetti straps, see through, sleeveless, shorts, micro mini, slippers, ripped jeans, hanging blouses and plunging neckline within the company premises.
- d. No exposed tattoo

3. Use of Company Phones

The company telephones are strictly for business use only. Use of company phones for personal calls should be made only when necessary. Such calls must be made during break periods, and or after office hours but permission from the immediate superior must be sought before making a call. Personal calls made shall be logged using the telephone logbook and this will be charged accordingly.

Employee Separation

1. Resignation

- a. Any employee who decides to resign with the company must submit a resignation letter with the immediate superior at least thirty (30) days before the effectivity for proper turn-over of responsibility to the person who will assign to take over the position.
- b. Employee/s must make sure that all his/her monetary and property accountabilities are returned in good order to the company.
- c. All benefits will be computed (with all the necessary deductions effected) and will be received by the resigned employee 2 to 3 weeks after completion of clearance and quitclaim.
- d. *If the employee fails to render required turnover period, the company may warrant monetary damages to the separated employee. This may be deducted to his/her last pay or subject for demand for payment.*

2. Termination

- a. Any employee who was terminated for a cause after his/her case was properly deliberated through an administrative investigation must follow the provision of the company code of conduct.
- b. Finance and Accounting Group will temporarily hold the last salary of the terminated employee to ensure collection in cases of unreturned property of monetary accountabilities.
- c. All employees terminated for cause will not be entitled to all rights and privileges accorded to during the regular employment. However, their 13th month pay shall be released together with the last salary.

3. Exit Interview

Resigning employees especially for the staff positions are required to undergo an "Exit Interview" to be conducted by HR. A confidential report based on the exit interview shall be submitted to the immediate Section Head.

4. Clearance and Quit Claim

All separated employees are required to submit a Clearance and Quit Claim to be cleared from any accountability and at the same time relieve the company from any nuisance suit and/or future claims.

5. Issuance of Certificates

The company issues Certificate of Employment to all active and separated employees upon a filing a formal request. Certificates of resigning employees shall be given upon claiming of their last salary.

Communication

The company's means of communication can be coursed through the following.

1. Bulletin Board
2. Scheduled Communication Meetings
3. E-mail
4. Pre-production Meetings
5. *Telephone/ Company issued cellphones*
6. *Official Facebook group of employees*

COMPANY PROVIDED BENEFITS

This is management's initiative in expressing and providing the needs of employee either directly or indirectly to improve their economic condition and uplift their morale.

Economic Benefits

1. Leave Benefits

The company grants leave benefit to all employees, enjoyed upon regularization, where they can be paid while they are away from work in pursuit of various personal needs.

- Vacation Leave** - A leave benefit granted by the company to all regular employees.
Upon Regularization - the employee the employee will be given 1 SL and 1 VL Credit and will be earning up to maximum of 5 SL and 5 VL on his first year. Employee will also have additional 1 SL and 1 VL Credits every year during the month of his/her date hired until he/she reaches the maximum of 15SL and 15 VL Credits.
- Maternity Leave** - Female employees are entitled to a Maternity Leave as mandated by law and shall be granted a maternity leave of *one hundred five (105) days, and sixty (60) days maternity leave for miscarriage and/or emergency termination of pregnancy. Employee may also extend up to 30 days but without pay. The Female employee may also allocate her seven (7) days to the child's father, whether married or not, however, in the absence of the father, this benefit may also be given to an alternate caregiver.*
- Paternity Leave** - Male employee/s who are legally married are entitled to a seven (7) days' paternity leave with full pay without reporting to work due to the following paternity cases.
 - Birth of a child
 - Miscarriage or abortion

Please note that the leave shall be used within sixty (60) days upon delivery of the child. It is not commutable into cash.

- d. **Marriage Leave** - A regular employee getting married will be given 2-days paid leave. This benefit should be availed only once. The marriage should be availed on the day closest to the wedding day. An employee may still avail an additional vacation leave rather than marriage leave upon approval of the immediate superior. *(This is not chargeable to vacation leave)*
 - e. **Solo Parents Leave** – *An employee who is left alone with the responsibility of parenthood is entitled for 7 working days leave. The employee shall possess a Solo Parent ID and already with 6 months service to the company. It is not commutable to cash and valid only for a year. The purpose of these leaves is to attend the child/ren needs.*
 - f. **Leave for VAWC Victims** – Female employees who are victims under Violence against Women and Children are entitled for 10 working days leave. The purpose of this leave is to attend legal or medical concerns.
 - g. **Special Leave for Women** – Female employee undergone surgery due to gynecological disorders is entitled for 2 months (60) leaves or depends on the Doctor's advice, with compensation. Female employee who has rendered service of 6 months continuous aggregate employment.
2. **Performance Bonus**- Considered as financial gratuity by the management base on the performance of the employee provided every December. *This is still subject for approval of the management*
 3. **Meal Allowance** - Meal allowance shall be provided to employees who perform their official function outside the company where meals are not provided.
 4. **Health Maintenance Organization (HMO)**
Management's way of providing medical assistance to regular employees, including:
 - a. Hospitalization
 - b. Out-Patient Care
 - c. Philhealth reimbursement
 - d. Free annual physical examination
 - f. Dental Care
 5. **Company Uniform**
Such as polo shirt/blouse, head caps, and ESD shoes/slippers, a pair each is issued every 2 years, unless worn out earlier because of normal wear and tear, *however, subject for assessment if there is no negligence.*
 6. **13th Month Pay**
Mandated by the government complied with by the company, shall be given not later than November 30.
 7. **Shuttle Service**
Benefit granted by the company to all employees to provide convenient means of transportation originating from strategic points near their place of residence to the company and vice versa.
 8. **Company Loan**
Employees who are at least one (1) year of service in the company shall be entitled to an equivalent of his/her one (1) month salary and will be payable up to one (1) year.
 9. **Bereavement Assistance**
This is a Two thousand Pesos (P2, 000.00) cash amount granted to all regular employees on the death of an immediate next of kin. Should there be more than one relative within the company, only one will be given assistance. Employee must submit death certificate as proof of document.

