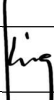

	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-001
	Code of Conduct & Employee Discipline		REV NO.	00
			PAGE	1 of 4
			EFFECTIVE DATE	June 5, 2024
Prepared by:	Reviewed & Approved by:			
				
Maria Krismo D. Adan	Kathleen D. Reyes, RMT, MHM, DBA			

1. PURPOSE

All employees are expected to be familiar with their duties and responsibilities and to adhere to the Company's policies, rules and regulations consistently. In the event that an employee violates any of the rules and fails to perform the work standards expected by the Company, a progressive discipline will be applied to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues.

2. SCOPE


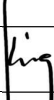

All employees of Biosite Medical Instruments, Inc.

3. POLICY

3.1. Employee Discipline

Everyone shall be required to observe the following Company's progressive discipline policy and procedure:

- 3.1.1. Everyone has the right to express their views through appropriate formal and informal processes.
- 3.1.2. No adverse action shall be taken against an employee for appropriately expressing his / her opinion and concerns.
- 3.1.3. Employee's concern, question, or complaint should be verbally expressed to his or her Immediate Superior. If dissatisfied with the response, said issues and concerns should be directed to employee's Department Head or to the Human Resource Department.
- 3.1.4. At any time, an employee may express his / her concern in writing addressed to his / her Immediate Superior. If this is not deemed appropriate, it can be addressed to the Human Resource Department and / or the Chief Operating Officer.
- 3.1.5. Concerns, issues, or complaints that have been raised will be kept confidential. However, employees should understand that full disclosure will be made if deemed appropriate.
- 3.1.6. In all violations involving loss or damage to Company property, the employee shall indemnify the Company for the fair market value of such property the amount of which shall be determined by the Company.
- 3.1.7. An employee who induces another to commit any of the offenses in this Code of Conduct shall be meted out a penalty equal to that imposed upon the employee directly committing the offense.
- 3.1.8. Penalties imposed by law for infractions or violation of ordinances, decrees or other laws or regulations, shall not be a bar to the imposition of internal Company sanctions; likewise, any Company sanction shall not be a bar to legal remedies, where warranted.
- 3.1.9. The Company reserves the right to impose penalties for violation not enumerated in the Code of Conduct on a case-to-case basis.
- 3.1.10. Nothing in the Code of Conduct shall prevent the Management from suspending the employee involved pending investigation of his / her administrative case. Such preventive suspension shall not be more than thirty (30) days.
- 3.1.11. Offenses and corresponding penalties shall be imposed only by means of a written memorandum with a copy to the following:

	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-001
	Code of Conduct & Employee Discipline		REV NO.	00
			PAGE	2 of 4
			EFFECTIVE DATE	June 5, 2024
Prepared by:	Reviewed & Approved by:			
				
Maria Krism D. Adan	Kathleen D. Reyes, RMT, MHM, DBA			




- 3.1.11.1. Immediate Superior
- 3.1.11.2. Department Head
- 3.1.11.3. HR Department – 201
- 3.1.12. The number of days indicated as penalty refers to working days. Suspensions are without pay.
- 3.1.13. The penalty for successive violations of the same rule will be more severe than the penalty for a first violation. In the same line of the progressive discipline, successive violations of different rules will follow next penalty.
- 3.1.14. The Immediate Superior is expected to carry out the Company policies conscientiously. It is his/her obligation to apply the rules and regulations fairly, firmly, and consistently.
- 3.1.15. The use of abusive language, threats, and intimidation against fellow employees or supervisory personnel will not be tolerated.
- 3.1.16. All supervisors and employees are expected to be courteous with each other at all times.
- 3.1.17. Before imposing the penalty for violations made by an employee, the Immediate Superior of the employee involved should first consult the Human Resources Department or discuss the matter with his / her Department Head.
- 3.1.18. An accumulation of three (3) written warnings for the same or different offense within a twelve-month period will warrant a suspension of three weeks on the fourth offense.
- 3.1.19. All offenses except for Attendance / Punctuality related violations will automatically be cancelled if for a continuous period of twenty-four (24) months from the last offense, the employee has not had any kind of disciplinary action.
- 3.1.20. The primary responsibility for reporting and investigating violations of the Company rules rests with the Immediate Superior and / or Department Heads.
- 3.1.21. The rules and regulations mentioned in Code of Conduct do not generally cover all the prohibited action of the employees. From time to time, rules and regulations shall be promulgated as conditions warrant.
- 3.1.22. Progressive penalties will be imposed on successive violations of the same rule, with the exception of those that warrant dismissal.
- 3.1.23. In meting out sanctions, only one penalty will be imposed for each administrative case. Where a single act constitutes two (2) or more violations of the Code of Discipline, the penalty for the more serious offense will be applied.
- 3.1.24. A total of three (3) suspensions within the 12-month period, regardless of the number of days and of their source is equivalent to DISMISSAL.
- 3.1.25. Whenever a conflict arises as to the application of the disciplinary action and the provisions mentioned, the penalty which is graver in character is to be imposed.

3.2. Types of Penalties

The following shall be observed when dealing with a disciplinary issue.

