

STRICTLY CONFIDENTIAL

MIBSSI

EMPLOYEES' CODE OF CONDUCT

1 JULY 2016

MIB SECURITY SERVICES, INC

Code of Conduct Booklet

**This is to confirm my receipt of the MIBSSI Code of Conduct No: _____.
I understand that this should be surrendered to the HR Department upon my separation
of employment. I am also aware that this employee's Code of Conduct should be carried
at all times during my tour of duty.**

Employee Name

Signature

Date Received

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INTRODUCTION

Purpose of this Handbook

This handbook contains the Code of Conduct ("COC") for all employees of MIB Security Services, Inc. ("MIBSSI"). This is the fifth (5th) edition of the COC, and it will not be the last edition. Codes of Conduct are living documents; they change as our society's attitudes change. Since MIBSSI employees are part of the larger society in the Philippines, our COC will change as well; only its guiding principles and values will remain the same.

Written policies promote consistency and fairness, create a clearer understanding of corporate norms and eliminate the need for guesswork on matters of company-wide application. Furthermore, it helps people, supervisors and subordinates alike, to work better together when they know what is expected of them and what they can expect from others. This handbook should thus serve as the working guide for all MIBSSI employees.

Vicente C. Tinsay III

President & CEO

**THIS CODE OF CONDUCT IS EFFECTIVE ON
01 JULY 2016**

IMPORTANT: This document, along with other requirements, must be surrendered to the Human Resources Department upon termination of employment for the release of terminal salary, other forms of compensation and benefits.

1.1.1 VISION, CORE VALUES, AND MISSION STATEMENT

Vision Statement

Men In Blue Security Services, Inc. (“MIB”) and its associated companies will be premier providers of security and protective services to prominent and reputable Clients, supplying the tallest, smartest, best-looking and most disciplined Public Safety Officers and Protective Agents in the industry.

We will recruit and develop security professionals who are of such high quality that they can be “exported” to nearby Asian markets, thus creating for MIB the indisputable reputation of industry benchmark in the ASEAN Region.

Core Values

- Godliness to govern our employees' thoughts, words and deeds at all times;**
- Discipline, both physical and intellectual, to produce the best performance from our people;**
- Integrity in the way our officers and employees speak, behave and work;**
- Respect for the individuality and basic freedoms of our people;**

- Equality in basic rights and opportunities for all employees;
- Creativity to be nurtured at every level of the organization;
- Teamwork as the touchstone of the Company's collective success;
- Excellence in every effort and output produced; and
- Dependability and reliability to be admired by Clients and the general public.

Mission Statement

- We will provide consistent, high-quality service by constantly challenging our people to improve the safety, security and satisfaction of our Clients.
- We will create a work environment for our associates that will encourage and motivate them to demonstrate exemplary behavior and performance at work.
- We will build a corporate image within the security industry by exhibiting the highest standards of integrity and professionalism.
- We will earn for our shareholders a better-than-average return on their investment.

COMMITMENT TO ISO PRINCIPLES:

To achieve its Vision and accomplish its Mission, **MIB** will be guided by the highest quality standards possible in its industry, and will inculcate in all its employees and managers the principle of continuous improvement. **MIB** will always strive to:

1. Comply with all laws and regulations that govern every aspect of our operations.
2. Establish performance standards for all our activities that exceed industry measures.
3. Speak, behave and work as if we were a model and template for other agencies.
4. Train and educate our own people never to be satisfied with “good enough.”
5. Create simple and accessible rules and measurements that all our employees can read, understand and act upon.
6. Engage all our employees, managers and associates in a frequent dialogue on how to further improve performance, as measured by Client Satisfaction.
7. Communicate regularly with all our Clients to draw feedback on their satisfaction level.
8. Review periodically our internal rules, policies and procedures documents to ensure completeness and effective implementation in the field.

In all matters, continuous improvement of quality will be our maxim, and “best in class” will be our objective.

“Man’s reach must exceed his grasp.”

Section 1

STATEMENT OF POLICIES

MIB SECURITY SERVICES, INC. ("MIBSSI") believes that the maintenance of order and discipline is fundamental to the achievement of Company goals and objectives. It is the means by which the organization can maintain a high degree of professionalism, integrity, and trust at all levels, and can safeguard the interests of the Company and the well-being of its people.

Coverage

The policies, guidelines, rules and regulations contained in this handbook are promulgated for the guidance of **all employees** of MIBSSI. This Code of Conduct shall apply to all MIBSSI employees regardless of employment status, position and rank, and/or account being represented.

Title

This handbook is known as the **MIBSSI Employees' Code of Conduct**.

Objectives

MIBSSI adopts the Code of Conduct in order to:

- Maintain order and discipline in the Company;
- Develop and instill good manners, right conduct, and proper decorum at all times;

- Provide Supervisors and Managers with a uniform and fair disciplinary system to enforce company rules and regulations;
- Maintain mutual respect and understanding among employees; and
- Promote a highly productive working atmosphere.

Responsibilities

All employees are given copies of this Code, hence, it is everyone's responsibility to know and understand it in full. Ignorance of its implementing guidelines does not excuse any employee from the application of its provisions.

