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| PENALTIES | | | | | | | | |
| | | | | 1st | 2nd | 3rd | 4th | |
| A. OFFENSES AGAINST STANDARD OPERATING PROCEDURES | | | | | | | | |
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| | | | I. Attendance and Punctuality | | | | | |
| | 1 | | Tardiness | | | | | |
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| | | a | Exceeding the accumulated 30 minutes allowable tardy per month | VW | WW | WR | D | |
| | | | | | | | | |
| | | b | Failure to notify the immediate supervisor 30 minutes before the start of the shift | WW | WR | D | | |
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| | 2 | | Absence | | | | | |
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| | | | | | | | | |
| | | a | Authorized Absence | VW | WW | WR | D | |
| | | * | Exceeding the 2days allowable absence per month | | | | | |
| | | * | Absence due to health reasons - warning will be waved once medical certificate will be provided but doesn't supersede KPI score | | | | | |
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| | | b | Unauthorized absence/unscheduled leaves that are not approved - failure to formally notify the immediate supervisor at least 2 hours before the start of the shift when unable to report for work, except on emergency cases where the explanation is made upon reporting back for work. | WW | WR | D | |
| | | | | | | | |
| | 3 | | Unauthorized and/or frequent under time, overtime or extension of break periods; leaving work assignment or the company premises during working hours without permission from the immediate supervisor. | WW | WR | D | |
| | | * | The company is not held liable for any accident that the employee may encounter out of such unauthorized transactions. Employees should secure an email approval from the immediate head should there be emergencies he/she is needed to respond to outside the company premises | | | | |
| | | | | | | | |
| | 4 | | Unauthorized extension of leaves | WW | WR | D | |
| | | * | This includes failure to board on time on the employees' departure due to causes other than bad weather conditions. Official cancellation of trip as ordered by competent authority is required. | | | | |
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| | 5 | | On log IN /log OUT: | | | | |
| | | a. | Improper log in and log out. | WW | WR | D | |
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| | | * | three (3) instances and above in a payroll period. | | | | |
| | | * | If the same scenario arises on the next payroll period, after the issuance of the disciplinary sanction on the first violation, the graver penalty shall be imposed with due process. | | | | |
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| | b. | Making entries on another employee's | WW | WR | D | |
| | | | | | | |
| | c. | Unauthorized altering or tampering of ID | WW | WR | D | |
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| 6 | | Wasting time or loitering and/or sleeping on company time. | VR | WW | WR | D |
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| | II. Work Performance | | | | | |
| 1 | | Failure to pass monthly KPI | VW | WW | WR | D |
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| | III. ID/ Office Attire Requirements | | | | | |
| 1 | | Intermittent failure to wear ID (more than once within the same month) | VW | WW | WR | D |
| | | | | | | |
| 2 | | Failure to observe prescribed office attire (smart casual attire) during | VW | WW | WR | D |
| | | | | | | |
| 3 | | Failure to report a lost or destroyed ID | VW | WW | WR | D |
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| | IV. Health, Safety and Security of Confidential Information | | | | | |
| 1 | | Willful refusal to undergo company-required physical and medical examinations and drug testing | WW | WR | D | |
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| 2 | | Failure to turn off electronic devices after use. (i.e. computer and its accessories at the day's end) | VW | WW | WR | D |
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| 3 | | Transmission of confidential company information without any authority and proper security clearance | D | | | |

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| 4 | | Disclosure or misuse of confidential company information and/or records of confidential and classified information officially known to him by reason of his office or as a result of an investigation and not available to the public, to further his private interest or give undue advantage to anyone or to prejudice the public interest. | D | | | |
| | | | | | | |
| 5 | | Taking out company records without prior approval | D | | | |
| | | | | | | |
| 6 | | Failure to secure office records or protect or classify sensitive information where the user is the custodian and person responsible for its safekeeping. | D | | | |
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| 7 | | Unauthorized disclosure and/or sharing or using another employee's password for whatever reason. | WR | D | | |
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| V. Reporting of Violation | | | | | | |
| * | | (Penalty will depend upon the damage caused, if the failure of the Supervisor involves amounts which greatly affects the property and image of the company, the penalty should be imposed in its heavier period regardless of the number of occurrence) | | | | |