3.2.1. Admonition

- 3.2.1.1. Admonition is a gentle or friendly reproof or counseling. When a lapse is not serious and can be overlooked, a simple admonition will suffice.
- 3.2.1.2. An admonition will not be part of official sanctions but can be given by the employee's Immediate Superior for his / her minor misconduct. However, the

	POLICY AND PROCEDURE	DOC NO.	BMI-PP-HRD-001
	Code of Conduct & Employee Discipline	REV NO.	00
		PAGE	3 of 4
		EFFECTIVE DATE	June 5, 2024
Prepared by:	Reviewed & Approved by:		
 Maria Krism D. Adan	 Kathleen D. Reyes, RMT, MHM, DBA		

employee should understand what needs to be improved or corrected and the implication of his / her lapses and failure to improve may lead to a disciplinary action.

3.2.2. Written Warning

3.2.2.1. This is given to emphasize the seriousness of employee's violation of company rules and organizational requirements. A Written Warning should contain the statement of the offense and should be signed by the employee for records purposes. A copy of the document should be retained in the employee's 201 file.

3.2.2.2. This Written Warning is given to enable employees to improve and in case the warning is ignored, a stiffer sanction is meted out.

3.2.3. Suspension

3.2.3.1. Suspension relieves an employee from work for a definite duration depending on the gravity of the offense and deprives the employee of his/her pay during the period of suspension.

3.2.3.2. An employee may be put on preventive suspension if:

3.2.3.2.1. The employees' continued service will cause a serious or imminent threat to the life or property of the company and / or its staff.

3.2.3.2.2. The charges involve violations such as grave misconduct, neglect in the performance of duty, dishonesty and / or other offenses that would warrant removal from service.

3.2.3.2.3. There is a probability that the employee's continued presence would compromise or in any way affect the investigation of his / her violation.

3.2.3.3. In case the employee under preventive suspension will be exonerated, he / she may be reinstated to his / her position and will be given full payment of salaries and benefits for the duration of the suspension.

3.2.3.4. However, if the employee is found guilty, the period of preventive suspension will not be considered as part of the actual penalty of suspension to be imposed.

3.2.4. Dismissal

3.2.4.1. This penalty is a dishonorable separation from the service of the Company where the employee automatically forfeits all benefits which would normally accrue to him/her on retirement or separation for reasons other than for just cause, except earned benefits mandated by law. The employee should be furnished a written notice stating the particular acts or omissions constituting the grounds for his/her dismissal and the procedure set out in this manual and the labor laws shall be observed. Copy of notice should be acknowledged by the erring employee and made part of his/her 201 file.


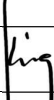

3.3. Employee Discipline Procedures

3.3.1. An incident report shall be submitted to the HR Officer who relays the violation to the HR Manager.

3.3.2. A Notice to Explain (NTE) shall be prepared within 48 hours upon discovery of the infraction or offense.

3.3.3. Preparation of NTE for timekeeping / attendance related violations shall be made by the HR Officer.




3.3.4. Issuance and serving of NTE shall be made by the HR Officer for minor cases, and HR Manager for serious and grave cases, as necessary.

	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-001
	Code of Conduct & Employee Discipline		REV NO.	00
			PAGE	4 of 4
			EFFECTIVE DATE	June 5, 2024
Prepared by:	Reviewed & Approved by:			
				
Maria Krism D. Adan	Kathleen D. Reyes, RMT, MHM, DBA			

- 3.3.5. Upon receipt of the memo, the employee shall be given 5 working days to respond to the NTE.
- 3.3.6. An investigation may be conducted depending on the gravity of the case to guide HRD in making the appropriate decision.
- 3.3.7. For grave or serious offenses, the HR Manager shall organize an administrative hearing involving all concerned employees within two weeks upon receipt of employees' response to NTE. In case the employee denies the allegations, HR shall not make any decisions yet. The HR Manager shall instead schedule an administrative hearing to review and evaluate the case within two weeks upon receipt of employee's response to NTE.
- 3.3.8. The HR Manager shall submit to the President, Vice President and Chief Operating Officer a summary report of the investigation proceedings and recommendations within two (2) days upon completion of the administrative hearing.
- 3.3.9. Final decision on the employee's case shall be made by the President, the Vice President and/or the Chief Operating Officer respectively.
- 3.3.10. The response of the employee plus all the evidence and facts presented shall be reviewed and evaluated.
 - 3.3.10.1. Preparation and issuance of Notice of Decision shall be made by the HR Officer (for timekeeping / attendance related violations, for minor cases), submitted for the approval of the HR Manager. For grave or serious offense, the notice of decision shall be prepared by the HR Manager and shall be served within 48 hours upon receipt of Management's decision.
- 3.3.11. Implementation of the appropriate sanctions based on the nature of offense shall be made in coordination with Immediate Superior.
- 3.3.12. If for dismissal, HR shall implement off-boarding policy.

3.4. Grievance Appeal Procedure

- 3.4.1. For the settlement of all complaints/grievances/claims arising from any violation of Code of Conduct including all matters relating to the terms and conditions of employment, these procedures should be followed:
 - 3.4.1.1. In case an employee has a complaint/grievance/claim, he/she shall communicate this at the first instance to his/her Immediate Superior.
 - 3.4.1.2. The Immediate Superior should respond to the complaint/grievance/claim within five (5) days upon receipt/knowledge of the complaint/grievance/claim.
 - 3.4.1.3. The employee should inform his/her Department Head of his/her complaint/grievance/claim if:
 - 3.4.1.3.1. The employee is dissatisfied with the answer of his/her Immediate Superior.
 - 3.4.1.3.2. The matter is not within the competence of the employee's Immediate Superior.
 - 3.4.1.3.3. It concerns a general issue of interpretation or implementation.
 - 3.4.1.3.4. The concern is against the employee's Immediate Superior.
 - 3.4.1.4. The Department Head should respond to the complaint/grievance/claim within five (5) days upon receipt/knowledge of the complaint/grievance/claim.
- 3.4.2. In case the complaint/grievance/claim is still not settled, this may be appealed to the HR Manager.

