

CODE OF CONDUCT

(Rules and Regulations)

OFFENSES AGAINST COMPANY INTEREST:

1. Absence without official leave (AWOL) for one (1) day to three (3) days.
2. Absence without official leave (AWOL) for four (4) to six (6) days.
3. Absence without official leave (AWOL) for seven (7) days or more shall be considered ABANDONMENT.
4. Pretending to be sick when not sick.
5. Failure to notify absence without prior approval within 24 hours from the start of absence, whether said absence is later on found justified (if found unjustified, the rules on AWOL shall apply).
6. Punching of one's timecard is required before reporting to work (before and after taking the breaktime) and after the regular work is over.
7. Bringing out timecard without permission from the Human Resources Department or from the Administrative Manager.
8. Employee's or staff conniving with each other for the purpose of punching one's timecard.
9. Falsification of company's records and documents and/or submission of false documents or records and/or tampering or falsification of timecard/time sheet entries such as punch-in and punch-out/log-in and log-out.
10. Loitering, malingering, computer chatting or surfing and/or other form of wasting company time while on duty. Prolonging or extending breaktime.
11. Unauthorized cessation/stoppage of work before the official time.
12. Leaving company premises or work area while on duty without prior permission from the immediate superior
13. Unauthorized withdrawal of another employee's salary through deceit or presentation of falsified documents.
14. Malversation or misappropriation of company's funds or money by accountable officer or employee who may have been entrusted with the same.
15. Fraud or willful breach by the employee of the trust reposed in him by his employer or representative.
16. Revealing, disclosing or divulging company's or client's trade secrets.
17. Offering or accepting anything of value in exchange for job or work location or assignment.
18. Giving, testifying to a false statement or declaration with the apparent intent or protecting a co-employee, or worker falsely testifying in a formal investigation being conducted.
19. Concealing or refusing to report violation of company rules and regulations by co-employees or refusal to cooperate in the investigation.
20. Failure to report or return within 24 hours overpayment and /or double payment of salary, wage, commission or allowance for any reason whatsoever.
21. Damaging company reputation or goodwill.
22. Unauthorized disclosure of confidential information relative to Company affairs, or unauthorized reproduction of company records, documents, etc.
23. Refusing to follow verbal or written instruction of superior in performing work or job even not relative to his/her usual assigned task.
24. Intentional refusal of an employee to perform his assigned work.
25. Failure to render overtime work after signifying the willingness to perform overtime work.
26. Sleeping while on duty in any place.
27. Negligence or lack of resourcefulness, foresight or initiative required of his work in the care or use of company equipment, tools or property resulting to or causing damage thereto or otherwise resulting to injury to co-employees.
28. Mistake due to negligence and/or inattentiveness to the assigned work resulting to damage.
29. Failure to submit on time the required reports and explanations.
30. Failure to meet Standard Operating Procedures (SOP).
31. Reporting for work not in proper uniform.
32. Failure to wear Identification Card.
33. Changing breaktime, day-off or rest day without prior permission from the immediate superior.
34. Unnecessary writing on timecards, leave-forms, ID, other official documents, walls, floors and equipment.
35. Engaging in any form of money-lending activities within company premises or company time for profit.
36. Selling or buying of any items during working time.
37. Borrowing money from subordinates and or from anybody with lesser position than the borrower.
38. Encouraging, coercing, bribing or inducing others to violate the company rules and regulations.
39. Introducing, use or possession of prohibited drugs.
40. Reporting for work or entering company premises under the influence of liquor, or possession or use of intoxicating liquor inside company premises.
41. Substituting company properties, materials and equipments with another of lesser quality or under specification through fraud or deceit in connivance with any person or employee of the company from outside source.
42. Failure by the driver or custodian to report immediately or within the next working day any company vehicular accident or mechanical trouble.
43. Failure to report any accident within company premises by those directly involved.

OFFENSES AGAINST PROPERTY

44. Damaging or attempting to damage willfully company property or the property of co-employees on company time and premises.
45. Stealing or attempting to steal the property of the company or co-employees on company time and premises.
46. Unauthorized use of any company property for personal gain.
47. Unauthorized use of any company property or operating, using, possessing or meddling with company machines, tools, equipments or vehicle to which the employee has not been assigned.

