

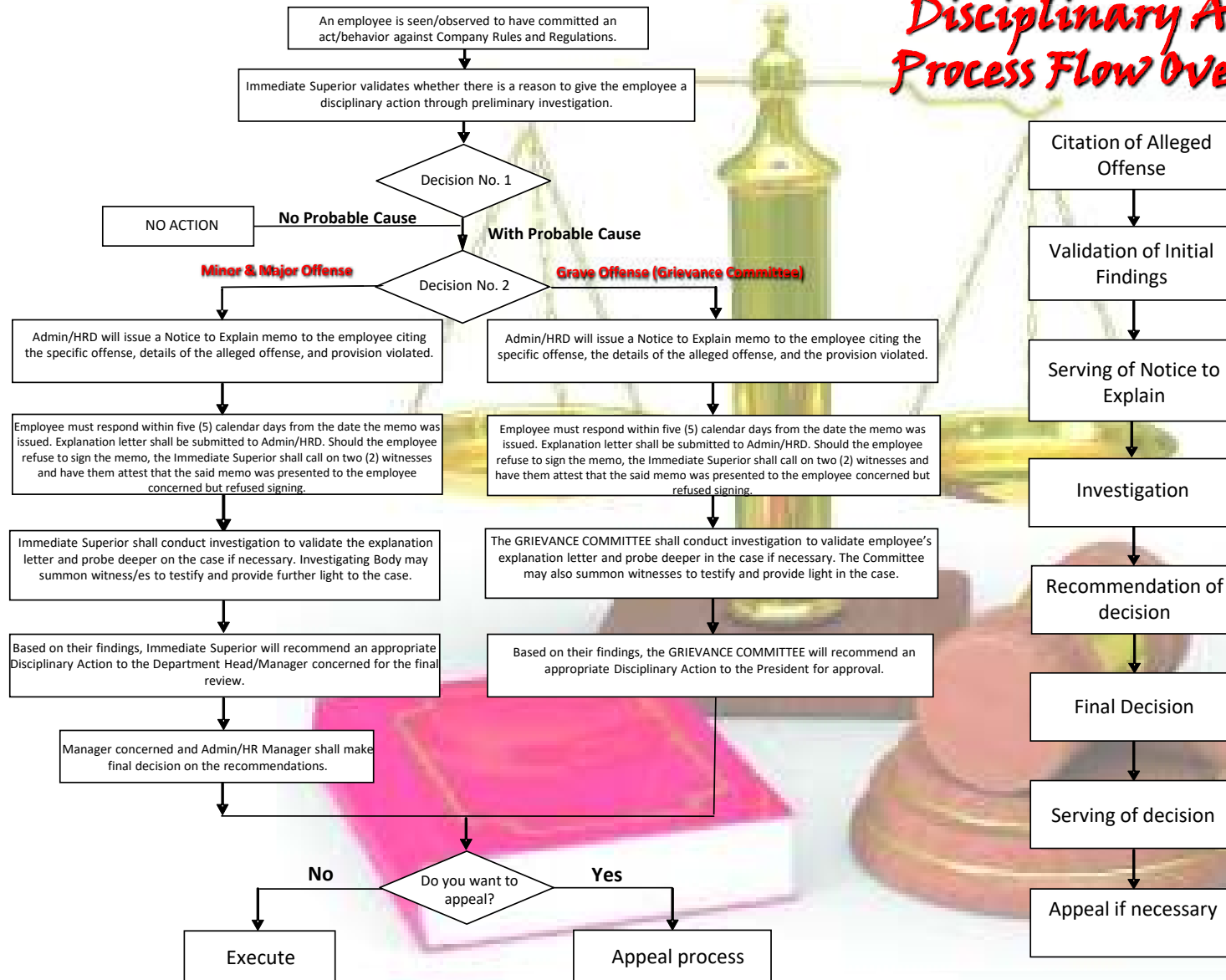


COMPANY RULES AND REGULATIONS (CRR)