	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-001
	Code of Conduct & Employee Discipline		REV NO.	00
			PAGE	5 of 4
			EFFECTIVE DATE	June 5, 2024
Prepared by:	Reviewed & Approved by:			
				
Maria Krism D. Adan	Kathleen D. Reyes, RMT, MHM, DBA			

3.4.3.HR Manager shall organize an admin hearing within five (5) days upon receipt/knowledge of the complaint/grievance/claim.

3.4.4.HR Manager shall apply existing policies and precedent cases. The decision shall be final and binding to all parties.

3.4.5.In case the decision shall result to an extreme disciplinary action and/or will have a significant influence on the Company, the matter shall be discussed by the HR Manager to Management prior to final resolution and her decision shall be final and executory.

3.5. Employee Separation

3.5.1.The Company shall ensure that termination of employment shall be handled with utmost courtesy and professionalism.

3.5.2.Termination of Employment by Employee

3.5.2.1. The Company appreciates the consideration and courtesy of receiving as much notice as possible from any employee who voluntarily resigns. To allow the Company to search for a qualified replacement, the law requires that the resigning employee must serve a written notice at least one (1) month in advance. At the same time, the employee is also required to endorse and transfer workload to his replacement or to his Immediate Superior. The Company upon whom no such notice was served may hold the employee liable for damages in accordance with law.

3.5.3.Termination of Employment by the Company

3.5.3.1. Probationary Employees:

3.5.3.1.1. Employees are subjected to a probationary period to determine if he is suited for the job. In case of failure to meet the work standards of the job, the Company may decide during the probationary period to terminate employee's employment. An advance written notice of at least fifteen (15) days prior to expiration of the probationary period should be made.

3.5.3.1.2. The last pay of the terminated probationary employee shall consist of the unpaid salary, applicable tax refund and the pro- rated 13th Month Pay. The terminated probationary employee is not entitled to any separation pay or any vacation leave entitlements.

3.5.3.2. Regular Employees:

3.5.3.2.1. The Company may exercise its option to terminate the services of a regular employee for the following reasons:



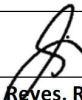
3.5.3.2.2. Just Cause

3.5.3.2.2.1. Serious Misconduct: an improper conduct committed by the employee, grave, and willful.

3.5.3.2.2.2. Willful disobedience to lawful orders of the employer: Violation of any of the Company's rules and regulations.

3.5.3.2.2.3. Gross & habitual negligence: Failure to exercise slight care or diligence, or the entire absence of care while performing work assigned.

3.5.3.2.2.4. Fraud or willful breach of trust: Any act of fraud, omission or concealment resulting to loss of trust and confidence by the employer.

	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-001
	Code of Conduct & Employee Discipline		REV NO.	00
			PAGE	6 of 4
			EFFECTIVE DATE	June 5, 2024
Prepared by:	Reviewed & Approved by:			
				
Maria Krism D. Adan	Kathleen D. Reyes, RMT, MHM, DBA			

3.5.3.2.2.5. Commission of Crime: Crime or offense committed by the employee against his employer or any immediate member of his family or his duly authorized representative.

3.5.3.2.3. Authorized Cause

3.5.3.2.3.1. Installation of Labor-saving devices: automation or replacement of machinery to increase work efficiency.

3.5.3.2.3.2. Redundancy: where the services of an employee are in excess of what is reasonably demanded based on actual requirements.

3.5.3.2.3.3. Retrenchment to prevent losses: reducing the number of employees to cut down on operating costs to prevent losses.

3.5.3.2.3.4. Disease that may be prohibited by law in which continued employment may be prejudicial to his health and the health & safety of other employees in the Company.

3.5.3.2.3.5. Closure of the Company.

3.5.3.2.4. Employees whose employment will be terminated based on just causes will not be entitled to any separation benefits except those which may be required by law. However, in case of termination for authorized causes, the employee shall be notified in writing one month prior to intended date of termination and shall be entitled to a separation benefit as provided by law.

3.5.4.Exit Interview

3.5.4.1. An employee who is leaving the Company may be asked to participate in an exit interview, which shall be conducted by Human Resources. The purpose of the exit interview is to learn the reasons for employee turnover and so that HR can identify the areas for improvement in terms of leadership and management style. Moreover, this will help HR management in developing programs that will keep employees engaged to the Company.

3.5.5.Clearance Requirement

3.5.5.1. All employees who will be separated from the Company shall return all the equipment (laptop, mobile, USB, etc.) to the Company on the last day of work. Cost of any items that will not be returned to the Company or unliquidated cash advances will be deducted from the employee's final pay.