All Managers and Supervisors are required to:

- Learn the MIBSSI Code of Conduct by heart; although not expected to commit them to memory, they must know when and where to apply such rules, and where to find them.
- Ensure that the Code of Conduct is fully understood and strictly implemented by subordinates.
- Administer these policies in a consistent and impartial manner.

The **Human Resources Department (HRD)** of MIBSSI will be responsible for the following:

- Regularly review these rules and regulations to make them relevant always to the needs of the organization and to propose changes, whenever necessary.
- Interpret the guidelines and provisions of the rules and regulations.

- Render assistance to managers and supervisors in the enforcement and application of the rules and regulations.

General Policies

- Disciplinary action should be aimed primarily at correcting, rather than punishing the employee. To achieve this, procedures are designed to enforce discipline in the form of penalties that progressively increase in weight, depending on the gravity of the offense, and to give the employee and his superior a reasonable opportunity to take corrective action.
- No employee shall be put on preventive suspension for more than 30 days where such preventive suspension is imposed, to allow investigation and resolution of a specific case.
- If a case involves the penalty of Termination and the alleged violator denies any responsibility, Management will form a Special Investigation Committee, composed of HRD and two (2) Department Heads or their duly authorized representatives. In such a case, full investigation and proper hearing must be conducted.

Implementing Procedures

All Company employees who have direct, first hand evidence or experience of an offense or violation of the COC committed by other employees are required to report such offense or violation by accomplishing; (a) incident report and/or, (b) Violation Explanation Form (VEF).

- a. The incident report shall be submitted within 24 hours by the reporting employee to the immediate supervisor or department head of the erring employee.

- b. The immediate supervisor or department head shall then conduct an initial evaluation to determine whether or not such offense or violation merits further investigation. A copy of the report shall be furnished HR.
- c. HRD should then conduct a further review of this initial evaluation and conduct formal investigation as warranted.
- d. The Investigator should issue a VEF to the concerned employee(s) stating the offense he/she is being charged with.
- e. The concerned employee shall then answer the charges within 48 hours upon receipt of the notice. Failure of the respondent-employee to answer within the period given will be deemed a waiver of his right to be heard, and the formal investigating body will decide on the basis of the complaint and the evidence so far filed or presented.
- f. The Investigator must advise the employee of the scheduled date, time and place of investigation, if there is a need for a hearing.
- g. A notice of disciplinary action shall be coordinated with the erring employee's immediate supervisor or department head and served to the concerned employee upon establishment of guilt or culpability based on preponderance of evidence.

Determining Disciplinary Action

The Supervisor or Manager must determine the appropriate disciplinary action in consultation with the Human Resources Department. Penalties should be based on the provisions of this Employees' Code of Conduct, and any aggravating or mitigating circumstance, where appropriate.

Qualifying Circumstances

In the determination of the penalties to be imposed, mitigating and/or aggravating circumstances attendant to the commission of the offenses may be considered provided that:

- As a general rule, only infractions with sanctions of Termination can be mitigated.
- All infractions can be aggravated.

Mitigating Factors

The following may mitigate an erring employee's offense:

- Physical illness which prevents or hampers the performance of duty;
- Unusually strong provocation to commit the offense;
- His erroneous judgment as a result of a wrongful order from a superior or an act performed in good faith or under threat, intimidation or duress;
- His length of service in MIBSSI;
- His past good performance record;
- His admission of guilt;
- Similar factors.

Aggravating Factors

The following may aggravate an erring employee's offense:

- Previous record of commission of similar offense;
- The offense has caused public embarrassment, damage or loss to the Company or its Client(s);
- The offense results in some personal gain or reward;
- The offender has abused his/her authority;
- The offender has had a history of poor performance;
- There was premeditation or conscious deliberation behind the commission of the offense;
- Taking undue advantage of subordinates;
- Undue disclosure of confidential information;
- Use of Agency property in the commission of the offense;
- Employment of fraudulent means to commit or conceal the offense;
- Similar Factors.

Guidelines in the Application of Penalties

The imposition of the penalty shall be made in accordance with the manner herein provided:

- Like penalties shall be imposed for like offenses, and only one penalty shall be imposed for each case. Each case means one administrative case which may involve one or more counts.

- In case of multiple violations, the violation carrying the more severe penalty shall be applied, and the violation with lesser penalty shall serve as an aggravating factor.
- In the appreciation of any mitigating circumstances in favor of a respondent or of any aggravating circumstances against him, the same must be invoked or pleaded by the party concerned. Otherwise it shall be left to the discretion of the officer adjudicating the case whether such circumstances should be considered in the determination of the penalty imposed.

Filing of Civil or Criminal Action

- The imposition of any of the penalties described above shall be without prejudice to any civil or criminal action. The Company may institute court action and other legal proceedings against the employee when the interest of the company so requires. In addition to the appropriate penalty involving damage to property, and/or loss to Company, the offender shall be required to pay for the repair or replacement of the damaged property and/or to reimburse losses to the company.

Transitory Provision

- All existing rules and regulations being practiced by the Company inconsistent with the provisions of this Code at the time of its promulgation are deemed repealed and superseded.

Definition of Penalties

Written Warning is the notice issued to employees for their misdemeanor or misconduct after the verbal reprimand is served. This is the final warning to the employee that commission of another offense of the same nature will be tantamount to the next higher penalty.