Effective: March 1, 2018



Disciplinary Action Process Flow Overview





MINOR OFFENSE

Offense Category	1st Offense	2nd Offense	3rd Offense	4th Offense
Minor				Dismissal/Termination
			Suspension (7-14 days)	
		Final Warning		
	Admonition			



MINOR OFFENSE

1. Failure to follow payroll procedure without justifiable reason:

1) No time in/out;

2) Late filing or non-filing of employee attendance (OB, OT, leave);

3) Late approval or non-approval of superior;

4) Unauthorized change of work shift/rest day

Sample Overtime Application: Dayshift

Filter dates is per cut off

Filter Dates From: 2/16/2018 To: 2/26/2018

Date: [] Time In: [] Time Out: [] Reason: [] Save Cancel

input the following:
Date: (mm/dd/yyyy)
Time In: (start of overtime)
Time Out: (End of Overtime)
Reason: (work to be done)
Then Click save Button

Status Bar:

LEGEND: PENDING APPROVED DECLINED EXPIRED

Date Filed	OT Date	IN	OUT	OT Hours	Reason	Approver1	Approver2	Approver3	End To Prev	CANCEL
5/17/2017	05/16/2017	05:30 PM	08:30 PM	3	Reason	PENDING	PENDING	N/A		CANCEL



Dear Team,

Timekeeping Schedule for **February 15, 2018** Payroll:
Payroll Coverage Period: Jan 16-31, 2018;

Feb 1, 2018 (Thursday)	Feb 1, 2018 (Thursday)
Deadline of all online application until 11am only (Leave/s, Official Business Time Data Correction and Overtime)	Approvers deadline of online application until 2pm only .

MINOR OFFENSE

2. Smoking in unauthorized/enclosed area and use of non-designated entrance/exit door is prohibited.
3. Violation of any of the following safety and general health practices:
 - 1) Safety Policies including non-use/unauthorized use of personal protective equipment (PPE), not wearing PPE for riders and back riders, not wearing of seat belt for moving vehicles, failure to immediately report to superior any work-related incident/accident and/or damage or defects to assigned machine and equipment
 - 2) Proper hygiene
 - 3) Littering and abuse of facilities within company premises



MINOR OFFENSE

- 4. Eating inside production and/or unauthorized area is prohibited.
- 5. Leaving place of work without permission from immediate superior.
- 6. Refusal to acknowledge or sign official memorandum, circular, or other directives.



**No eating
or drinking
in this area**

MINOR OFFENSE

7. No vending/selling and buying of food, cellphone load, clothing, and other items within company premises.
8. Using company time, property, materials, equipment, telephone, fax machine, or any other company-owned and rented services to do unauthorized work.



MINOR OFFENSE



9. Failure to wear the proper company uniform/shoes, identification card, wearing another employee's uniform/shoes, and/or improper grooming and piercing (facial piercings) while on duty.

Also, incoming and outgoing employees are required to wear appropriate pants, shirt and sandals/shoes.

10. Sleeping while on duty and/or at unauthorized area is prohibited.

11. Five (5) occurrences of tardiness/late within a month, starting from the first day and ending at the last day of the month.

MINOR OFFENSE

12. Failure to notify immediate superior within thirty (30) minutes before the start of his/her designated shift if he/she cannot report to work on time.
13. Early/prolonged breaks, taking a break outside designated meal period, or failure to report to work station on time without justifiable reason.
14. Unauthorized leave of absences or AWOL (Absence Without Official Leave) for a minimum of half day (0.5) and a maximum of two (2) days.
15. Failure to report for overtime (OT) work without valid reason after both parties agreed with the work schedule.



Search ID: toln177

"I think somebody thinks I've been away from my desk too long."