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| 1 | | Failure to report a known violation of any provision of the Company's Personnel Conduct Policy and standard operating procedure.☐ | WR | D | | |
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| 2 | | Malicious reporting or accusation to the detriment of another. | WR | D | | |
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| | 3 | Failure of the Supervisor/Manager/Head to submit a report of an injury or damage to employees or company property inside and outside the company premises. | WR | D | | |
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| | | VI. Information Security | | | | |
| | 1 | Concealing one's identity or masquerading as another user to access the information resource, send/receive, process, modify or store data on the IT resources. | D | | | |
| | | | | | | |
| | 2 | Disclosure of any login account credentials or making the credentials available to others without permission or authorization in accordance with existing policies/guidelines. | WR | D | | |
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| | | VII. Intrusion | | | | |
| | * | (Penalty will depend upon the damage caused.) | | | | |
| | 1 | Attempts to disable, defeat or circumvent any security controls in place, successful or otherwise. | D | | | |
| | | | | | | |
| | 2 | Committing security breaches such as, but not limited to, unauthorized | D | | | |
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| | 3 | Intentional propagation of malicious codes into the network. (Monetary | D | | | |
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| | | VIII. Physical Security | | | | |
| | * | (Penalty may be imposed on its higher period regardless of occurrence provided that damage caused to the company is material.) | | | | |
| | 1 | Unauthorized entry to restricted areas. | WW | WR | D | |
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| | 2 | Allowing unauthorized personnel to restricted areas | WW | WR | D | |
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| | 3 | Unauthorized use or tampering of security devices, CCTV, and other Company equipment. | D | | | |
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| | 4 | Tampering or unauthorized removal of equipment identification, inventory tags, signages, safety warnings, etc. that could cause injury or undue harm to other users. | WR | D | | |
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| | 5 | Unauthorized removal of storage media and computer equipment. | WR | D | | |
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| | 6 | Unauthorized use of internal or external storage media in any form. | WR | D | | |
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| | 7 | Unauthorized transfer, pullout or disposal of company equipment and peripherals. | WR | D | | |
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| | 8 | Untidy workstations or computing environments that invite rodent or insect infestation that can damage company equipment. | VW | WW | WR | D |
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| | 9 | Bringing of food or beverages inside restricted areas where such are explicitly prohibited. | VW | WW | WR | D |
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| | 10 | Holding unofficial and non-business related meetings within the company premises without previous written permission from the Manager. | VW | WW | WR | D |
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| | IX. Changes to Standard System Configurations | | | | | |

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| 1 | Alteration of network, application or system configuration (e.g. IP address, configuration files, etc.) without proper authorization. | WR | D | | |
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| 2 | Intentionally disabling the anti-malware system, lockdown procedures or other security controls in place. | D | | | |
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| 3 | Unauthorized installation of system and application bug fixes or patches, or use of personal or third party systems/application/ programs/ utilities. | WR | D | | |
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| X. Email and Communications | | | | | |
| 1 | Posting the company email on personal web logs, mailing lists and other internet resources for personal purposes. | WR | D | | |
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| 2 | Creating, forwarding or sending unsolicited email messages in bulk (i.e. email spam, jokes, chain mail or other forms of junk mail) or other advertisement material (i.e. 'pyramid' schemes of any type.) | WR | D | | |
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| 3 | Any form of harassment through email, telephone, paging, or SMS systems, whether through language, frequency, solicitation, size of messages, etc. | D | | | |
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| 4 | Unauthorized use of attempt to forge email header information or messages, or attempt to disguise one's identity when sending mail. | WR | D | | |
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| 5 | Unauthorized broadcasting of email messages leading to unnecessary network bottlenecks and slowdown. | D | | | |