3.5.5.2. Checklist for Clearance (Company Property)

3.5.5.2.1. Company I.D.

3.5.5.2.2. Business cards

3.5.5.2.3. Company manual

3.5.5.2.4. Health cards

3.5.5.2.5. Company cellular phone




3.5.5.2.6. Keys (office, cabinets)

3.5.5.2.7. Computer/Laptop

3.5.5.2.8. Company Issued Vehicle

3.5.5.2.9. Other equipment (calculator, USB)

3.5.5.2.10. Company uniform, if any

	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-001
	TITLE		REV NO.	00
	Code of Conduct & Employee Discipline		PAGE	7 of 4
			EFFECTIVE DATE	June 5, 2024
Prepared by:	Reviewed & Approved by:			
				
Maria Krism D. Adan	Kathleen D. Reyes, RMT, MHM, DBA			

3.6. Pay at Time of Separation from Employment

3.6.1. Human Resources shall provide a clearance form to a separating employee. The clearance form shall be routed to all departments concerned to determine employee's outstanding accountabilities and financial obligations.

3.6.2. Upon receipt of the completed clearance form, HR will now process the final pay of the employee. Employee's final pay includes unpaid actual work rendered up to the date of separation; employee's earned (unused) leave credits, his / her pro-rated thirteenth month, and tax refund (if any). The resigned employee shall be required to sign the declaration with release, waiver and quitclaim form upon receipt of the final pay.

4. TABLE OF OFFENSES & PENALTIES


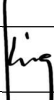

A. Offenses on Attendance and Punctuality

Regular attendance of employees is important because it ensures efficiency and affects the level of productivity on the services provided by the Company.

Absenteeism and tardiness records are kept and are considered during performance evaluation.

Absences, habitual tardiness, undertime, and failure to notify the Immediate Superior of absences or tardiness are considered infractions subject to disciplinary action.

No.	VIOLATION	1 ST Offense	2 ND Offense	3 RD Offense	4 TH Offense
1	Tardiness without justifiable reasons (over 1 hour late) and / or tardiness of three times within a month (not more than 1 hour).	Written Warning	3-Days Suspension	15-Days Suspension	Dismissal
2	Absence Without Leave (AWOL)/Absence Without Permission (AWOP)				
	A. Without prior application and approval for one day	Written Warning	5-Days Suspension	30-Days Suspension	Dismissal
	B. Absence despite prior denial of request for permission to go on leave	Written Warning	5-Days Suspension	30-Days Suspension	Dismissal
	C. Without prior application and approval for more than 2 consecutive days or abandonment of work	Dismissal			
3	*Patterned absenteeism: Occurrence of the same type of absence for at least three (3) times within a six-month period. Occurrence of different type of absences on favorable days (after the holidays, after the days-off, after VL, etc.) within a six-month period. *Patterned absences – absences before, during, or after rest days, holidays, following paydays, or any other day indicating a pattern barring any justifiable reason which shall be	Written Warning	5-Days Suspension	30-Days Suspension	Dismissal




	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-001
	Code of Conduct & Employee Discipline		REV NO.	00
			PAGE	8 of 4
			EFFECTIVE DATE	June 5, 2024
Prepared by: 		Reviewed & Approved by: 		
Maria Krism D. Adan		Kathleen D. Reyes, RMT, MHM, DBA		

	determined by the Immediate Superior. These include but not limited to: Unscheduled leave incurred a day before and / or the day after the scheduled holiday or day off Absence the day after payday Coincidence of absence with desirable days off or before / after such desirable days (e.g. absences before or after rest days, holidays, paydays)				
4	Not reporting to work under a claim of sickness although not actually sick or not found at home when visited.	5-Days Suspension	30-Days Suspension	Dismissal	
5	Habitually not using the agreed timekeeping system for logging in and out for more than four (4) times in a month	Written Warning	5-Days Suspension	30-Days Suspension	Dismissal
6	Allowing or conniving with an employee to access and use the agreed timekeeping system of himself or of the other employee.	5-Days Suspension	30-Days Suspension	Dismissal	
7	Overbreak or undertime for three (3) instances or an accumulation of 10 minutes whichever comes first in one (1) calendar month. This will be construed as single offense.	Written Warning	3-Days Suspension	15-Days Suspension	Dismissal




B. Offenses on Work Conduct and Behavior

Employees shall observe proper decorum and shall conduct themselves in accordance with the Company's standards at all times. Everyone is not only expected to safeguard the Company's image and reputation to maintain the confidence of the clients and stakeholders but also to be efficient, committed and professional.




No.	VIOLATION	1 ST Offense	2 ND Offense	3 RD Offense	4 TH Offense
1	Failure to wear the proper dress code / uniform for more than 3x in a month.	Written Warning	3-Days Suspension	5-Days Suspension	Dismissal
2	Loafing, loitering, malingering during office hours.	Written Warning	3-Days Suspension	5-Days Suspension	Dismissal
3	Sleeping During Working Hours	5-Days Suspension	30-Days Suspension	Dismissal	
4	False personal information as to wrong address, civil status, etc.	Written Warning	5-Days Suspension	30-Days Suspension	Dismissal

	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-001
	Code of Conduct & Employee Discipline		REV NO.	00
			PAGE	9 of 4
			EFFECTIVE DATE	June 5, 2024
Prepared by: 		Reviewed & Approved by: 		
Maria Krism D. Adan		Kathleen D. Reyes, RMT, MHM, DBA		