MINOR OFFENSE

16. Violations on Admin/Security Procedure such as follows:

- 1) Prohibited Items inside Production, Cleanrooms, and Offices
- 2) Locker and Laundry Guidelines
- 3) Fumigation and other Pest and Termite Control Guidelines
- 4) Shuttle Service and Trip Guidelines
- 5) Canteen Use Guidelines

17. Failure to update Human Resources Department of any change in status, address, additional dependents, and other pertinent information within sixty (60) days from such change.



MINOR OFFENSE

18. Divulging Personal Confidential Data such as comparing one's salary, pay slip, merit increase, competency profile rating and performance appraisal with co-employees.
19. Loitering/hanging around within the company premises without justifiable reasons.
20. Engaging in horseplay at any time within Company premises and perimeters.
21. Using the Internet/Intranet and e-mail for personal matters/personal gain while working and within the company premises.

NIPPON MICROMETAL CORPORATION PHILIPPINES
PERFORMANCE APPRAISAL FORM
(FOR OPERATORS-SR. OPERATORS, INSPECTORS-SR. INSPECTORS, AND MATERIAL HANDLERS-SR. MATERIAL HANDLERS)

Name : _____ Appraisal Period : _____
Employee ID No : _____ Immediate Superior : _____
Position / Department : _____ Department Head : _____

PERFORMANCE TO GOALS		WT	Target	Actual	Score	WT Score
A	ATTENDANCE	Based on Attendance System	35%	95% and above		0.00
B	COMPETENCY	Based on the Competency Profile	20%	4 (Exceptional)		0.00
C	CRR COMPLIANCE	Based on Company Rules and Regulations	10%	No Disciplinary Action		0.00
D	SPECIAL PROJECTS and ACCOMPLISHMENTS	Based on Involvement in Company Projects, Committees, Trainings, Events, Internal Audit, Operations and Support Improvement Projects, etc.	10%	Actively participates in three (3) or more company projects, committees, trainings, events, internal audit, operations and support improvement projects, etc.		0.00
E	PRODUCTIVITY	Based on finished production output requirement	10%	Exceed Daily Output Requirement		0.00
F	NON-CONFORMANCE	Based on Misoperation or Mishandling which caused quality issues or delay on production schedule	15%	Zero Non-conformance (Misoperation and Mishandling)		0.00
TOTAL		100%				0.00

OVERALL RATING

SCORE GUIDE MATRIX			
	4	3	2
A	95% and above	90% - 94%	85% - 89%
B	4 (Exceptional)	3 (Advanced)	2 (Competent)
C	No disciplinary action	Received Simple Counseling from Superior regarding CRR	Violated at least one (1) minor offense within a twelve (12) month period
D	Actively participates in three (3) or more company projects, committees, trainings, events, internal audit, operations and support improvement projects, etc.	Actively participates in one (1) or two (2) company projects, committees, trainings, events, internal audit, operations and support improvement projects, etc.	Meets minimum standard requirement in complying with company projects, committees, trainings, events, internal audit, operations and support improvement projects, etc.
F	Exceed Daily Output Requirement	Meet Daily Output Requirement	Below Daily Output Requirement
E	Zero Non-conformance	Any type of Simple Non-conformance/Negligence	Non-conformance/Negligence which resulted to extend until the next process

OVERALL RATING LEGEND			
Significantly Exceeds Expectations (SEE)	3.51 to 4.00	Meets Expectation (ME)	2.01 to 2.75
Exceeds Expectation (EE)	2.76 to 3.50	Needs Improvement (NI)	1.00 to 2.00

Appraiser: _____ Date: _____
Noted By: _____ Date: _____
By: _____ Date: _____
Head's Signature: _____ Date: _____

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EMPLOYEE CONFIRMATION
I acknowledge that the above Performance Appraisal Form was duly discussed.