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| | 6 | Conduct private business activities via email for personal business and financial gain. | WR | D | | |
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| | 7 | Sending profane, obscene, harassing, discriminatory, other threatening e-mail or otherwise offensive matters that may or may not promote criminal behavior. | D | | | |
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| | 8 | Unauthorized use of another user's email account. | WR | D | | |
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| | 9 | Erroneous sending of emails containing internal or confidential material to unintended recipients. | WR | D | | |
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| | 10 | Deletion of internal/external email communication | WR | D | | |
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| | XI. Abuse of Internet Privileges | | | | | |
| | 1 | Unauthorized downloading of software, programs or media files from the Internet. | WR | D | | |
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| | 2 | Using ISP accounts and dial-up lines and the like to access the Internet through Company's resources without authorization. | WR | D | | |
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| | 3 | Setting up of personal websites or other channels within the office network for personal business use or gain. | WR | D | | |
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| | 4 | Use of Internet to view, download or share inappropriate or offensive material, such as pornography, discrimination, inappropriate behavior, malware, etc. | WR | D | | |

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| | 5 | Use of Internet to view, download, or share unauthorized activities such as gambling, personal business, misrepresentation of the company to public or private, etc. | D | | | |
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| | 6 | Use of the Internet to disclose internal company information that could or have resulted in reputational or financial losses for the company. | D | | | |
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| | 7 | Unauthorized use of and access to personal webmails, personal blog sites, shopping sites, and other sites prohibited by the Company Internet usage policies. | WR | D | | |
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| | 8 | Unauthorized participation in online discussion groups, chat rooms, blog sites, and other online community sites. (i.e. logging into facebook, twitter, etc. accounts during office hours) | WR | D | | |
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| | 9 | Unauthorized advertisement, promotion, presentation or statements about company products and services in internet online communities or social networking sites. | WR | D | | |
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| | XII. Malware | | | | | |
| | 1 | Intentional installation of malware or malicious programs (i.e. viruses, worms, Trojan horses, spyware, etc.) into the network, servers, workstations or any computer systems. | D | | | |
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| | 2 | Writing, compiling, copying, propagating, executing or attempting to introduce any computer code with semblance to malicious software that is designed to damage or otherwise hinder the performance of any information system | D | | | |

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| | | | XIII. Data Security and Document Handling | | | | |
| | 1 | | Unauthorized copying, distribution, and/or modification of the company's licensed programs, proprietary applications and source codes. | D | | | |
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| | 2 | | Actions that violate company / local/ international copyright, trade secret, | D | | | |
| | | a | The installation or distribution of pirated or other software products that are not appropriately licensed for use by the company; | | | | |
| | | | | | | | |
| | | b | Use of digital versions of copyrighted photographs from magazines, books or music, movies without the company's written permission from the owners/authors; and | | | | |
| | | | | | | | |
| | | c | Exporting software, technical information, encryption software or technology in violation of international or regional exports control law | | | | |
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| | 3 | | Unauthorized use of external back-up equipment, including portable storage media such as USB disks, thumb drives, and other memory based devices, for personal back-up use. | WR | D | | |
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| | | | XIV. Network Security | | | | |
| | 1 | | Disruption of network and system processes/communications that may lead to the disruption of company processes and operations | WR | D | | |
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| | 2 | Using any program/ script/ command or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, through any means, locally or through the Internet. | D | | | |
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| | 3 | Using the corporate network or computer to play games. | WR | D | | |
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| | 4 | System Access / User IDs | | | | |