Suspension is a written directive instructing an employee who is found liable of a certain offense not to report for work for a specific number of working day/s. The period of suspension shall vary and depends on the number of infractions and gravity of the offense(s) committed. During the period of suspension, the erring employee shall not receive any salary or allowance.

Observance of Suspension Penalty

1. Suspension applies and counts only to scheduled work days and not on rest days or holidays.
2. For erring employees given more than one suspension penalty, **at least one week interval** must be observed prior to serving the succeeding suspension penalty.

Termination is the termination of the services of an erring employee. Termination, in effect, involves not only the loss of a job for the employee but also forfeiture of privileges and fringe benefits and a bar to the employee's re-employment by the Company.

Preventive Suspension is a temporary suspension of the erring employee for not more than 30 days pending the resolution of his case. It is exercised as a management prerogative and can be imposed on an employee who allegedly violated the Code of Conduct and the alleged violation posed an imminent threat to the lives and properties of the Company and/or the Client; additionally, the employee's continued presence in the workplace may jeopardize the case proceedings and/or may be detrimental to operations.

Cleansing Period

Cleansing Period refers to the respective periods of time within which the progress of future infractions will be observed. Infractions not repeated within a given period will be cleansed and removed from the employee's 201 file.

- A Cleansing Period is implemented not only to observe progressive discipline but also to provide erring employees the opportunity to redeem themselves.
- An employee who commits an infraction of the Company rules and regulations and who is penalized shall be placed under observation.
- The record of the disciplinary action shall remain in the employee's 201-file. If the employee commits a similar offense within the observation period, the next higher penalty for the offense shall be imposed and the current Prescriptive Period shall stop and the running of the Prescriptive Period of the new offense shall start.

Penalty	Cleansing Period
Written Warning to 1 day suspension	6 months
3 days suspension	10 months
5 days suspension	12 months

Authority to Penalize

Supervisors and managers are required to immediately exercise the authority to impose a penalty when they are aware of any possible violation of this Employees Code of Conduct, without prejudice to due process. Failure to exercise such authority constitutes a dereliction of duty and negligence.

The authority to impose a penalty or grant a pardon shall reside in the following supervisory levels:

- Written Warning to 5 days Suspension
- Termination
- Immediate Supervisor/DC/ADC/TL
- Special Investigation Committee / HR

MIBSSI Management, at its discretion and after due process, considering the circumstances of each case, may impose a graver penalty than that provided for in these rules, particularly when the violations result in injury to persons or damage to property, or both.

All penalties imposed, including warnings or reprimands, shall be given in writing and will form part of the violator's 201 file.

All administrative cases should be resolved/decided and served within 30 days upon completion of investigation and due process,

Effectivity

This Employees' Code of Conduct shall take effect on **01 June 2016**.

Section 2

ATTENDANCE AND PUNCTUALITY

The company's ability to work as a team depends on the availability of all its team members at their work place when needed by supervisors, co-employees and most especially, Clients or Customers. Each employee, therefore, is responsible for performing his duties regularly and punctually. Each employee should be at his workstation and ready to work at his/her stated starting time and continue to be at the designated workplace until his/her reliever and/or when his/her immediate superior allows him/her to leave his/her workstation.

Habitual absenteeism and tardiness not only disrupts the normal flow of work, but also the morale of other members of the team who are dependent on others to deliver their best performance. An employee, therefore, should endeavor not to be absent or late, except for authorized and scheduled leaves and justifiable emergencies, such as sickness. Any employee who is absent or late for work is responsible for timely notifying and securing the approval of his superior in advance to avoid disruptions of workflow and work plans.

Habitual absenteeism is defined as being absent three times within a calendar month. On the other hand, habitual tardiness is defined as coming to work late three times in a calendar month.

Guidelines

Every employee must seek permission from his immediate supervisor before taking any leaves. Except in emergency cases, the permission must be requested at least seventy-two (72) hours before the intended date of leave. The necessary leave form should be filed in advance.

An employee who is absent from work for compelling reasons other than emergency cases must notify his supervisor of his absence and of the reasons thereof, at least two (2) hours before his shift starts. If an employee is absent due to sickness or illness, notification must also be given to his supervisor. For minor illnesses such as headache, dysmenorrhea, LBM and the like, which involves a one (1) day Sick Leave, the employee need not get a medical certificate. However for major illnesses such as hypertension, severe body pain, influenza, open wounds, bone fractures and the like, with a minimum of two (2) days or more Sick Leave, the employee must secure a Medical Certificate from a licensed medical practitioner and must submit the certificate upon reporting for duty.

Being late for more than fifteen (15) minutes on any specific day will be considered Tardiness.