5	Gambling in any form inside the Company premises during office hours	5-Days Suspension	30-Days Suspension	Dismissal	
6	Quarrelling on Company time on Company premises / facilities or while performing Official Company functions elsewhere, resulting to inefficiency or work disruption.	10-Days Suspension	30-Days Suspension	Dismissal	
7	Drinking liquors during work hours or reporting to work under the influence of liquor.	15-Days Suspension	30-Days Suspension	Dismissal	
8	<p>Bringing, possessing, selling, or using any prohibited drugs inside</p> <p>*Company premises and during Company initiated activities; refusal to undergo rehabilitation and treatment as required and all other acts in violation of the Comprehensive Dangerous Drugs Act of 2002.</p> <p>*Company premises extends to all Company vehicles, rooms, hotel rooms, and sites used by the employee while on and out- of- business duty.</p>	Dismissal			
9	Confronting or engaging to a fight with a Supervisor or any Company Officer	Dismissal			
10	Playing games on the Internet	Written Warning	5-Days Suspension	30-Days Suspension	Dismissal
11	Failure to inform and seek approval from the Immediate Superior for a change in schedule.	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
12	Failure to attend official activities where attendance is required without valid reason as assessed by the Immediate Superior.	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
13	Unauthorized delegation of basic job responsibilities to contractual personnel / OJTs.	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
14	Overstating one's authority to act in the Company's behalf in order to enrich oneself.	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
15	Insubordination				

	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-001
	Code of Conduct & Employee Discipline		REV NO.	00
			PAGE	10 of 4
			EFFECTIVE DATE	June 5, 2024
Prepared by: 		Reviewed & Approved by: 		
Maria Krism D. Adan		Kathleen D. Reyes, RMT, MHM, DBA		

	A. Refusal to accept change in shift schedule, Overtime work, day-off work or change of work location as advised and scheduled accordingly.	Written Warning	30-Days Suspension	Dismissal	
	B. Disregarding given instructions resulting to damage to Company's properties. * Cost for repair or replacement for incurred damages shall be shouldered by the employee	Dismissal			
	C. Open, willful or violent defiance of instruction from the immediate superior, including refusal or failure to follow without justifiable cause and/or implement any specific instructions of superiors.	Dismissal			
	D. Not following standard operating procedures resulting to exposure to Company risks, costs/inefficiencies, and compromising the Company's image.	Written Warning	5-Days Suspension	30-Days Suspension	Dismissal
	E. Refusal to wear Company issued ID while inside the Company premises.	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
	F. Disregarding given instructions after agreeing to follow.	10-Days Suspension	Dismissal		
16	Inattention to Work				
	A. Failure to submit required report/s on the agreed deadline.	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
	B. Negligence / carelessness/ inefficiency in the performance of assigned duties.	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
	C. Negligence / carelessness/ inefficiency in the performance of assigned duties with financial impact. (Required to pay damages).	5-Days Suspension	10-Days Suspension	30-Days Suspension	Dismissal
17	Performing non-productive work while on duty like surfing the net, visiting pornographic sites, downloading graphics / wallpapers / screensavers with sexual content, etc.	Written Warning	5-Days Suspension	Dismissal	
18	Inability / failure of a Supervisor or Immediate Superior to mete out disciplinary measures against erring employees	Written Warning	5-Days Suspension	Dismissal	
19	Asking favors or borrowing money from subordinates.	10-Days Suspension	Dismissal		

	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-001
	Code of Conduct & Employee Discipline		REV NO.	00
			PAGE	11 of 4
			EFFECTIVE DATE	June 5, 2024
Prepared by: 		Reviewed & Approved by: 		
Maria Krism D. Adan		Kathleen D. Reyes, RMT, MHM, DBA		

20	Taking advantage by the Supervisor of his / her position to force a subordinate to perform any type of work or activity outside of the Company for his / her personal benefit.	Dismissal			
21	Feigning sickness or malingering to avoid assigned work, a change in shift schedule or a change in work location.	Written Warning	15-Days Suspension	Dismissal	
22	Disclosing, leaking out or revealing confidential or classified information to unauthorized employees or third parties, such as but not limited to commercial, financial and technical data, Company policies and procedures, and other similar acts.	Dismissal			
23	Omitting facts in any investigation report required by the Company with the intent to mislead or conceal facts.	Dismissal			
24	Submitting any false narration of facts, answers to questions, or any reports in relation to any Company inquiry or investigation.	Dismissal			
25	Fabrication or tampering of evidence.	Dismissal			
26	Failure to meet the required performance standard including the failure to pass the Performance Improvement Plan (PIP) and the like	Dismissal			




C. Offense Against Persons

The Company is committed to creating and maintaining a workplace environment where there is mutual respect, integrity, and high standard of professional conduct.




The Company shall guarantee the full respect for human rights and shall uphold the dignity of all employees. Therefore, all forms of discourtesy, violence, bullying, sexual harassment, and acts of lasciviousness shall be strictly prohibited.

Any person who will be found to be violating this Company regulation shall be subjected to disciplinary action.

No.	VIOLATION	1 ST Offense	2 ND Offense	3 RD Offense	4 TH Offense
-----	-----------	-------------------------	-------------------------	-------------------------	-------------------------

	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-001
	Code of Conduct & Employee Discipline		REV NO.	00
			PAGE	12 of 4
			EFFECTIVE DATE	June 5, 2024
Prepared by: 		Reviewed & Approved by: 		
Maria Krism D. Adan		Kathleen D. Reyes, RMT, MHM, DBA		