| | a | Failure or negligence to discharge official functions and responsibilities relative to system access, or, purposely deprive an authorized user of access to any company application or resource. | WR | D | | |
| | | | | | | |
| | b | Revealing account password of company resources to others or allowing use of the account by others. This includes family and other household members when work is being done at home. | WR | D | | |
| | | | | | | |
| | c | Abuse of user credentials assigned to him with the intent to sabotage or disrupt systems, steal sensitive information, compromise accounts and other malicious purposes. | D | | | |
| | | | | | | |
| | d | Unauthorized use and/or abuse of Administrator-level accounts or IDs, or creation of secret/ undisclosed/ rogue User IDs and passwords with special system privileges. | WR | D | | |
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| | e | Unauthorized sharing of network folders | WR | D | | |
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| B. OFFENSES AGAINST MORAL VALUES AND PROPER CONDUCT / WORK ETHICS | | | | | | |
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| | I. | Insubordination | | | | |
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| | a) | Insubordination or willfull refusal to carry out verbal or written orders. | WR | D | | |
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| | b) | Willful Insubordination | WR | D | | |
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| | | 1) Willful refusal to cooperate, for no valid reason, during an investigation conducted by the Company. | | | | |
| | | | | | | |
| | | 2) Willful refusal to company-mandated medical examination | | | | |
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| | | 3) Failure to report for overtime without good reason, after being scheduled to work according to overtime policy. | | | | |
| | | | | | | |
| | c) | Disrespect, insult or use of foul language towards any superior, officer, staff, agency, contractual personnel or client. | WR | D | | |
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| | d) | Unruly and disorderly behavior within the Company premises and any conduct which causes unnecessary disruption of Company operations. | WR | D | | |
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| | e) | Acts of negligence that may or may not result in losses. | WR | D | | |
| | | | | | | |
| | f) | Acts of gross negligence that may or may not result in losses; acts of gross negligence resulting in substancial losses. (penalty may be accelarated to higher penalty as may be provided under the circumstances) | WR | D | | |
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| | | g) | Failure or refusal to attend company mandated and paid trainings, seminars and activities that are considered vital to the operation of the company. (penalty: based on actual training fee cost) | WR | D | | |
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| | | h) | Refusing to accept assigned tasks as provided in the memorandum issued to employees transferring the latter to any offices of the company, when employees' skills are highly needed, unless refusal is justified. | WR | D | | |
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| | II. | BRIBERY | | | | | |
| | | (penalty would depend upon the seriousness of the offense) | | | | | |
| | | a) | Accepting anything in exchange for a job, work assignment, work location of favorable condition of employment. | Discharge plus monetary indemnity equivalent to the amount of actual damages | | | |
| | | | | | | | |
| | | b) | Asking or accepting any consideration, financial or in kind, when facilitating a transaction with the Company. (consistent with Sec. 26 (a) (3) of R.A. 7353) | Discharge plus monetary indemnity equivalent to the amount of actual damages | | | |
| | | | | | | | |
| | | c) | Acceptance of cash gifts valued from clients/suppliers and the failure to report such to proper Company authorities. | D | | | |
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| | | d) | Unauthorized collections or solicitation of funds either directly or indirectly, unless there is prior written approval from the management. | D | | | |
| | | | | | | | |
| | | e) | Using position in order to acquire funds forcefully regardless of the intention of the solicitation, whether it benefited all the employees or not, provided that the employee solicited cannot refuse due to moral influence and ascendancy over the employee. | D | | | |
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| | III. | Engaging in any activity that is in violation of common decency and | | | | | |
| | | 1) | Wearing of revealing clothes. | VR | WW | WR | D |
| | | | | | | | |
| | | 2) | Use of defamatory and/or offensive words during conversations with clients; | WR | D | | |
| | | | | | | | |
| | | 3) | Abusive or rude behavior toward the company or its customers or and acquaintance of the Company. | WR | D | | |
| | | | | | | | |
| | | 4) | Love affair with married man or woman. (Adultery and concubinage as provided under the RPC) | WR | D | | |
| | | | | | | | |
| | | 5) | Love affair with co-workers regardless of gender, sexual orientation or other protected characteristics | WR | D | | |
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| | IV. | Breach of Conflict-of-Interest Policy | | WR | D | | |
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| | V. | Alcoholism: | | | | | |