Signature: _____ Date: _____



MINOR OFFENSE

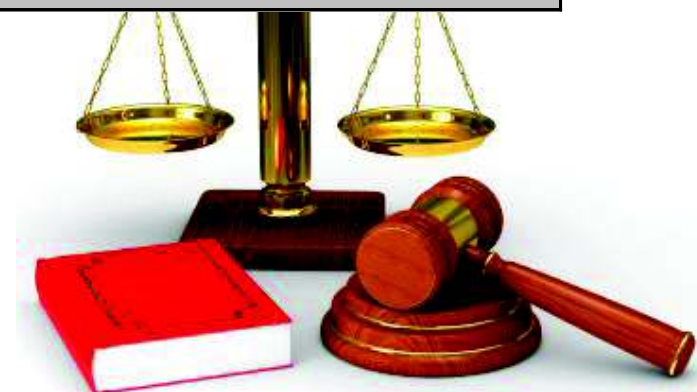
- 22. Failure to liquidate company fund through petty cash advance without justifiable reason within seven (7) working days from date received.
- 23. Leaving the workstation ahead of breaktime and/or end of work shift without permission from superior.
- 24. Failure to notify Immediate Superior if he/she could not attend to official business site within two (2) hours before the start of official time of duty.
- 25. Unauthorized use of personal gadgets such as cellphones, tablets, portable media players, and other related electronic devices inside cleanroom, production and office area.





MAJOR OFFENSE

Offense Category	1st Offense	2nd Offense	3rd Offense
Major			Dismissal/Termination
		Suspension (8-14 days)	
	Suspension (1-7 days)		



MAJOR OFFENSE

1. Leaving company premises without the approval of immediate superior.
2. Any acts of discourtesy towards customers, patrons, suppliers, contractors, service providers and co-employees.



MAJOR OFFENSE



3. Unauthorized leave of absences or AWOL (Absence Without Official Leave) for three (3) to four (4) consecutive days without official notice/prior permission/justification.

4. Moonlighting or having additional/part time job which may interfere with primary job or will have conflict of interest with company time and main business. Provided such work is done off duty and with Management approval.



MAJOR OFFENSE

5. Unauthorized posting, removal, or altering of printed materials on the bulletin board and other areas within company premises.
6. Unauthorized distribution through print, electronic mail (e-mail) and wireless connection including, but not limited to, the following:
 - 1) confidential company records, flyers, or any publicity materials not authorized by the company;
 - 2) controlled copies of procedures, department policies, or copyrighted training materials;
 - 3) obscene materials and/or bringing pornographic posters, magazines, and books;
 - 4) distribution of unauthorized written or printed materials or soliciting/collecting signatures or contributions for any purpose.



MAJOR OFFENSE

7. Any form of gambling or game of chance such as, but not limited to, jueteng, betting, gambling e-games, two balls, calculator games, basketball ending, and playing cards within the company premises and company-sponsored activities.
8. Insubordination and gross discourtesy towards superior and customers or its representatives.
9. Disrespect, rudeness, verbal abuse, use of profane language, arrogance, insult and/or any form of immoral conduct and conduct unbecoming to co-employees



MAJOR OFFENSE

10. Refusal to submit/comply with or fail security protocols of the company such as hand-carried items inspection, body searching, and frisking to be conducted by the security or any authorized personnel upon entering and leaving the company premises.
11. Vandalism of any kind within the company premises, including company-issued uniform, shoes, and other items.
12. Direct purchase of any materials/supplies to any company accredited supplier for personal use.



MAJOR OFFENSE

13. Refusal to submit to medical examination or violation of any health and safety practices of the company.
14. On the part of the superior, neglecting issuance of proper disciplinary action, deliberately condoning, tolerating, or participating in an offense committed by a subordinate.
15. Unauthorized use of any company vehicles/machines, forklift or equipment.

ANNUAL PHYSICAL EXAMINATION (APE)



MAJOR OFFENSE

16. Accepting any item of value from customers and suppliers for personal gain without prior approval from management.
17. Promoting/Engaging any type of money lending, canteen debt, “sangla ATM”, practicing paluwagan and/or money-saving activity with co-employees inside the company premises.



