

# WORK RULES

Work Rules is a table of offenses that may be committed in the workplace with their corresponding penalties.

The offenses enumerated herein are for the guidance and uniform implementation of our rules, policies, and procedures. The list does not intend to cover all scenarios. Immediate supervisors can implement a lower or higher disciplinary action based on the conditions of each situation, taking into consideration the aggravating and mitigating circumstances of each case. At all times, Operations Management and the HR Department must be informed of any suspension or dismissal proceedings in order to ensure proper legal procedure.

Objectives:

- To serve as a guide for Immediate Supervisors and Employees
- To have consistent implementation of rules and regulations across all business units

## CLASSIFICATION OF PENALTIES

TYPES OF OFFENSE	LEVEL OF OFFENSE	DISCIPLINARY ACTION
<b>A</b>	1 <sup>st</sup> Offense	Verbal Warning
	2 <sup>nd</sup> Offense	Written Warning
	3 <sup>rd</sup> Offense	1-3 Days Suspension
	4 <sup>th</sup> Offense	4-7 Days Suspension
	5 <sup>th</sup> Offense	8-15 Days Suspension
	6 <sup>th</sup> Offense	Dismissal
<b>B</b>	1 <sup>st</sup> Offense	Written Warning
	2 <sup>nd</sup> Offense	1-3 Days Suspension
	3 <sup>rd</sup> Offense	4-7 Days Suspension
	4 <sup>th</sup> Offense	8-15 Days Suspension
	5 <sup>th</sup> Offense	Dismissal
<b>C</b>	1 <sup>st</sup> Offense	Three Days Suspension
	2 <sup>nd</sup> Offense	Seven Days Suspension
	3 <sup>rd</sup> Offense	Fifteen Days Suspension
	4 <sup>th</sup> Offense	Dismissal
<b>D</b>	1 <sup>st</sup> Offense	Seven Days Suspension
	2 <sup>nd</sup> Offense	Fifteen Days Suspension
	3 <sup>rd</sup> Offense	Dismissal
<b>E</b>	1 <sup>st</sup> Offense	Dismissal

*\*All penalties with written warning, suspension and termination should have the signature of Operations Management and HR Department*

# **ARTICLE I - OFFENSES AGAINST PERSONS**

SECTION	DESCRIPTION	TYPE	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE	5 <sup>th</sup> OFFENSE	6 <sup>th</sup> OFFENSE
1	Committing a crime or offense, whether as principal or accessory against the person of his employer, any officer of the company or co-employee.	E	Dismissal					
2	Planting of evidence against another employee for purpose of unduly imputing an offense against the employee or of evading responsibility for the commission of a crime or offense.	E	Dismissal					
3	Threatening, intimidating, or coercing an employee of the company inside company premises or during any company - sponsored activity	E	Dismissal					
4	Gossiping, rumor – mongering or injuring employee reputation by false statements, fighting or quarreling or inflicting physical injury on any employee while atwork or within the company premises, or during company sponsored activities.	C	3 days Suspension	7 days Suspension	15 days Suspension			
5	Using profane or obscene language in addressing another person while on the job, company premises or during company	C	3 days	7 days	15 days	Dismissal		

	sponsored activities		Suspension	Suspension	Suspension			
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## ARTICLE II - OFFENSES AGAINST COMPANY PROPERTY

SECTION	DESCRIPTION	TYPE	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE	5 <sup>TH</sup> OFFENSE	6 <sup>TH</sup> OFFENSE
1	Stealing or attempting to steal from the company, a fellow employee, a client or supplier of the company, regardless of the amount involved, for personal gain or personal benefit.	E	Dismissal					
2	Destruction, misuse or removal of company property by any employee while within the company premises, or during a company sponsored activities.  A. Malicious or willful	E	Dismissal					
	B. Through reckless imprudence or negligence.	C	3 days Suspension	7 days Suspension	15 days Suspension	Dismissal		
3	Using company time, materials, equipment, or other related company premises for purposes other than company related activity, function or tasks.	C	3 days Suspension	7 days Suspension	15 days Suspension	Dismissal		
4	Violation of Data Privacy Rules and Confidentiality Agreement as enunciated in contract of employment and Manulife	E	Dismissal					

	Rules and Regulations							
5	Unauthorized reproduction of Company records, documents and other similar Company property.	E	Dismissal					
6	Unauthorized introduction of unlicensed software in company computer system, surfing of websites that are pornographic or are offensive; use of internet during office hours not related to work function; attempting to change set-up of in his pc; unofficial web surfing from work stations/ production PCs, tampering with the computers, storing personal video, picture, music files in the production PCs and network drives (to prevent of virus); using TL assigned telephones for personal use.	E	Dismissal					

### ARTICLE III - OFFENSES AGAINST COMPANY INTEREST AND POLICY

SECTION	DESCRIPTION	TYPE	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE	5 <sup>TH</sup> OFFENSE	6 <sup>TH</sup> OFFENSE
A	Attendance Management							