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| | a) | Drinking any alcoholic beverages within the premises of the company unless on authorized occasions. | WR | D | | |
| | b) | Unauthorized bringing and drinking of alcoholic beverages inside the workplace, | WR | D | | |
| | c) | Reporting to work under the influence of alcohol. This may also include reporting to work after a previous night's heavy intake of alcohol, in which the performance of the employee is affected. | WR | D | | |
| | d) | Possession, sale and distribution of alcoholic beverages within the company premises. | WR | D | | |
| VI. Prohibited Drugs | | | | | | |
| | a) | Sale, use, possession and distribution of prohibited and regulated drugs, and other related paraphernalias which are considered illegal in accordance with law. | Discharge upon conviction | | | |
| | b) | Entering workplace under the influence of prohibited drugs | Discharge upon conviction | | | |
| | c) | Laboratory findings of use of prohibited drugs | Discharge upon conviction | | | |
| VII. | | Unauthorized carrying of firearms and/or discharge of other deadly weapons within Company premises or during official company functions. | WR | D | | |
| VIII. Gambling: shall include but not limited to the following: | | | | | | |

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| | | 1) | Gambling, taking part in lottery or any other game of chance during working hours. | WR | D | | |
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| | | 2) | Gambling, taking part in lottery or any other game of chance beyond working hours but within company premises. | WR | D | | |
| | | | | | | | |
| | | 3) | Illegal gambling, at anytime. (under Art. 195-199 of the RPC) | WR | D | | |
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| | IX. | | Use of and bringing home of Company's equipment, office materials, | | | | |
| | | a) | Bringing home of company property without prior written approval. | WR | D | | |
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| | | * | and the like, the penalty as provided will be imposed. | | | | |
| | | | | | | | |
| | | * | be imposed on its higher period regardless of occurrence. | | | | |
| | | | | | | | |
| | | b) | Unauthorized bringing of company properties outside the company premises without permission. | WR | D | | |
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| | X. | | Accepting outside employment or engaging in business activities without | | | | |
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| | | 1 | Working with other institutions or Company which is directly or indirectly similar to the business of Better Bound Advertising while still employed. | D | | | |
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| | | 2 | Accepting part-time jobs which directly affects the employees work schedule in the company. In cases, there are company related activities beyond the working schedule of the employee and the latter's presence is highly needed, company's work should be given preference. | WR | D | | |
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| | XI. | | Inducing another to commit a wrong violation | D | | | |
| | | | * The violation referred to could either be against company policies or | | | | |
| | | | | | | | |
| | XII. | | Performing acts and/or making pronouncements binding upon, or in representation of the Company, directors, co-employees and clients without proper authority. | Discharge plus monetary indemnity equivalent to the amount of actual damages. | | | |
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| | XIII. | | Acting in such a manner that puts the Company in a position considered to | | | | |
| | | 1 | Acts or omissions resulting to or may result in material loss or damage, or abnormal risk or danger to the safety, stability, liquidity, or solvency of the company, creditors, investors/stockholders; | D | | | |
| | | | | | | | |
| | | 2 | Acts or omissions causing any undue injury, or have given any unwarranted benefits, advantage of preference to the Company or any party in the discharge by the employee of his duties and responsibilities through manifest partiality, evident bad faith or gross inexcusable negligence; | D | | | |
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| | | 3 | Those acts involving entering into any contract or transaction manifestly and grossly disadvantageous to the Company, whether or not the employee profited or will not profit thereby. | D | | | |
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| | XIV. | | Using the Company, its premises, or its properties for illegal and/or immoral activities. | D | | | |
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| | XV. | | Using Company's time, materials, tools, machines, equipment, vehicles for | | | | |
| | | a) | The use of company computers and other office device for fun. | WR | D | | |
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| | | b) | Use of computer in playing games as a means to unwind during break time. | WR | D | | |
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| | XVI. | | Dishonesty | | | | |
| | | a) | Theft of the property of the Company, its employees, or its clients. (under Art. 308-311 of the RPC) | D | | | |
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