Violations and Penalties

Offense	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
2.1. Three (3) instances of tardiness is equivalent to an offense.	Written Warning	1 day suspension	3 days suspension	5 days suspension	Termination
2.2. Unauthorized under time	Written Warning	1 day suspension	3 days suspension	5 days suspension	Termination
2.3. Failure to swipe or log in with time recorder without reasonable cause.	Written warning	1 day suspension	3 days suspension	5 days suspension	Termination
2.4. Single day Absence With Out Leave (AWOL).	3days suspension	5 days suspension	Termination		
2.5. Three (3) consecutive days AWOL	5 days suspension	Termination			
2.6. Extended break times of more than 30 minutes within a day	3 days suspension	5 days suspension	Termination		
2.7 Logging in/out of timecard of another employee or letting another person punch or swipe his time card	5 days suspension to Termination depending on gravity of offense.	Termination			

Section 3

PERFORMANCE OF DUTY

Each employee is relied upon to perform his duties effectively, accurately and to the best of his abilities. Each position is an integral part of the whole organization and all employees are dependent on one another to achieve certain objectives. The thoroughness given by each employee to his job translates into a productive and more effective work force.

Neglect of duty seriously disrupts operations. Thus, every employee should perform all duties or any other work assigned to him with diligence and should strive to meet work standards set by the Company and/or its Client.

Violations and Penalties:

Offense	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
3.1. Failure to render the proper hand salute to DC/ADC or superior officers, MIBSSI Management Staff, PNP or Military Officials.	Written warning	1 day suspension	3 days suspension	5 days suspension	Termination

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3.2. Failure to greet and smile customers/clients, and guest	Written warning	1 day suspension	3 days suspension	5 days suspension	Termination
3.3. Reporting to work wearing incomplete or non-prescribed uniform, or improper wearing of such uniform.	Written warning	1 day suspension	3 days suspension	5 days suspension	Termination
3.4. Reporting to work with untidy work clothes or uniform	Written warning	1 day suspension	3 days suspension	5 days suspension	Termination
3.5. Changes in GDDO without HRWF approval	Written warning	1 day suspension	3 days suspension	5 days suspension	Termination
3.6. Failure to adhere to radio protocol.	3 days suspension	5 days suspension	Termination		
3.7. Late submission of Guard Duty Detail Order (GDDO)	1 day suspension	3 days suspension	5 days suspension	Termination	
3.9. Non-submission of GDDO	3 days suspension	5 days suspension	Termination		
3.10. Feigning sickness (Pretending to be sick) in order to escape work.	3 days suspension	5 days suspension	Termination		
3.11. Leaving of post temporarily: leaving or going outside or beyond the area of responsibility without approval from Supervisor	3 days suspension	5 days suspension	Termination		

3.12. Abandonment of post. Leaving of post and did not return after the shift has ended	5 days suspension to Termination depending on gravity of offense	Termination			
3.13. Failure to report violations or infractions of MIBSSI policies, rules and regulations imposed by a client, and other orders or responsibilities.	5 days suspension to Termination depending on gravity of offense	Termination			
3.14. Failure to carry out duties and responsibilities or specific instructions from Supervisor, Team Leader, DC/ADC or any superior officer, including the enforcement of the rules of engagement.	3 days suspension	5 days suspension	Termination		
3.15. Unauthorized use of mobile phone, tablet or similar devices while on duty.	5 days suspension	Termination			

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3.16. Discourtesy – being discourteous or rude in the performance of duty.	5 days suspension	Termination			
3.17. Failure to attend guard mounting/ formation before and/or after posting.	3 days suspension	5 days suspension	Termination		
3.18. Prolonged and Unauthorized use of telephone or two-way radio for personal purposes.	3 days suspension	5 days suspension	Termination		
3.19. Refusal without valid reason to accept work or, additional workload, or overtime, or shift assignment, or post or job rotation.	3 days suspension	5 days suspension	Termination		
3.20. Refusal to obey or comply with specific and lawful order or instruction given by any superior officer; and all other acts of insubordination	3 days suspension	5 days suspension	Termination		
3.21. Refusal to receive lawful written order or official memorandum from superior officer, from management or its official representative.	3 days suspension	5 days suspension	Termination		

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3.22. Entertaining personal, non-official visitors while on-duty.	5 days suspension	Termination			
3.23. Failure to wear required (PPE) Personal Protective Equipment while on duty.	3 days suspension	5 days suspension	Termination		
3.24. Failure without valid reason to attend monthly operations meeting or other special activities as required by MIBSSI.	3 days suspension	5 days suspension	Termination		
3.25. Failure to return company vehicle key after tour of duty as required.	3 days suspension	5 days suspension	Termination		
3.26. Engaging in or Gambling or betting, or conducting lotteries, or playing games of chance or other similar activities during work hours or while on duty within Company or Client premises.	3 days suspension	5 days suspension	Termination		
3.27. Failure to administer first aid and/or assist accident victims in need of urgent medical attention.	3 days suspension	5 days suspension	Termination		

3.28. Unnecessary use of force against any person or property of Company or Client causing undue damage.	5 days suspension	Termination			
3.29. Failure to disseminate any lawful order or instruction to concerned Personnel.	3 days suspension	5 days suspension	Termination		
3.30. Failure to render a report of any incident within an area of responsibility (AOR) in the prescribed period of twenty four (24) hours from the time of the incident.	3 days suspension	5 days suspension	Termination		
3.31. Selling/ Peddling unauthorized products or merchandise while on duty or charging a service fee to customers on behalf of the Company without authorization from the MIBSSI or Client.	5 days suspension	Termination			
3.32. Downloading unauthorized computer software	5 days suspension	Termination			

