

 School Operations Group	CODE OF CONDUCT	
	HQ School Policy Number: 4.4.1.0 - 2010	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised 03 June 2010
	Date of Issuance: 04 June 2010	Date of Effectivity: 21 June 2010

I. POLICY STATEMENT

It is STI's goal to clearly define its standards on behavior and performance to guide its employees in the conduct of their behavior and performance in the school at all times by establishing and maintaining appropriate administrative procedures, which shall be implemented fairly and consistently. The principal reason for placing disciplinary sanctions is not to punish employees but to encourage effective and desired behaviors, on one hand, and to discourage or deter counter-productive or undesirable behaviors, on the other hand.

STI encourages efficient and equitable solutions for problems arising out of the employment relationship, complying with the labor laws.

I. COVERAGE

The policy on code of conduct defines the acceptable standards of behaviour of all full-time and part-time employees of the school.

II. RESPONSIBILITY OF EMPLOYEE

An employee is duty-bound to be aware and understand the acceptable standards of behaviour and should work in accordance with the said standards. Ignorance of the policies does not excuse employees from being penalized.

III. RESPONSIBILITY OF SCHOOL MANAGEMENT

School management should disseminate and explain the provisions of this policy to all employees, ensure that the acceptable standards of behaviour as embodied in this policy are complied with, and implement the provisions with the end in view of promoting a healthy work environment in the school. Furthermore, the school management has the right and duty to maintain discipline and foster efficiency such that the goals of the school are achieved. It is the School Management's responsibility to initiate investigations in cases of violation and grievances, review and approve disciplinary actions, while ensuring that objectivity, fairness and constructiveness are observed at all times.

IV. OFFENSES

All commissions and omissions violating the established company procedures in its activities and/or all acts prejudicial to the interest of the school and/or its employees and students are punishable offenses.

These are not limited to acts or omissions involving moral turpitude as well as other improper conduct which adversely affect the good will and interest of the school, whether or not these are explicitly defined herein.

V. CORRECTIVE ACTION

STI believes that only well-disciplined employees can contribute to the success of the school. Therefore, it is imperative that appropriate disciplinary action be imposed upon erring employees not merely as punishment but as a corrective and constructive measure.

Corrective actions may be in several forms. These are:

1. Written Warning – a documented notice of admonition issued to an employee.
2. Written Reprimand - a documented reprimand issued to an employee.
3. Restitution - an act of repaying or indemnification for damages caused.
4. Suspension - a forced, temporary absence or physical detachment from work or service. An employee under suspension does not get any compensation and benefits from the company while he or she is on such disciplinary action.
5. Demotion – employee movement from a current position to a classification with a lower rank not necessarily lowering his/her salary.
6. Dismissal - the separation from the organization or termination of an employee's service to the school for a just cause such as, but not limited to, poor performance and violation of school policies, rules and regulations. A dismissed employee loses his/her right to separation pay as he/she is being discharged for cause.

VI. PROCEDURAL DUE PROCESS

STI shall at all times respect the employee's right to due process. Due process shall mean the right to be informed of the nature and cause of the violations and the right to be heard.

It is the accountability/responsibility of the immediate superior of the employee in question to initiate an investigation within five (5) working days upon the discovery of the violation. This investigation is primarily aimed at determining the existence of reasonable grounds to justify the imposition of charges for the commission of misconduct, untoward behavior, and/or violation of school rules and regulations. It is also the accountability/responsibility of the immediate superior to administer any corresponding appropriate corrective or disciplinary action. Appropriate action will be determined based on factors such as severity, frequency, and degree of deviation from expectations, and length of time involved.

Whenever reasonable ground exists to justify the imposition of charges against an employee for the commission of any act of misconduct or untoward behavior, omission of organizational imperatives or untoward behavior, the following procedures shall be observed:

1. Procedure for charges leveled against an employee that will not result in a suspension of 10 days or more or dismissal:
 - a. **NOTICE** – The immediate superior must notify the employee in writing of the nature and gravity of the offense(s) charged against him/her as well as the possible penalty involved within five (5) working days from the day a reasonable ground to justify the imposition of charges for the commission of misconduct, untoward behavior and/or violation of company rules and regulations is established. Otherwise, the immediate superior shall be held responsible and shall be dealt with accordingly.
 - b. All employees charged with an offense may, upon the exercise by management of its discretion, be placed under preventive suspension pending investigation. Said preventive suspension may be imposed on the employee whenever his/her presence poses a serious and imminent threat to other persons, the students or personnel, the school and/or the school's property. Said preventive suspension shall only be allowed for the period of one (1) month without pay. However, in the event that an extension of the preventive suspension is found necessary, the school will have to pay the corresponding salaries for the extension of the preventive suspension.
 - c. **EXPLANATION** – The employee is given five (5) working days to explain his/her side in writing from receipt of the notice. In the event that the employee does not dispute the charges leveled against him/her, the employee may indicate countermeasures or corrective actions he/she is willing to undertake in order to avoid the commission of the same or a similar offense in the future. Failure of the employee to submit his/her written explanation within the prescribed period despite receipt of the notice shall not stop the course of the proceedings. The absence of the employee's written explanation shall mean that investigating authorities shall base their recommendations on the charges against the employee on the existing evidence available to them.
 - c. **DECISION** – The immediate superior must render a decision within five (5) working days from receipt of the employee's explanation, or in case no explanation is filed, from the last day to file said explanation. The decision must have the approval of the School Administrator or Deputy School Administrator. The employee shall be informed in writing of the corrective action to be enforced, if any.
 - e. **APPEALS** – The decision of the immediate superior is appealable through a written appeal to the President of the school within a non-extendable period of five (5) working days from receipt of the decision by the employee. Decisions may only be appealed on the basis of the existence of errors of fact or law which warrant the reversal of the decision. The decision of the President in this instance is final and un-appealable.
2. Procedure for charges leveled against an employee that will result in a suspension of 10 days or more or dismissal:
 - a. **NOTICE** – The immediate superior must notify the employee in writing of the nature and gravity of the offense(s) charged against him/her as well as the possible penalty involved within five (5) working days from the day a reasonable ground to justify the imposition of charges for the commission of misconduct, untoward behavior and/or violation of school rules and regulations is established. Otherwise, the immediate superior shall be held responsible and shall be dealt with accordingly.

All employees charged with an offense may, upon the exercise by management of its discretion, be placed under preventive suspension pending investigation. Said preventive suspension may be imposed on the employee whenever his/her presence poses a serious and imminent threat to other persons, the students or personnel, the school and/or the school's property. Said preventive suspension shall only be allowed for the period of one (1) month without pay. However, in the event that an extension of the preventive suspension is found necessary, the school will have to pay the corresponding salaries for the extension of the preventive suspension.

- b. **EXPLANATION** – The employee is given five (5) working days to explain his/her side in writing from receipt of the notice. In the event that the employee does not dispute the charges leveled against him/her, the employee may indicate countermeasures or corrective actions he/she is willing to undertake in order to avoid the commission of the same or a similar offense in the future. Failure of the employee to submit his/her written explanation within the prescribed period despite receipt of the notice shall not stop the course of the proceedings.
- c. **CONVENING OF A DISCIPLINARY COMMITTEE** – A thorough investigation of the facts and other circumstances regarding the offense(s) by which the employee is charged with shall be conducted by the Disciplinary Committee formed for this express purpose.
- d. **INVESTIGATION PROCEDURES OF THE DISCIPLINARY COMMITTEE:**
 - i. Investigation - Within ten (10) working days from receipt of the explanation, or in case no explanation is filed, from the last day to file said explanation, the Disciplinary Committee shall commence conducting a thorough and objective investigation of the facts and evidence giving rise to the charges leveled against the employee necessary to reach a conclusion on the merits of said charges. All parties involved shall be invited to attend hearing(s) to provide them the opportunity to be heard. Said parties and their respective witnesses shall be notified of any scheduled hearing at least three (3) days before the date thereof, specifying the time, date, and place of any hearing. Failure of the employee to attend the hearing(s) shall constitute a waiver of his/her right to be heard and present his/her evidence. Thereafter, the Committee may issue a decision on the basis of the evidence and pleadings submitted, and shall submit a recommendation to the President for the imposition of the recommended sanction.
 - ii. Decision – The Disciplinary Committee shall submit a recommendation to the President within fifteen (15) working days upon the termination of its investigation. The President shall then render a decision based on the Disciplinary Committee's recommendation and shall serve a written notice upon the employee. The decision of the President in this instance is final and un-appealable.

VII. CHART OF PENALTIES

The penalties for violations prescribed in this Code may vary in accordance to the gravity of the offense and its frequency of commission.

Offense Classific ation	CLASS 1	CLASS 2	CLASS 3	CLASS 4	CLASS 5
FIRST	Written Warning	Written Reprimand	3 Days Suspension	5 Days Suspension	Dismissal
SECOND	Written Reprimand	3 Days Suspension	5 Days Suspension	10 Days Suspension	
THIRD	3 Days Suspension	5 Days Suspension	10 Days Suspension	Dismissal	
FOURTH	5 Days Suspension	10 Days Suspension	Dismissal		
FIFTH	10 Days Suspension	Dismissal			
SIXTH	Dismissal				

VIII. MULTIPLE VIOLATIONS

Commission of Class 1 and/or Class 2 offenses will be penalized one (1) classification higher if an offense under the same class has been committed within the last 24 months prior to the date of commission of the current offense.