1	Gross discourtesy, insulting, and / or intimidating words or behavior towards colleagues, clients, customer and any member of management by using disrespectful, abusive, obscene, discriminatory, slanderous language, or behavior.	Dismissal			
2	Abuse of authority (e.g. willful disregard of Code of Discipline, maltreatment or any retaliatory acts, etc.)	Dismissal			
3	Disorderly behavior resulting to injury to others.	Dismissal			
4	Rumormongering, spreading gossips, sowing intrigues against the Company, its officers or another employee. * This includes posts on public and/or private media portals.	10-Days Suspension	15-Days Suspension	Dismissal	
5	Displaying sexually offensive pictures in the workplace.	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
6	Telling rude jokes to co- employee who has already emphasized that he / she finds them offensive; asking intimate questions on his / her sexual activities.	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
7	Making offensive hand and body movements at a co- employee, staring or sneering at a co-employee; .making obscene phone calls, text, or online chat messages / emails to a co-worker during and outside work hours; requesting for dates or favors in exchange for a job, favorable working condition or assignments.	Dismissal			
8	Touching a co-employee in sensitive parts of his / her body, threats that are sexual in nature and actual sexual assault.	Dismissal			
9	Threatening, intimidating, coercing or harassing a fellow employee or any other person doing business with the Company (unethical, rude, sarcastic remarks).	15-Days Suspension	Dismissal		
10	Disrespectful attitude: Using disrespectful, profane, contemptuous, obscene and/or abusive language uttered verbally or by written or printed means, or by means of body signs or gestures in dealing with, or relating to an Immediate Superior, subordinate, employees or co-employees.	10-Days Suspension	15-Days Suspension	Dismissal	




	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-001
	Code of Conduct & Employee Discipline		REV NO.	00
			PAGE	13 of 4
			EFFECTIVE DATE	June 5, 2024
Prepared by: 		Reviewed & Approved by: 		
Maria Krism D. Adan		Kathleen D. Reyes, RMT, MHM, DBA		

11	The act of using, maliciously reading, deletion, copying, or modifying the email, cell phone message and documents of others.	10-Days Suspension	15-Days Suspension	Dismissal	
12	Assault, provoking fight, instigating fight.	10-Days Suspension	15-Days Suspension	Dismissal	
13	Sexual harassment involving unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of sexual nature made directly or indirectly when: A) Such conduct might reasonably be expected to cause insecurity, annoyance, discomfort, or humiliation to another person or group OR B) Such conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile, or unhealthy work environment.	Dismissal			




D. Offense Against Company Interest

Employees shall protect the interest of the Company at all times. Exposing the Company to financial or reputational risks shall be strictly prohibited.




No.	VIOLATION	1 ST Offense	2 ND Offense	3 RD Offense	4 TH Offense
1	Unauthorized use of Company phone for personal / nonbusiness reasons.	Written Warning	5-Days Suspension	Dismissal	
2	Unauthorized handling of jobs other than those specifically assigned.	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
3	Unauthorized soliciting, peddling, selling, or vending any type of goods or services to employees or gain or otherwise, within work hours and within Company premises / facilities	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
4	Putting up notices, announcements, posters or other media within Company premises, emails, website, print, audio, video, or other media without approval from HR.	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
5	Removal or alteration of any official item, materials, and notices posted without proper authority.	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
6	Failure to accomplish and file the appropriate documents and / or Company forms (e.g. attendance reports, incident report, medical certificates, medical clearance, liquidation report, leave forms, etc.) within the prescribed period.	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal

	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-001
	Code of Conduct & Employee Discipline		REV NO.	00
			PAGE	14 of 4
			EFFECTIVE DATE	June 5, 2024
Prepared by: 		Reviewed & Approved by: 		
Maria Krism D. Adan		Kathleen D. Reyes, RMT, MHM, DBA		




7	Deliberately missing appointments related to Company business	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
8	Making false or malicious statements concerning the Company, products, and services and / or its clients.	Dismissal			
9	Posting and/ or uploading confidential information in any online site / social network.	Dismissal			
10	Using the Company / client system to obtain confidential information of customers, clients, without any valid reason.	Dismissal			
11	<p>Failure to disclose any type of relationship (dating, request for dates, family relationship) with any employee reporting under the Supervisor's chain of command wherein there is influence in the performance and / or salary increase of the other party that may potentially put the Company at a serious business risk due to conflict of interest and claims of favoritism or harassment.</p> <p><i>(Upon disclosure, management shall immediately transfer the employee to another department to avoid any type of potential influence because of the relationship. The relationship shall be disclosed to the Immediate Superior or HR.)</i></p>	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
12	Borrowing money or merchandise for personal gain from clients, suppliers, contractors, creditors using the Company's name.	Dismissal			
13	Deviating or giving order to deviate from the route or direction established or directed to be followed to attend to personal or unofficial concern resulting to disruption of work, delays or non-delivery of products and services or unnecessary for the Company.	5-Days Suspension	Dismissal		
14	Distributing obscene, illegal, and unauthorized material or media within the Company premises and facilities including use of Company property to produce, store, distribute, or transport said material or media.	5-Days Suspension	Dismissal		
15	Lacking prudence and abuse in the purchase of Company property causing substantial	5-Days Suspension	Dismissal		