3.33. Producing, posting or sending illegal, libelous or offensive messages to defame, embarrass, threaten, harass an employee, service provider, customer or the organization itself.	5 days suspension	Termination			
3.34 Usage of any site that circumvents access to prohibited sites, like the use of proxy-avoidance sites to circumvent internet security controls.	5 days suspension	Termination			
3.35. Any defamatory posts and/or comments made that would impact and blemish the brand in any social media over the world wide web	5 days suspension	Termination			
3.36. Any unauthorized use, replication, sharing of information, comments about client's customers and/or staff of via any social media, blogsites, pages and creation unauthorized pages and or sites that represent or are related	5 days suspension	Termination			

3.37. Moonlighting – engaging in full or part time employment outside the Company or being hired by any competitor or any other company without prior approval from the Management.	Termination				
3.38. Allowing unauthorized personnel to use any space, or property or drive a vehicle owned by the Company or Client, except in cases of extreme emergency and with proper authorization.	Termination				
3.39. Showing or exhibiting pornographic materials, pictures, or literature on Company time at Company or Client's premises.	Termination				
3.40. Bringing to Company premises any unauthorized person who causes trouble or damage to Company or Client's property.	Termination				
3.41. Inflicting physical injuries upon suspect without reasonable cause.	Termination				

3.42. Provoking other PSOs to sign a petition letter against an officer of a detachment to the detriment of the same; or leading to the Client's loss of confidence in the Company.	Termination				
3.43. Engaging in an illicit / extramarital relationship with a co-worker or employee of the company and/or the Client.	Termination				
3.44. Failure to pass Performance Improvement Plan.	Termination				
3.45. Commission or involvement in a crime – Criminal or civil Case	Termination				
3.46: Sleeping on Post	5 days suspension	Termination			
3.47: Performing duties without the following PNP- SOSIA prescribed IDs/Documents: Valid Security License, DDO and Fire Arms License	5 days suspension to termination depending on gravity of offense.	Termination			
3.48: Performing duties using expired security guard/officer's license; license renewal not	5 days suspension to termination	Termination			

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taken at Company's accredited training center	depending on gravity of offense.				
3.49: Carelessness in the custody or mishandling of evidence for administrative or legal purposes	5 days suspension to termination depending on gravity of offense.	Termination			
3.50: Any act of negligence or carelessness that will place in jeopardy or endanger the life of a client or key officer of MIBSSI, or any other person.	5 days suspension to termination depending on gravity of offense.	Termination			
3.51: Any act of negligence or carelessness that would tend to lead to loss of business to the Client or MIBSSI	5 days suspension to termination depending on gravity of offense.	Termination			
3.52: Failure to help another PSO in apprehending a resisting violator, or disarming an armed violator, or assisting an injured or outnumbered PSO	5 days suspension to termination depending on gravity of offense.	Termination			
3.53: Any act of gross negligence resulting in the loss or destruction of Company/Client's Property.	5 days suspension (payment of loss or destroyed Company/Client property)	Termination (payment of loss or destroyed Company/Client property)			

3.54: Failure to update any changes in personal record or information, e.g. current residence address, civil status and other pertinent personal information	5 days suspension	Termination			
3.55: Any lewd act or behavior which is against accepted social mores and norms	Termination (payment of expenses related to violation)				

Section 4

SERVICE STANDARDS AND PROCEDURES

Service standards and procedures are established to render high quality service to our Clients. These service standards are designed to differentiate the level of service provided by MIBSSI from those rendered by its competitors. It is the objective of MIBSSI to exceed industry expectations of service quality; therefore, all employees are expected to adhere to these high standards.

Customer Service Standards and Procedures

I. Grooming Standards

PROTECTIVE AGENTS/COMMANDERS/PUBLIC SAFETY OFFICERS/HQ STAFF

- Hair must be trimmed and not touching the ears and collar.
- No hair color other than black or dark brown may be used.
- Finger nails must be short and clean.
- Must be free from unpleasant body odors.

FEMALE EMPLOYEES AND LADY PSOs:

- Hair must be clean and arranged in a neat, business-like style.
- Hair that is longer than shoulder length must be worn tied back. (For field personnel)
- No hair color other than black or dark brown may be used.
- Facial make up must match skin tone.
- Nail polish should complement the uniform, in neutral shades, such as beige, white or colorless.
- Must be free from unpleasant body odors.

General Wear Standards

- All uniform items must be clean, pressed, non-faded and in presentable condition at all times.
- All uniform items are to be worn as they are intended upon issuance. While in uniform, all employees should act as exemplary representatives of MIBSSI.

Shoes & Socks

- Men's shoes must be black with black socks.
- Lady PSOs shoes must be black and simple in style, with either black or dark stockings. Shoes should have closed heels, toes, and sides.

- Shoes must be clean, well-polished and well maintained at all times.

Jewelry

- Only one ring on each hand is permitted. An engagement ring, wedding ring, and/or eternity ring all count as one ring when worn together on one finger.
- Only one simple gold or silver bracelet may be worn. Ankle bracelets are not permitted.
- Earrings must match. (For Female employees only.)
- Only stud earrings or pearl earrings are allowed, and only one earring in each ear lobe is permitted.
- Male employees are not allowed to wear any kind of earring when on duty.
- Only one slim gold or silver plain necklace may be worn.
- Wristwatches must be of a conventional design in gold, silver, or stainless steel finish. Leather straps must be brown, black, or of a neutral color.