- 48. Stealing or attempting to steal the property of the company or co-employees on company time and premises.
- 49. Unauthorized use of any company property for personal gain.
- 50. Unauthorized use of any company property or operating, using, possessing or meddling with company machines, tools, equipments or vehicle to which the employee has not been assigned.
- 51. Willfully substituting or attempting to substitute company/ client/outlet products, materials or equipment to another with inferior quality or lesser value.
- 52. Damage or loss of company property due to negligence.
- 53. Willful destruction of company property.

OFFENSES AGAINST PERSON

- 54. Gossiping, rumor mongering or spreading malicious or false information against any company officer employees or fellow workers which are damaging to the character and integrity of the persons concerned; intriguing against another employee which tends to cause dishonor, discredit or contempt upon the latter.
- 55. Inducing, threatening, coercing or intimidating with fellow employees, superior or any person within the company premises or in the store assignment or anywhere at anytime or any dispute or matter involving one's employment.
- 56. Acts of gross disrespect or discourtesy to immediate superiors, co-employees, clients, outlet or store personnel and to any other person.
- 57. Using, uttering or saying profane, indecent, abusive, derogatory and/or indecorous words or language against the employer or his representatives or refusal to submit to the lawful authority of a managerial employee.
- 58. Challenging a superior or any company officer to a fistfight inside or outside company premises.
- 59. Using physical violence upon or engaging co-employee to a fist-fight inside or outside company premises.
- 60. Employees or workers under investigation for violation of company rules and regulations who challenges the authority of his/her immediate superior and /or managerial employee.
- 61. Inflicting or attempting to inflict bodily harm or injury upon Inflicting or attempting to inflict bodily harm or injury upon matter involving one's employment.
- 62. Commission of a crime or offense by the employee against the person of his employer or any immediate member of his family or representative.

OFFENSES AGAINST COMPANY SECURITY AND PUBLIC ORDER

- 63. Tampering and/or removing its location or any unauthorized and improper use of fire fighting equipment.
- 64. Unauthorized possession and/or carrying of any deadly weapon inside the company premises.
- 65. Conviction in any crime.
- 66. Unauthorized entry or attempt to enter any restricted area designated by Management or allowing and/or failing to report unauthorized persons entering ones work area.
- 67. Refusing to submit to or failure to meet security requirements of the Company
- 68. Assisting any person to enter the company's area or premises without the company's prior permission.
- 69. Unauthorized holding or conducting conference or meeting within the company premises during working time without proper authority.
- 70. Soliciting or collecting contribution for any purposes whatsoever or selling anything at anytime within company premises unless with prior permission from Management.
- 71. Transacting private business or undertaking with an individual or private concern, using, invoking or assuming the name of the company or any company official for self- interest without authorization from Management.
- 72. Unauthorized posting and distribution of mimeos, posters, announcements or any circulars within company premises without authority from the Management.
- 73. Engaging in sabotage, industrial espionage or other similar acts inimical to the security and interest of the company.

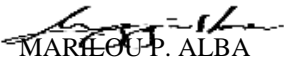
OFFENSES AGAINST PUBLIC HEALTH AND MORAL

- 74. Conduct of an indecent nature and posting writing on walls, comfort rooms, meeting rooms, any profane words or pornography or creating, drawing imaginary caricatures tending to ridicule immediate superior or any company officer.
- 75. Urinating and/or disgorging of human manure anywhere inside the company premises other than in CRs.
- 76. Throwing or scattering of waste materials in places other than garbage cans and/or throwing/scattering of food wrappers/ leftovers and cigarette butts in places other than waste cans provided for the purpose anywhere inside the company premises.
- 77. Gambling of any form inside company premises.
- 78. Smoking in the prohibited areas such as warehouse, CRs, stockrooms and other areas defined by the management.

CONFORMED BY:

Print Name and Signature

WITNESS:


MARIOU P. ALBA

Print Name and Signature
MARCHE MANPOWER SERVICES