1	Absence without official leave (AWOL) – after three days of AWOL – termination proceeding begins.	B	Written Warning	1-3 days Suspension	4-7 days Suspension	8-15 days Suspension	Dismissal	
2	Failure to return to work on the working day immediately following the end of the approved leave of absence, unless such leave is extended with proper approvals.	B	Written Warning	1-3 days Suspension	4-7 days Suspension	8-15 days Suspension	Dismissal	
3	Failure to punch/record in and out, his attendance on the prescribed monitoring device.	B	Written Warning	1-3 days Suspension	4-7 days Suspension	8-15 days Suspension	Dismissal	
4	Deliberately punching of the proximity card or any other timekeeping device of another employee or having one's card or any timekeeping device punched by a fellow employee.	C	3 days Suspension	7 days Suspension	15 days Suspension	Dismissal		
B	Tardiness							
1	Habitual Absenteeism (4 or more absences without official leave within a quarter)	B	Written Warning	1-3 days Suspension	4-7 days Suspension	8-15 days Suspension	Dismissal	
2	Failure to notify immediate superior at least (1) hour before the shift schedule regarding an absence.	B	Written Warning	1-3 days Suspension	4-7 days Suspension	8-15 days Suspension	Dismissal	
3	Habitual tardiness. This is defined as 5 or more instances or tardiness per month.	B	Written Warning	1-3 days Suspension	4-7 days Suspension	8-15 days Suspension	Dismissal	

C	Dishonesty							
1	Dishonesty, example: <ul style="list-style-type: none"> <li>Falsifying company records or signatures</li> <li>Misrepresentation as to qualifications, experience and ability</li> <li>Unauthorized disclosure of company trade secrets or confidential information acquired by his office, or by him, on account of his position, to unauthorized persons, or releasing such information in advance of its authorized release dates</li> </ul>	E	Dismissal					
2	Favoring suppliers, media, an entity or a person in consideration of kickback, personal rebates or any valuable consideration.	E	Dismissal					
D	NEGLIGENCE OF WORK							
1	Loitering, wasting time, leaving place of work during working hours without permission from supervisor or department head or leaving the company premises without permission before the end of the employee's work shift.	B	Written Warning	1-3 days Suspension	4-7 days Suspension	8-15 days Suspension	Dismissal	
2	Malingering or feigning illness to avoid doing assigned work. (This includes	B	Written	1-3 days	4-7 days	8-15 days	Dismissal	

	absence due to sickness but employee is not at home or in a medical clinic or hospital).		Warning	Suspension	Suspension	Suspension		
3	Sleeping on company time while on duty unless it is on "idle" time.	A	Verbal Warning	Written Warning	1-3 days Suspension	4-7 days Suspension	8-15 days Suspension	Dismissal
4	Doing unauthorized or unofficial work during official working hours.	C	3 days Suspension	7 days Suspension	15 days Suspension	Dismissal		
5	Willfully holding back, slowing down, hindering or limiting work output, or giving instructions to fellow employees to hold back, slow down, hinder or limit output.	C	3 days Suspension	7 days Suspension	15 days Suspension	Dismissal		
6	Violations of standard operating procedures and/or general directives:  19.1 Without damaging effect to company	B	Written Warning	1-3 days Suspension	4-7 days Suspension	8-15 days Suspension	Dismissal	
	19.2 Resulting to loss or damage to the company.	C	3 days Suspension	7 days Suspension	15 days Suspension			

7	Disorderly conduct or scuffling, horse playing, or throwing things while working or in production area or during official company function.  21.1 not resulting in damage or injury	B	Written Warning	1-3 days Suspension	4-7 days Suspension	8-15 days Suspension	Dismissal	
	21.2 resulting in loss or damage to the company.	C	3 days Suspension	7 days Suspension	15 days Suspension	Dismissal		
8	Over break. Taking breaks more than the prescribed period.	A	Verbal Warning	Written Warning	1-3 days Suspension	4-7 days Suspension	8-15 days Suspension	Dismissal
E	Insubordination							
1	Failure to carry out reasonable oral or written instructions of his immediate superior.	B	Written Warning	1-3 days Suspension	4-7 days Suspension	8-15 days Suspension	Dismissal	
2	Willful refusal to carry out reasonable oral or written job instructions of his superior.	B	Written Warning	1-3 days Suspension	4-7 days Suspension	8-15 days Suspension	Dismissal	
F	Posting any derogatory or any unauthorized articles, prints or drawings on the company property or premises.	B	Written Warning	1-3 days Suspension	4-7 days Suspension	8-15 days Suspension	Dismissal	
G	Violation on the company prescribed dress code.	A	Verbal Warning	Written Warning	1-3 days Suspension	4-7 days Suspension	8-15 days Suspension	Dismissal
H	Violation of any of the House Rules	B	Written Warning	1-3 days Suspension	4-7 days Suspension	8-15 days Suspension	Dismissal	