Violations and Penalties:

Offense	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
4.1. Failure to adhere to grooming standards while on duty.	Written Warning	1 day suspension	3 days suspension	5 days suspension	Termination
4.2. Failure to adhere to grooming standards while reporting to the head office.	Written Warning	1 day suspension	3 days suspension	5 days suspension	Termination

Section 5**PROPER CONDUCT AND BEHAVIOR**

Each employee is a professional who works in a formal and organized work place. Proper conduct and behavior connote professionalism at its best, and they attract both internal and external customers to do business with us. An organization without discipline will eventually fail. Therefore, every employee should conduct himself with decorum and professionalism that reflect the values of the organization.

Violations and Penalties:

Offense	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
5.1. Inflicting verbal abuse, using profanity or any other type of obscene language on any employee or person within or near Company or Client premises.	1 day suspension	days suspension	5 days suspension	Termination	
5.2. Committing acts that violate rules and regulations governing personal hygiene and public sanitation.	Written Warning	1 day suspension	3 days suspension	5 days suspension	Termination

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5.3	Smoking while on-duty.	1 day suspension	3 days suspension	5 days suspension	Termination	
5.4	Act of imprudence of an Officer by posting a sick PSO who fails to perform his assigned duties and responsibilities.	1 day suspension	3 days suspension	5 days suspension	Termination	
5.5	Loafing or loitering within the company or client's premises while not on duty.	Written Warning	1 day suspension	3 days suspension	5 days suspension	Termination
5.6	Discourteous, rude, impertinent or indifferent treatment of Client, Client's guests and officers and employees of MIBSSI.	3 days suspension	5 days suspension	Termination		
5.7	Threatening bodily harm or injury upon another person, challenging to fight any employee or person, or using any other grave threat, whether or not work-related, and for any reason whatsoever.	5 days suspension to Termination depending on gravity of offense	Termination			

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5.8	During work hours and within or around Company or Client premises, engaging another employee in a fight; assaulting any person for whatever reason.	5 days suspension to Termination depending on gravity of offense	Termination			
5.9	Fraternalization – engaging in a personal relationship during work hours with any employee or person within the Company or Client premises that may lead to a neglect of duty or deliberate non-performance of duty.	5 days suspension	Termination			
5.10.	Act of imprudence by an Officer by posting a PSO under the influence of liquor or drugs.	5 days suspension	Termination			
5.11	Borrowing money from Clients and /or suppliers.	5 days suspension	Termination			
5.12	Borrowing money from a DC, Supervisor or higher authority by a subordinate or vice versa.	5 days suspension	Termination			
5.13	Insulting, threatening with bodily harm, or showing disrespect to a supervisor or official of the Company or	5 days suspension	Termination			

Client or any other person or party.					
5.14. Any act constituting a threat, intimidation, harassment, molestation or coercion against any person.	5 days suspension to Termination depending on gravity of offense	Termination			
5.15. Abuse of position to gain personal advantage from any employee or third party.	Termination				
5.16. Planting evidence against any person for the purpose of imputing an offense against that person, or to evade responsibilities for an offense or crime punishable by law or by this Code.	Termination				
5.17 Asking for tips from a Customer or a commission from a supplier.	Termination				
5.18 Possessing, using or bringing prohibited drugs into Company or Client's premises, except when such drugs are legally prescribed	Termination				

by a physician.					
5.19. Instigating or leading and/or participating in sabotage, work slowdown, work interruption or stoppage.	Termination				
5.20 Drinking alcoholic beverages during work on Company or Client's premises.	Termination				
5.21. Driving while under the influence of liquor while using the company issued vehicle.	Termination				
5.22 Entering Company or Client premises or performing work while under the influence of alcohol or any prohibited drug.	Termination				
5.23 Allowing oneself to be relieved by another person known to be under the influence of liquor or any prohibited drug.	Termination				

5.24	Gambling, betting, conducting lotteries or other similar acts during work hours or within Company or Client premises.	Termination				
5.25	Sexual Harassment—using authority or physical or intellectual power to gain or receive a sexual favor. (Using vulgar language is a form of sexual harassment, especially if done with intent to offend or insult a member of the opposite sex).	Termination				

Section 6**PERSONAL AND PROFESSIONAL INTEGRITY**

Human inter-relations within the company and outside with business partners and customers largely depend on mutual trust from, by and between, members of the team and others. Each task, duty, transaction, conversation, and exchange is dependent on trust. The absence of personal or professional integrity destroys the moral fiber essential to the survival of the organization. All employees are therefore required to practice and live with integrity, at the workplace or anywhere else.

Integrity is such an important Core Value of the company that the penalty for acts and deeds carried out at the expense of personal integrity, whether one's own or co-employee's, is typically immediate termination.