For Married Employees - death of spouse, children, parent/s, brother/s, sister/s and parent/s-in-law (other in-laws not included).

For Single Employees - death of parents, brother/s and sister/s.

In case of death of employee, the company will give Ten Thousand Pesos (P10,000.00) to the bereaved family of the employee.

10. Transportation and License Allowance

An additional compensation in the form of transportation granted to employees holding key positions in the company.

While License allowance is also given to employees who are holding a professional license in Engineering, Accountancy, and Nursing.

11. Company Sponsored Activities

Intended to break monotony from continuous work, promote camaraderie and develop social well-being of the employees.

- a. Social activities initiated by the company
- b. Company Outing
- c. Christmas Party

11. Training and Development

Training and Seminars

Both internal and external including overseas training. These are provided based on the assessment of the immediate superior or section head for any of the following:

- a. New Technology
- b. Additional Responsibility
- c. Enhance Of Skills and Knowledge
- d. Personality, Behavioral and Professional Development

Overseas Training

The employees sent for overseas training are chosen based on their qualification and performance. This gives an opportunity for skills improvement and career advancement within the company.

The company will shoulder all necessary expense incurred by the trainee during the training period. Any employee chosen must sign a contract prior to commencement of the training to signify his/her willingness and agreement to be trained and maximize his/her acquired training experience by working in the company within the specified term of employment.

HEALTH, SAFETY AND SECURITY

1. Medical Services

To ensure the well-being of the employees, the company provides a health medical insurance.

2. Safety

Environmental, Health and Safety Policy

It is the policy of Tsukiden Electric Industries Philippines, Inc. to protect the health and safety of our employees, customers, neighbors, and other stakeholders, and to conduct all our activities in an environmentally responsible manner.

We will operate in compliance with all relevant environmental legislation, and we will strive to use pollution prevention and environmental best practices in all we do.

This policy shall be made known to all TEIPI members for commitment and involvement and shall always be made available to all interested parties.

EHS COMMITTEE (EHSCOM)

A committee composed of representatives from each group formed to promote the environment, health and safety (EHS) objectives of the company.

1. Employee's Responsibility in Safety

- a. Work safely at all times to the best of your ability.
- b. Report unsafe act and/or conditions to your superiors immediately.
- c. Obey safe work rules and always follow safety instructions.
- d. Utilize and wear PPE properly.
- e. Show/Take an interest in the safety of co-workers.
- f. Discuss unsafe concerns or issues immediately with superior when arises.

ACCIDENTS and NEAR – MISS Reporting

Employees have the responsibility to report near-miss incidents and accidents to any member/representatives of the EHS Committee.

Accident – undesired event resulting to death, ill health, sickness, injury, damage or other loss.

Near-miss – an event that almost resulted to an accident. This should be reported because this may become an accident later.

1. Emergency Preparedness Activities

Emergency drills (fire & earthquake) are organized exercises involving all employees in the conduct of escaping from a fire safely. Also, this activity involves extinguishing fires and handling of other emergencies by the Emergency Response Team of EHS Committee.

2. Company ID

Every employee is issued with a company ID by HR and it is his/her responsibility to wear this, clipped to the uniform, at all times while inside the company premises and inside the shuttle bus in going to the company. The employee shall have the responsibility to immediately report LOST ID to HR.

3. Security

The company has acquired the services of Security Guards as part of the protection of life and property inside the company premises. Part of their duties, but not limited to, are the following:

- a. Implement the “No ID, No Entry” policy. ID shall pertain to company issued ID by HR.
- b. Inspect and frisk all personnel, and their belongings when leaving the company premises.
- c. Check for the duly approved appropriate permit, like itinerary form and Leave Absence form, from employees leaving the company premises outside their outgoing time except during the 1-hour meal break.
- d. Check for the duly approved Gate pass from employees bringing out company properties.
- e. Apprehend anyone found violating company standards while inside the company premises.
- f. Inspect the inside of all vehicles leaving the company.

- g. Conduct roving inspection inside/outside the company premises.

NO SMOKING COMPANY

Vehicles are to be parked as per designated parking slot or as directed by the Security Guard. Vehicle speed limit inside the company premises is 10 kph. The driver shall always give way to passing personnel.

Vehicles are not allowed to remain idling for more than 3 minutes.

When leaving the company premises, submit the vehicle for inspection by the Security Guard. The company is not in any way liable for any loss in the vehicle.

ACKNOWLEDGEMENT

I acknowledge to have received a copy of the TEIPI EMPLOYEE CODE OF CONDUCT with the COMPANY RULES AND REGULATIONS. I devote to read, familiarize myself with its contents and follow its provisions to the best of my ability.

Signature over Printed Name

Department/Section

Date