

**FUJITSU DIE-TECH CORPORATION OF THE PHILIPPINES**

113 East Science Avenue, Special Export Processing Zone, Laguna Technopark  
Biñan, Laguna

**FUJITSU****IMPLEMENTING GUIDELINES – SUPPLEMENTARY RULES:**

In accordance with the amendment to Code of Conduct and Discipline, (Memo Ref. CADM\_07\_019 dated June 19, 2007:

**Offenses Against Public Morals**

DESCRIPTION OF OFFENSE	DISCIPLINARY ACTION					
NO. OF INFRACTION	1	2	3	4	5	6
Any conduct which violates common decency.	WR	S3	S5	S7	S30	D

The above amendment shall include but is not limited to:

1. **Public display of affection (PDA)** by partners of the opposite or same sex, during working hours or designated break time or free time, within the company premises.

A **public display of affection** (sometimes abbreviated **PDA**) is the *physical demonstration of affection for another person while in the view of others*. For example, holding hands or kissing in public are commonly defined as public displays of affection.

Where does the boundary of public etiquette lie in this matter? Hereunder are some guidelines, which will govern the implementation of this policy:

1. FDTP Employees, including those of contractors/agencies who are performing work for the company, should remember that within the company premises, all actions, omissions and behavior prejudicial to company operations are governed by its policies, rules and regulations.
2. Employees, staff and officers of the company are offended when exposed to certain behaviors and, therefore, employees including those of contractors/agencies, are to refrain from any public display of affection that would offend others.
3. The following actions are unacceptable:
  - a. Kissing on the lips
  - b. Sitting on another's lap
  - c. More far-reaching forms of intimacy which are considered as indecent exposure and such displays are sometimes considered in **bad taste** (example, licking, petting, heavy petting, etc.)



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113 East Science Avenue, Special Export Processing Zone, Laguna Technopark  
Biñan, Laguna

**INTER-OFFICE MEMORANDUM**

Ref. No: CADM\_07\_019

TO : ALL CONCERNED  
FROM : THE ADMINISTRATION MANAGER  
DATE : June 19, 2007  
SUBJECT : **SUPPLEMENTARY RULES (CODE OF CONDUCT AND DISCIPLINE)**

The following supplementary rules are hereby issued for the information and guidance of all concerned, as an amendment to the company's Code of Conduct and Discipline:

**Offenses Against Public Morals**

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The above amendment shall include but is not limited to:

1. **Public display of affection (PDA)** by partners of the opposite or same sex, during working hours or designated break time or free time, within the company premises.

We remind all concerned that the foregoing is a clear manifestation of the company's belief in the maintenance of sound and positive discipline. This is not meant to be a punitive exercise but as a preventive and corrective measure against action, omission and behavior prejudicial to Company's operations and to its employees.

Your strict compliance is hereby enjoined.

**GIL P. GENOTA** 6/19/07  
Administration Manager

APPROVED:

  
**YOSHINORI SUZUKI**  
Vice President

APPROVED:

  
**MASAYUKI MIZUNO**  
Vice President

APPROVED:

  
**KAZUO FUKUI**  
President

Cc : All Managers/Supervisors/ASV  
All Bulletin Boards/Security/Manpower Agencies