Violations and Penalties:

Offense	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
6.1 . Concealing defective work or covering up for another employee's mistakes or shortcoming, which results in prejudice to the Company or the Client.	5 days suspension to Termination depending on gravity of offense	Termination			

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6.2	Soliciting, demanding, accepting or receiving, or agreeing to solicit, accept or receive any gift, gratuity or favor, directly or indirectly, which may have the potential to interfere with job responsibilities.	5 days suspension to Termination depending on gravity of offense	Termination			
6.3	Extortion – any and all acts related to the taking of money or valuable items through the misuse or abuse of authority, by intimidation, threat or coercion, or otherwise.	Termination and a report to proper authorities				
6.4	Offering, promising or giving gifts or presents to public officials or employees in connection with the performance of their official duties or in consideration of the execution of an act which will constitute bribery or any graft or corrupt practices/act.	Termination				
6.5	Graft – accepting bribes whether in cash or in kind, in exchange for a favor or reward, or sacrificing enforcement of rules or disregarding duties and responsibilities in favor of any gift or reward.	Termination and a report to proper authority				

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6.6	The tampering, alteration or unauthorized use of receipts or purchase orders for personal monetary gain or in exchange for a favor or reward.	Termination & payment of expenses relating to the offense.				
6.7	Malversation or unauthorized use of Company funds for personal or other causes.	Termination				
6.8	Falsification of records for any reason or purpose.	Termination				
6.9.	Pilferage, stealing, theft, robbery or any unauthorized taking for personal gain or use of Company, Client, or any other person's or party's property.	Termination				
6.10.	Perjury – giving untruthful statement/s or concealing material facts in an investigation conducted by authorized representatives of the Company and/or Client(s).	Termination, arrest and filing of appropriate case.				
6.11.	Unauthorized alteration of time records.	Termination				

6.12. Nepotism - the hiring of a relative within the 3 rd degree of consanguinity or affinity of the appointing or recommending authority or of persons exercising supervision over him.	Termination				
6.13. Spreading rumor and/or Gossip	3 days suspension	5 days suspension	Termination		

Section 7

MAINTENANCE, HANDLING AND USE OF COMPANY'S AND CLIENT'S PROPERTIES

The Company has invested a considerable amount of capital to allow its employees to perform their jobs more efficiently and with ease. The Company's properties, such as firearms, ammunition, gadgets, and other equipment, motor vehicles and other assets are tools to enhance the productivity of operations and security personnel. These also include the properties of Clients, which MIBSSI is entrusted to protect. Neglect in the care of Company equipment not only leads to additional costs of maintenance and repairs, but also burdens employees with unproductive assets. Therefore, extra care should always be exercised in the use of such properties.

Violations and Penalties:

Serious Offense	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
7.1. Use of any company or client's property in the planning or commission of a crime.	5 days suspension to Termination depending on gravity of offense.	Termination			
7.2. Unauthorized and/or improper use or care of company and client's property, such as restroom, bathroom, dining room and any other facilities.	3 days suspension	5 days suspension	Termination		
7.3. Allowing unauthorized persons to use any space, or property or drive a vehicle owned by Company or Client , except in case of extreme emergency and with proper authorization.	3 days suspension	5 days suspension	Termination		
7.4. Use of any office equipment (e.g. fax machine, computer, printer, photocopier) for any personal purpose.	3 days suspension	5 days suspension	Termination		

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7.5. Non-maintenance of company issued properties such as firearms, radios, computers, etc.	3 days suspension	5 days suspension	Termination		
7.6. Failure to report damaged company issued properties.	3 days suspension	5 days suspension	Termination		
7.7 Failure to maintain Property Book of issued semi-expendable and non-expendable properties, such as Firearms, Computer sets, Printers, Base and Handheld Radios, VHF Repeater System and other serialized items.	3 days suspension	5 days suspension	Termination		
7.8. Causing damage to property resulting from negligence or non-compliance with duties and responsibilities or damage due to mischievous acts or carelessness.	5 days suspension to Termination, depending on severity of damage	Termination			
7.9 Unauthorized use of Company or Client's property, such as using or taking of Company motorcycles and vehicles outside Company or Client premises without approval from supervisor or higher authority.	5 days suspension	Termination			

7.10	Reckless use of Company- or Client-owned properties, such as motorcycles or other vehicles.	5 days suspension & payment of expenses relating to violation.	Termination			
7.11	Deliberate destruction of Company or Client property.	Termination				
7.12	Unauthorized use of Company's or Client's vehicle resulting in an accident or any injury to any person.	Termination and payment of cost of accident or injury				

Section 8

USE OF FIREARMS AND OTHER WEAPONS

Firearms and other weapons, whether dangerous or lethal, are selectively authorized by law to be used by security and protection agencies to defend the Company and its Clients from lawless elements. Therefore, all security personnel must exercise the greatest care in carrying and caring for these tools, and must use an abundance of caution when brandishing or merely cleaning such equipment. Use of firearms and other dangerous weapons in ways other than those specified in duty detail orders, or as set forth by law, will constitute a serious violation of the MIBSSI Employees' Code of Conduct.

