

HRD Notice 2017-38

TO : ALL EMPLOYEES
FROM : THE HUMAN RESOURCES DEPARTMENT
RE : SECTION 13 OF COMPANY CODE OF EMPLOYEE DISCIPLINE
DATE : SEPTEMBER 28, 2017

We would like to remind all employees regarding our Company Code of Employee Discipline Section 13 Misconduct and Misdemeanor and Section 14 .

13.14 Lending money in any form is prohibited inside the company premises, this includes but not limited to lending money through 5'6.

* 13.4 Unauthorized selling of merchandise within the Company premises and or during working and non-working hours is prohibited and all merchandise is prohibited in entering the company.

13.5 Leaving and/or hanging up clothes/shoes outside the locker area is prohibited.

Bringing of cellphone in the working area is prohibited.

Cellphones will be confiscated if caught by an officer in the working area and an employee will received the appropriate disciplinary actions if caught.

Based from our Company Code of Employee Discipline Section 14.5 states "Refusal to obey memoranda or notice of the instructions established by the Company."

First Offense	-	3 Days Suspension
Second Offense	-	6 Days Suspension
Third Offense	-	30 Days Suspension
Fourth Offense	-	Dismissal

For your information and compliance.

Truly yours,

PAUL HART DIONISIO
HRD-OIC

Noted by:

LEOVILITO G. VINARAO
Operations Manager

Approved by:

FREDERICK A. CHUA
Director For Operations

for 9/30/2017
Jiffy 9/30/17 - Handle by Jo
9/30/2017 - REA
9/30/17 - CCO
9-30-17
NE 9-30-17

9-30-17

9/30/17
Angeline 9/30/17

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