MAJOR OFFENSE

18. Using the internet/intranet/e-mail and/or altering standard setting of company-issued computers, laptops, and other gadgets to do any of the following while working and within the company premises: 1) send chain letters; 2) download, upload, watch, and share pornographic, immoral, and other indecent materials; 3) download, upload, watch, and share movies; 4) download, upload, and/or play computer games; 5) unauthorized downloading, uploading, and sharing of controlled documents.



MAJOR OFFENSE



19. Unauthorized entry/exit through restricted areas or allowing unauthorized persons to loiter within one's work area or Company premises.
20. Misappropriated company fund such as business expense which turns out unliquidated and without justifiable reason for at least thirty (30) working days from date received.
21. Directly meeting with Customer or Supplier for inquiry on products, services, material requirements, quotations, technical discussion, or scope of work without prior notification from superior and appropriate department.



GRAVE OFFENSE

Offense Category	1st Offense
Grave	Dismissal/Termination



GRAVE OFFENSE

1. Drunkenness, bringing or drinking alcoholic beverage within the company premises or company-sponsored activities and/or reporting to work under the influence of liquor.
2. Threatening, intimidating, coercing, harassing fellow employees or anybody in company premises, expressly provoking, instigating a fight or fighting inside company premises anytime.
3. Making false statements in any investigation or inquiry conducted in relation to occurrences within the company interest and/or interfering with official company investigations which may jeopardize the results.



GRAVE OFFENSE

4. Intentionally misusing, destroying, defacing, or damaging any property of the company or co-employees.
5. Promoting or encouraging malicious mischief among clients, customers, and co-employees.
6. All acts of dishonesty, including falsification, tampering, forging of signatures on any company records, and/or misrepresentation of facts in HRD, Government and other company forms.
7. Conviction by court trial of any crime where penalty is imprisonment.