Violations and Penalties:

Offense	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
8.1 Unauthorized loading of ammunition into the firearm chamber with unlocked safety.	3 days suspension	5 days suspension	Termination		
8.2. Illegal possession of explosive(s) inside company and/or client's premises	Termination				
8.3. Carrying or possessing a firearm or bladed weapon not registered with or issued by MIBSSI, whether or not manifested in a valid Duty Detail Order.	Immediate Termination & confiscation of firearm or weapon, which will be turned over to the nearest PNP Station. The offense must be reported to PNP-SOSIA.				
8.4. Carrying or using an MIBSSI registered Firearm without proper authority & outside area of responsibility or not in line of duty.	Immediate Termination and payment of any expense related to the violation				

8.5. Unjustified discharging of firearm without reasonable cause or life threatening situation, or discharging firearm due to negligence, carelessness, showing off, or unauthorized testing.	Immediate Termination and payment of any expense related to the violation, and report to PNP-SOSIA				
8.6. Loss of firearm due to negligence or carelessness.	Immediate Termination & payment of cost of replacement of lost firearm including administrative fine from FED. This shall be reported to the nearest PNP Station and PNP-SOSIA for further action.				
8.7. Use of MIBSSI firearm in the commission of crime.	Immediate Termination and filing of criminal case. Arrest and detention of erring employee/s must be effected when possible.				

8.8. Improper or unsafe handling of firearm shall be construed as gun toting, playing with the firearm, pulling the fire arm from its holster without justifiable cause, accidental firing, or acts which do not conform to rules on proper handling of firearms.	Immediate Termination and payment of any expense related to the violation, and report to PNP-SOSIA.				
8.9. Improper or unsafe handling of firearm shall be construed as gun toting, playing with the firearm, pulling the fire arm from its holster without justifiable cause, accidental firing, or acts which do not conform to rules on proper handling of firearms.	Immediate Termination and payment of any expense related to the violation, and report to PNP-SOSIA.				
8.10. Lending or turning over of any firearm to another guard or any other MIBSSI employee without prior authorization from management, or lending of issued firearm for whatever reason to any non-MIBSSI employee or individual.	Immediate Termination and payment of any expense related to the violation, and report to PNP-SOSIA for further action				

8.11. Improper turnover of firearm and ammunition, not following proper procedure in turning over firearms and ammunition to incoming guards, or not surrendering the same to the firearms and ammunition center.	Immediate Termination and payment of any expense related to the violation.				
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Section 9

CONFIDENTIALITY OF INFORMATION

MIBSSI prides itself in recruiting, training and producing a distinctive kind of security guard than the rest of the industry. In achieving the highest of professionalism in the industry, the Company must create systems, methods, operating procedures and training modules that take time to develop and hard work to implement. In order to maintain its edge, therefore, the Company must continue not only to innovate and create new methods, but also to guard its “inventions” from pilferage or copying by other agencies.

Therefore, any report, comment, opinion or data about the Company's operations, its financial condition and its people, constitute valuable information that must be kept away from public knowledge, because their discovery could lead to the loss of competitive advantage, or worse, to the pirating of our prized workforce and our internally developed systems to the collective detriment of all our shareholders. All employees must consider all Company information as trade secrets, and must take the necessary steps to prevent outsiders (other than Government agencies that regulate security agencies) from obtaining such information.

Violations and Penalties:

Serious Offense	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
9.1 Infidelity in the accounting of Company's or Client's documents.	5 days suspension to Termination, depending on severity of damage	Termination			
9.2 Unauthorized revealing, releasing or divulging of confidential information to individuals other than authorized person/s, defined as those by virtue of their position must know of confidential matters, such as officers of the Company, Internal Auditors and the Company's legal counsel.	Termination				

9.3 An employee shall not copy, reproduce, distribute or disclose any confidential information to any person or entity and shall not use any of the confidential information for any purpose aside from the fulfillment of the Employee's employment obligations.	Termination				
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Section 10

NEGLECT OF DUTY BY MANAGERIAL AND SUPERVISORY EMPLOYEES

The responsibility vested in managerial and supervisory employees is critical to the effective functioning of MIBSSI. They are responsible not only for their respective assignments, but also for the welfare and productivity of employees over whom they exercise authority. Employees cannot possibly comply with rules if they have not been made aware of such rules. Managers and supervisors are expected to inform their subordinates about Company policies, rules and regulations. The company expects that all matters affecting the organization be reported to Management, so that they can make informed decisions. These matters include violations or infractions of the rules by their subordinates reporting to them. More importantly, managers and supervisors should recommend steps to prevent the occurrence or recurrence of such infractions.

Violations and Penalties:

Serious Offense	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
10.1 Failure of a Manager or Supervisor to disseminate to employees, over whom he exercises supervision, Company policies, work rules and regulations, performance standards, changes in work rules, and the like.	3 days suspension	5 days suspension	Termination		
10.2 Failure of a Manager or Supervisor, who has knowledge of any violation of any rule or regulation, to take steps to prevent and/or report such violation.	3 days suspension	5 days suspension	Termination		
10.3 Failure of a Manager or Supervisor (including DC, ADC and TL) to exercise and implement disciplinary action upon receipt of, knowledge or discovery of a violation.	3 days suspension	5 days suspension and relief from current position, removal of allowance (if any)	Termination		

**This Employees Code of Conduct
should be carried at all times
during tour of duty.**

**In case of LOSS or DAMAGE,
Php150.00 will be charged to the
employees**