Furthermore, counting of class 1 and 2 offenses under the same rule shall continuously progress. However, if no violation of the same rule occurs within a 24-month period, all previous violations of the same rule shall not be considered in any future counting of the offenses.

Class 3 to 5 offenses are not covered by any limitation period. The sanction imposed upon any violation of the same classification shall be a class higher, even if the violation of the same offense occurs after a period of 24 months from the time the first offense was committed.

Offenses in this policy are not all inclusive. Any act, conduct, or behavior prejudicial to the interests of the company not specifically included herein shall also be punishable after a thorough review and investigation by the management. The penalty to be imposed for such shall be dependent on the gravity of the offense.

IX. ADMINISTRATION

The school shall see to it that necessary reports or clearances required by law in all instances of suspension, dismissal, or termination are timely and properly filed with the Department of Labor and Employment and other relevant government agencies.

X. ENFORCEMENT

These shall be responsible for the following acts relative to the enforcement of this policy:

1. School Administrator or Deputy School Administrator

- a. Dissemination of the rules and regulations including new policies, amendments, or revision prior to their actual implementation.
- b. See to it that all immediate superiors of the school maintain discipline within their respective sections and/or departments. The School Administrator or Deputy School Administrator assists and guides them in discharging this responsibility.
- c. Ensure that all mandatory due process requirements and necessary procedures are complied with before any corresponding disciplinary action is administered. This includes, but is not limited to, the proper documentation of the administrative case and proceedings.

2. Immediate Superiors

- a. In their respective sections and/or departments, members of the management are expected to administer the established rules and regulations in a consistent, impartial and timely manner.
- b. Failure of the immediate superior(s) to perform his/her/their responsibility shall be dealt with accordingly.
- c. If however, the magnitude of the situation calls for urgency and special attention, and/or the decision of the immediate superior is placed in question, the case shall be referred to the Disciplinary Committee.

3. Disciplinary Committee

- a. The Disciplinary Committee shall be composed of at least three (3) members that may include the following:
 - School Administrator or Deputy School Administrator (as Chair of the Committee)
 - Concerned department head or representative
 - Department head or representative of a neutral department
 - STI-HQ representative

If the person charged with a violation is the School Administrator or Deputy School Administrator, the Disciplinary Committee shall be composed of at least five (5) members that may include the following:

- A member of the Board of Directors of the school (as Chair of the Committee)
 - Executives of STI-HQ
 - Senior Managers of STI-HQ
 - School Administrators/Deputy School Administrators of other STI-HQ-owned schools
- b. The Disciplinary Committee shall make recommendations resulting in the affirmation, setting aside, change or modification of the decision of the immediate superior based on its findings after investigation.
- c. In case of a dispute in the interpretation of any provision in this policy, the interpretation of the Disciplinary Committee shall prevail, shall be binding on all parties, and shall be final and un-appealable.

XI. LIST OF OFFENSES

OFFENSES AGAINST TIMEKEEPING AND LEAVE OF ABSENCES POLICIES

CLASS 1

- Failure to submit approved Official Business/Overtime/Authority to Work Forms before utilization.
- Failure to log-in or log-out.
- Failure to notify the concerned department's designated staff/officer of the nature/reason for absence before or within the first two hours of official work schedule.

CLASS 2

- Being tardy for five (5) or more times and/or having an accumulated tardiness of more than sixty (60) minutes, within a calendar month (Habitual Tardiness).
- Unexcused or unauthorized under time / extending meal breaks.
- Failure to file an application for /Sick Leave/Emergency Leave within the appropriate lead time (with notice either through a text message or phone call)

CLASS 3

- Unauthorized absence or absence without official leave from work for a period of less than three (3) days.
- Reporting for work without medical and fit to work certificates after three (3) or more days of Sick Leave.

- Extending a previously authorized leave without prior approval.

CLASS 4

- Unauthorized absence or absence without official leave from work for three (3) days to five (5) days.

CLASS 5

- Unauthorized absence or absence without official leave from work for a period exceeding five (5) days (Abandonment of Work).

OFFENSES AGAINST THE PERFORMANCE OF DUTY (NEGLECT OF DUTY)

CLASS 2

- Sleeping while on duty or during work hours.
- Leaving the school premises during work hours without prior approval from one's immediate superior.
- Unauthorized participation in activities which are outside of regularly assigned duties during work hours.

CLASS 3

- Failure to render authorized overtime without valid reason after signifying one's willingness to perform said overtime.
- Non-compliance with the established guidelines contained in the STI Brand Manual.
- Volunteering in any school-sponsored affair but failing to comply with the corresponding responsibilities whether or not this results in overt prejudice to the school.
- Malingering, loitering, wasting of company time or committing similar acts. Doing unauthorized or unofficial work/activities during official working hours
- Causing unnecessary delays in accomplishing or carrying out official instructions and assigned duties.
- Failure to conduct make-up classes for classes missed during a semester/summer term without a valid reason.
- Failure to submit grades and other related reports/deliverables on time.
- Failure to submit all reports and/or deliverables on time as required by government regulatory agencies, STI-Headquarters, or the school.