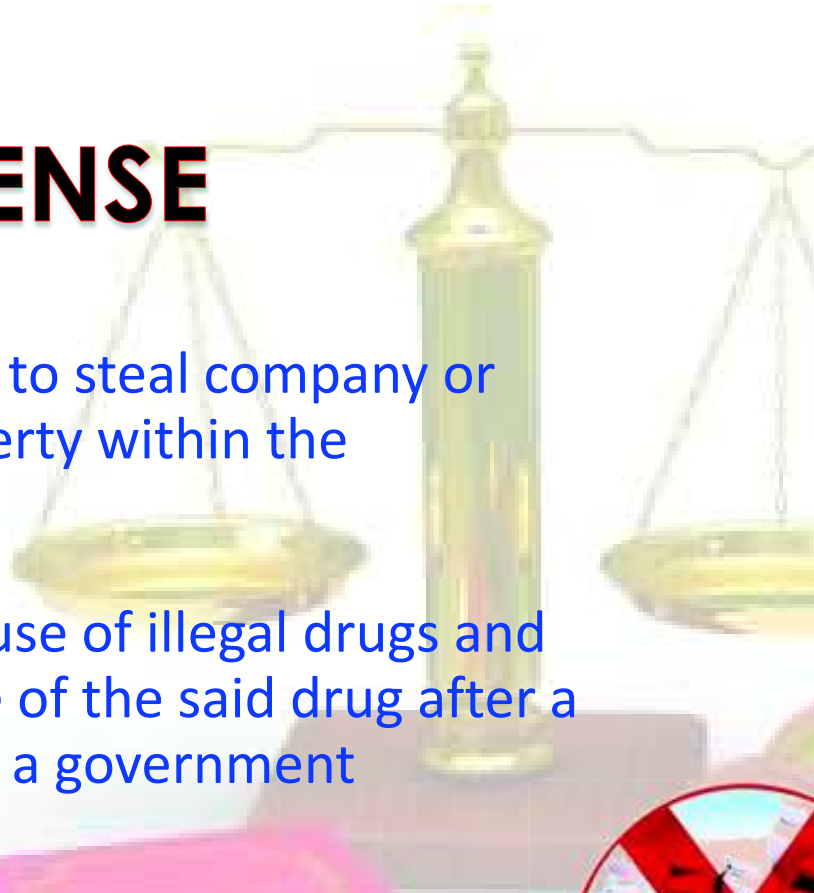
GRAVE OFFENSE

8. Mass Leave which constitutes two or more employees with a common reason in a process/department without any justification or prior approval from the immediate superior and/or deliberately slowing down of work, convincing fellow employees to do so.
9. Divulging any confidential information that might be a benefit to competitor, customer, supplier, or any outside party to the disadvantage of the company except when authorized by the management.
10. Malingering or feigning illness to avoid doing assigned work and/or having serious or communicable diseases which may endanger other employees, knowing about it and not reporting to management.



GRAVE OFFENSE

11. Theft or attempting to steal company or co-employees property within the company premises.
12. Possession, sale or use of illegal drugs and found to be positive of the said drug after a confirmatory test in a government institution.
13. Absence without leave which extends for five (5) consecutive days or more without satisfactory justification or notification.



GRAVE OFFENSE

- 14. Bringing of explosives, unauthorized/ unlicensed firearms, and/or other deadly weapons of any nature within the company premises.
- 15. Entering in behalf of the company into any contract or transaction disadvantageous to the company, whether or not the employee will profit.



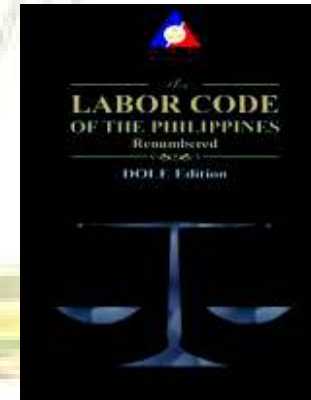
GRAVE OFFENSE

16. Rumor mongering, slander, oral defamation, or any libelous statement which cause harm to co-employee or company.
17. Sexual harassment. Unethical acts or conduct unbecoming in violation of common decency, integrity and morality within the company premises or during company-sponsored activities.
18. Committing any acts of sabotage such as, but not limited to tampering or unauthorized altering of switches, controls or settings of power, production machines and equipment that compromises overall quality and safety of the employees.

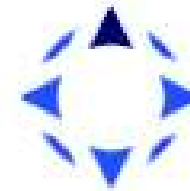


GRAVE OFFENSE

19. Receiving two (2) successive “Needs Improvement” rating in the annual Performance Appraisal review.
20. Commission of any four (4) offenses within a 12-month period from the date the first offense is committed.
21. Unauthorized access and/or use of confidential information using the PC of other team members.
22. Other provisions provided for in the Labor Code as grounds for termination (Just and Authorized Causes).



GRAVE OFFENSE



Responsible Business Alliance

Formerly the Electronic Industry Citizenship Coalition

Advancing Sustainability Globally

23. Any violation with reference to Responsible Business Alliance (RBA) Code of Conduct and the Business Ethics of the company as follows:

- 1) Bribery of Officers and Employees.
- 2) Unauthorized Disclosure, including but not limited to, taking or posting pictures or videos of company equipment/machine, products, and production area without Management's consent; disclosing company or customer classified information or trade secrets; or assisting any person to have access to confidential information such as process formulas, trade secrets, test papers, competitive bids and other confidential matters.
- 3) Bid Rigging.
- 4) Fictitious transactions.
- 5) Power Harassment or exerting undue influence or abuse of power by superiors on subordinates to gain financial advantage or other forms of benefits.
- 6) Conflict of Interest.

GRAVE OFFENSE



24. Embezzlement, misappropriation of company funds and/or assets, or using company funds and assets for illegal payments of any kind and submitting fraudulent claims for reimbursement, expense reports, spurious receipts, and other documents.
25. Intentionally, deliberately or maliciously not following or complying with company policies, department guidelines and standard operation procedures.