	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-001
	Code of Conduct & Employee Discipline		REV NO.	00
			PAGE	15 of 4
			EFFECTIVE DATE	June 5, 2024
Prepared by: 		Reviewed & Approved by: 		
Maria Krism D. Adan		Kathleen D. Reyes, RMT, MHM, DBA		

	loss or damage to the operations of the Company.				
16	Installation of unauthorized or pirated software on Company computers resulting in damage to Company image or expenses.	5-Days Suspension	Dismissal		
17	Soliciting or receiving benefits directly or through another from customers or persons with whom the Company is transacting business, in exchange for any benefit the Company can offer.	Dismissal			
18	Passing off as business expense and claiming reimbursements for non-business expenses.	Dismissal			
19	Padding of operations expenses, including submitting altered receipts	Dismissal			
20	Unauthorized access to Company records.	Dismissal			
21	Deliberate slowing down of work output.	5-Days Suspension	Dismissal		
22	Moonlighting during Company time.	Dismissal			
23	Willful destruction of Company property.	Dismissal			
24	Stirring labor unrest or encouraging employees not to report to work.	Dismissal			
25	Disregarding instructions resulting to damage to Company property.	Dismissal			
26	Falsification of Company records and reports.	Dismissal			
27	Connivance or abetting with co-employee on matters prejudicial to the interest of the Company.	Dismissal			
28	Grave acts of dishonesty and other fraudulent acts against the Company for personal gain.	Dismissal			
29	Malversation, embezzlement or misappropriation of Company funds	Dismissal			
30	Committing any act that puts the Company's or the department's reputation, services, culture, employees, and goodwill in bad light.	Dismissal			
31	Petty cash, change fund or cash collection shortage regardless of its amount (in addition to payment of shortage through salary deduction).	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
32	Unauthorized use or operation of any Company equipment/facilities.	5-Days Suspension	Dismissal		


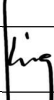

	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-001
	Code of Conduct & Employee Discipline		REV NO.	00
			PAGE	16 of 4
			EFFECTIVE DATE	June 5, 2024
Prepared by: 		Reviewed & Approved by: 		
Maria Krism D. Adan		Kathleen D. Reyes, RMT, MHM, DBA		

33	Using Company time, materials, light, water, power, and other utilities, equipment, or other property for unauthorized work.	5-Days Suspension	Dismissal		
34	Unauthorized substitution or replacement of any Company property and / or equipment, or any part of Company property and / or equipment with another of inferior quality or lesser value, for personal gain or gain of co-employee.	5-Days Suspension	Dismissal		
35	Holding any unauthorized / not work-related meeting on Company premises that would adversely affect Company operations / activities.	Written Warning	5-Days Suspension	Dismissal	
36	Damage to Company property or that of another employee due to negligence (in addition to payment of repair/ replacement cost).	5-Days Suspension	Dismissal		
37	Vandalism	5-Days Suspension	Dismissal		
38	Engaging or conniving in anomalous transactions prejudicial to the Company.	Dismissal			
39	Unauthorized possession / stealing of any Company / employee's property, tool, machine, equipment, or materials.	Dismissal			
40	Loss / Betrayal of Company trust.	Dismissal			
41	Conviction of a criminal act by final judgment in the court of law.	Dismissal			
42	Offering, requesting, soliciting bribes or anything of value in exchange for a job or in relation to any benefit the Company can offer, work, shift, location or any other beneficial or favorable condition of work.	Dismissal			
43	Using Company premises for nefarious activity.	Dismissal			
44	Extortion in any form from employees, clients, business partners, suppliers, contractors, etc.	Dismissal			
45	Being a stockholder, part owner, officer, of a service provider "doing business" or under contract with the Company.	Dismissal			
46	Unauthorized act of removing, copying, or reproducing, taking, or destroying Company official records, files, or documents that contain classified or confidential information about any aspect of Company management, operations, and activities,	Dismissal			

	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-001
	Code of Conduct & Employee Discipline		REV NO.	00
			PAGE	17 of 4
			EFFECTIVE DATE	June 5, 2024
Prepared by: 		Reviewed & Approved by: 		
Maria Krism D. Adan		Kathleen D. Reyes, RMT, MHM, DBA		


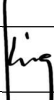

	including personnel, system, equipment, and records.				
47	Presenting or submitting any forged or altered documents or any false report or any false statements / documents (e.g., reports forms, etc.) required by the Company.	Dismissal			
48	Fighting or causing an alteration with a customer or the public on the Company premises except self-defense.	Dismissal			
49	Unauthorized sharing of Company's client information, including passwords, access, trade secrets, operational plans, financial statements, personnel information, and the likes to persons who have no business of knowing the information.	Dismissal			
50	Unauthorized access and use of Company computers, data system, and payroll system and other personal accounts, e.g., passwords, PIN, email, etc.	Dismissal			
51	Falsifying of Official Receipts / entries, expense accounts, vouchers, including receipts to support thereof, with intent to defraud Company, including reimbursing non-official expenses.	Dismissal			
52	Deliberate non-issuance of Official Receipt for payments made by clients, suppliers, contracts, employees, etc. for personal gain.	Dismissal			
53	Deliberate withholding of collections to hide shortages or misappropriation in any form without valid reason done on purpose for personal gain or due to carelessness.	Dismissal			
54	Conniving or involvement in robbery within the Company premises.	Dismissal			
55	Unauthorized modification of computer set up and installation causing damage and / or computer network or system damage.	Dismissal			
56	Spreading any computer virus or destructive computer programs within the Company facilities	Dismissal			
57	Violation of other measures specified in Management memo.	Written Warning	5-Days Suspension	Dismissal	
58	Unauthorized use or operation of any Company equipment/facilities.	5-Days Suspension	Dismissal		

E. Offenses Against Health and Safety

	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-001
	Code of Conduct & Employee Discipline		REV NO.	00
			PAGE	18 of 4
			EFFECTIVE DATE	June 5, 2024
Prepared by: 		Reviewed & Approved by: 		
Maria Krism D. Adan		Kathleen D. Reyes, RMT, MHM, DBA		

The Company is committed to providing a health and hazard free working environment and shall aim to protect the health and well-being of employees. Everyone is responsible in knowing and complying with applicable policies, standards, and guidelines pertaining to health and safety.