#### ARTICLE IV - OFFENSES AGAINST SAFETY, HEALTH, SECURITY & PUBLIC ORDER

SECTION	DESCRIPTION	TYPE	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE	5 <sup>TH</sup> OFFENSE	6 <sup>TH</sup> OFFENSE
1	Failure to report one's contagious disease which may endanger other employees or clients	B	Written Warning	1-3 days Suspension	4-7 days Suspension	8-15 days Suspension	Dismissal	
2	Forced or unauthorized entry into company premises during off-hours or assisting non-employees to enter restricted areas without permission from the proper authorities.	E	Dismissal					
3	Unauthorized possession and carrying of firearms, explosives and all other deadly weapons while on company property, job sites or during company activities.	E	Dismissal					
4	Refusal or failure to undergo annual medical examination, random drug screening and other prescribed medical or health procedures.	C	3 days Suspension	7 days Suspension	15 days Suspension	Dismissal		
5	Refusal or failure to follow or submit to the safety, health or security requirements of the company.	B	Written Warning	1-3 days Suspension	4-7 days Suspension	8-15 days Suspension	Dismissal	

6	Willful disregard of company directive relating to sanitation, cleanliness and orderliness.	B	Written Warning	1-3 days Suspension	4-7 days Suspension	8-15 days Suspension	Dismissal	

#### ARTICLE IV - OFFENSES AGAINST PUBLIC MORALS

SECTION	DESCRIPTION	TYPE	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE	5 <sup>TH</sup> OFFENSE	6 <sup>TH</sup> OFFENSE
1	Conviction of any crime punishable under the Revised Penal Code of the Philippines	E	Dismissal					
2	Reporting for work while under the influence of liquor or intoxicating drinks.	E	Dismissal					
3	Reporting for work under the influence of prohibited substances.	E	Dismissal					
4	Unauthorized drinking of liquor or any intoxicating drinks, or	E	Dismissal					
5	Use of prohibited substances while inside company property or during company activities.	E	Dismissal					

7	Conduct of grossly scandalous or indecent nature on company time or on company property or during company activities.	E	Dismissal					
8	<p>Any and all acts constituting sexual harassment</p> <p>6.1 Persistently telling smutty jokes to a co-employee who has indicated he or she finds them offensive.</p> <p>6.2 Taunting a co-employee with constant talk of sex or sexual innuendoes.</p> <p>6.3 Displaying offensive pictures or publications in the workplace.</p> <p>6.4 Asking a co-employee intimate questions on his or her sexual activities.</p> <p>6.5 Making offensive hand or body gestures at a co-employee.</p> <p>6.6 Making obscene phone calls or text messages to a co-employee during and outside work hours, etc.</p> <p>6.7 Pinching, groping or unnecessarily brushing up against a co-employee's body.</p> <p>6.8 For immediate superiors:</p>	E	Dismissal					

	<p>requesting for dates or favors in exchange for a job, favorable working conditions or assignments, etc.</p> <p>6.9 Touching a co-employee in sensitive parts of his or her body which threats of a sexual nature and actual sexual assault</p> <p>6.10 Directing or inducing another to commit any act of sexual harassment or who cooperates in the commission thereof by another without which it would not have been committed.</p>							
9	Improper conduct or acts of discourtesy or disrespect to co-workers, visitors, clients, superiors at any time.	D	7 days Suspension	15 days Suspension	Dismissal			
10	Causing ill-will and/ or dissension, fomenting intrigues among employees or making false and malicious statements against company or employees	D	7 days Suspension	15 days Suspension	Dismissal			
11	Gambling on company time or premises	C	3 days Suspension	7 days Suspension	15 days Suspension	Dismissal		

## ARTICLE VI - OFFENSES AGAINST AUTHORITY

SECTION	DESCRIPTION	TYPE	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE	5 <sup>TH</sup> OFFENSE	6 <sup>TH</sup> OFFENSE
1	Any act constituting resistance, threat, intimidation or assault against the person of a co-employee or company authority.	E	Dismissal					
2	Any act constituting disrespect, disobedience or utter disregard of superiors or other company authority.	D	7 days Suspension	15 days Suspension	Dismissal			
3	Refusing to accept job assignments or reasonable orders of superiors without justifiable reason.	D	7 days Suspension	15 days Suspension	Dismissal			
4	On the part of the supervisor: deliberately condoning, tolerating, participating or covering up an offense committed by a subordinate.	D	7 days Suspension	15 days Suspension	Dismissal			
5	Failure to follow written or oral instructions and procedures made by company and superiors as well as company memoranda or circulars.	C	3 days Suspension	7 days Suspension	15 days Suspension	Dismissal		

## ARTICLE VII – SPECIAL PROVISIONS

1	Commission of any four (4) offenses subject to suspension in any 12-month period	E	Dismissal					
2	Failure of the manager/supervisor to disseminate information and /or implement policies, work rules, procedures etc	B	Written Warning	1-3 days Suspension	4-7 days Suspension	8-15 days Suspension	Dismissal	
3	Failure of the manager/supervisor to report any violation of the company work rules, to take steps or to prevent the same	B	Written Warning	1-3 days Suspension	4-7 days Suspension	8-15 days Suspension	Dismissal	

### Prescriptive Period

A prescriptive period of **twelve (12) months** is implemented for all the penalties set above. Reckoning date begins on the date of the penalty for the first offense was served.

This should be used as a guide and the management has the prerogative to ***lighten or impose a heavier a penalty*** as maybe warranted by the circumstance of each case.