No.	VIOLATION	1 ST Offense	2 ND Offense	3 RD Offense	4 TH Offense
1	Failure to report used or damaged fire-fighting equipment by designated custodian.	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
2	Smoking in non-designated smoking areas outside the enclosed Company premises other than areas containing flammable peripherals.	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
3	Engaging in horseplay within Company premises and during Company sanctioned activities resulting to accident (injury, property damage, adverse effect on Company reputation)	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
4	Obstructing aisles, fire exits, and Emergency equipment locations.	10-Days Suspension	Dismissal		
5	Submitting false reports and information affecting safety of the Company and its personnel.	15-Days Suspension	Dismissal		
6	Willful removal or tampering of any safety device, warning signs or appurtenant structure without proper authorization or permission from proper authority.	15-Days Suspension	Dismissal		
7	Unauthorized use of fire protection equipment other than its primary purpose.	10-Days Suspension	15-Days Suspension	Dismissal	
8	Throwing flammable materials, liquid, or lighted cigarettes into the trash cans or waste containers.	10-Days Suspension	15-Days Suspension	Dismissal	
9	Failure to close/ lock / secure electrical boxes or panel boards or technical rooms including terminal boxes, fuse boxes, switch boxes. etc.	10-Days Suspension	15-Days Suspension	Dismissal	
10	Possession of pyrotechnics within Company premises.	10-Days Suspension	15-Days Suspension	Dismissal	
11	Allowing unauthorized persons to enter or loiter within one's work area in the office without permission from proper higher authority.	5-Days Suspension	15-Days Suspension	Dismissal	
12	Allowing unauthorized access into restricted Company areas and/or company staff house.	10-Days Suspension	15-Days Suspension	Dismissal	




	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-001
	Code of Conduct & Employee Discipline		REV NO.	00
			PAGE	19 of 4
			EFFECTIVE DATE	June 5, 2024
Prepared by:	Reviewed & Approved by:			
				
Maria Krism D. Adan	Kathleen D. Reyes, RMT, MHM, DBA			

13	Entry into restricted areas without permission.	10-Days Suspension	15-Days Suspension	Dismissal	
14	Unauthorized use or connection of portable storage devices resulting to virus attacks and computer system malfunction or Company network vulnerability.	10-Days Suspension	15-Days Suspension	Dismissal	
15	Allowing unauthorized person to use his / her uniform, ID, access card, or any identification materials to assist the latter to enter Company premises.	10-Days Suspension	15-Days Suspension	Dismissal	
16	Substituting Company material or equipment with another of inferior quality or lesser value with intent to cheat the Company.	Dismissal			
17	Unauthorized possession of master key, picklock or similar devices which can open lockers, drawers, doors, windows, cabinets and other secured or controlled access.	Dismissal			
18	Possession of explosives within Company facilities/premises	Dismissal			
19	Failure to complete and submit the requirements for the prescribed physical examination and / or other examination including medical assessments or rehabilitation like psychological, drugs, and other testing / exam during prescribed period.	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
20	Returning to work without medical clearance from a Company accredited Physician if absent (due to sickness) for 2 or more days as prescribed by Immediate Superior.	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
21	Performing unhealthy and unsanitary acts including littering, spitting, urinating, without using the proper facilities; improper use of toilet, and other unsanitary acts.	Written Warning	5-Days Suspension	15-Days Suspension	Dismissal
22	Non reporting of serious and contagious disease that might affect co employees and others.	5-Days Suspension	15-Days Suspension	Dismissal	

5. REFERENCE DOCUMENTS

6. PROCEDURE

6.1. An employee who has witnessed or recipient of a violation against the Code of Conduct shall report to his/her immediate supervisor/manager immediately.

	POLICY AND PROCEDURE		DOC NO.	BMI-PP-HRD-001
	TITLE Code of Conduct & Employee Discipline		REV NO.	00
			PAGE	20 of 4
			EFFECTIVE DATE	June 5, 2024
Prepared by:		Reviewed & Approved by:		
				
Maria Krism D. Adan		Kathleen D. Reyes, RMT, MHM, DBA		

- 6.2. The employee and/or manager shall submit an incident report to HRD.
- 6.3. HRD shall review the incident report. Release the Notice to Explain (NTE) memo to the alleged employee who has violated the Code of Conduct. HRD shall release a Request for Additional Information to gather more details about the incident.
- 6.4. The employee shall respond to NTE within the prescribed duration of five (5) calendar days.
- 6.5. Once HRD has collected all responses and evidences, a Notice of Decision (NOD) shall be released to the employee.
- 6.6. HRD shall record and safekeep the incident in the employee's 201 Files.
- 6.7. Should the employee be subject to Dismissal, HRD shall proceed with the Offboarding policy.

7. FORMS

- 7.1. BMI-FORMS-HRD-008 Incident Report
- 7.2. Notice to Explain Memo
- 7.3. Notice of Decision Memo

8. AMENDMENT CLAUSE

- 8.1. Management reserves right to change, amend, or further improve this policy, in accordance to the provisions of the law, from time to time as it may deem necessary.