- Refusal to for report overtime, holiday or rest day work after having been informed about it without justifiable reasons for doing so.
- Malingering or pretending to be sick; making or giving false excuse/s for a leave of absence.

CLASS 4

- Losing or misplacing official school records causing undue prejudice to the school.
- Committing gross acts of negligence or carelessness resulting in injury to oneself or to other employees/students/third party or resulting in losses, damages, or expenses to be incurred by the company.
- Failure of the immediate supervisor, manager, or any superior authority of the school, who has acquired knowledge of any infraction or violation of school policies/regulations, to initiate/institute disciplinary measures.
- Failure to report one's injury or any accident involving school property incurred while on company time and/or within school premises.
- Failure to observe established rules of procedure for any official request, or that which requires prior approval of the authority concerned.

CLASS 5

- Submitting false, misleading, inaccurate data or information resulting in prejudice to the school.
- Insubordination or willfully refusing, without a valid reason, to comply with or obey official orders or specifications given by one's immediate supervisor, manager, or any superior authority of the school.
- For full-time employees or faculty with a full teaching load, engaging in unauthorized employment outside of the school. This includes teaching, consultancy, or working in other educational institutions.
- Any other acts of negligence analogous to the foregoing.

OFFENSES AGAINST OFFICE CONDUCT AND BEHAVIOR POLICIES

CLASS 1

- Failure to maintain a neat and clean work area.
- Failure to observe cleanliness and orderliness in the common areas like the classrooms, laboratories, pantry, comfort rooms, lobby, etc.
- Listening to music or audio material which is disturbing and/or has a high volume during work hours and/or within school premises.

- Failure to put cellular phones on silent mode during meetings or classes.
- Using loud ringtones during work hours.
- Failure to observe the prescribed security, safety and health requirements of the school.

CLASS 2

- Eating in restricted areas.
- Incomplete or improper wearing of the issued or prescribed school attire (refer to the Dress Code policy for details).
- Using the school e-mail account and internet for unofficial purposes.
- Displaying offensive materials in the school.
- Participating in loud and heated verbal arguments during official working hours and/or within Company premises which disturb the work of others.
- Gambling, placing or collecting bets, or participating in any game of chance during official working hours and/or within Company premises.
- Refusal to give make up exams and other assessment activities to requesting students with valid/justifiable reasons.
- Assigning school projects or conducting class activities that are not related to and/or not prescribed by the course being taught or handled.
- Unauthorized cooking within School premises.

CLASS 3

- Smoking within the school premises.
- Failure to wear the specified ID.
- Wearing of ID accessories other than what was provided by the school.
- Failure to keep the ID neat and in order.
- Failure to complete the required duration of the training without valid reason.
- Causing intrigues tending to cast insult; dishonor and/or discredit to another employee or to a student, regardless of malice or veracity.
- Immoral conduct at anytime within school premises.
- Gambling in any form within school premises.

- Non-usage of and/or non-conformance with the prescribed curriculum and courseware without any justifiable or acceptable reasons.

CLASS 4

- Improper conduct and acts of discourtesy towards co-employees, students, school visitors, and clients at anytime within school premises.
- Using disrespectful, abusive, indecent, derogatory offensive or foul / indecorous language or gestures while on duty or within school premises which are prejudicial to the interests of the school.
- Harassing co-employees, students, and/or clients using, but not limited to, the e-mail facility or other mode of communications while discharging an official function within or outside the school premises.
- Failure to immediately report a lost ID.
- Offering “tutoring” services to students for a fee.
- Engaging in any activity which is in direct competition with the Company's business or any part of its operation.

CLASS 5

- Drinking of alcoholic beverages at anytime within school/company premises without proper authorization.
- Reporting for work or any official school function under the state of intoxication.
- Entering or allowing other persons to enter any restricted area designated by the school without proper authorization.
- Unauthorized reading, gaining access to, or possession of files, records, memos, correspondences and other classified documents and/or materials of the school to which the employee has no authorized access.
- Making unauthorized connections to, breaking into, or adversely affecting the performance of other systems on the school’s data network.
- Knowingly harboring a contagious disease that may endanger the health of co-employees, students and/or third persons.
- Refusal to wear the school IDs.
- Refusal to keep a neat and clean workstation.
- Refusal to observe cleanliness and orderliness in the common areas like the classrooms, laboratories, pantry, comfort rooms, lobby, etc.

- Altering or tampering with the school ID.
- Unauthorized use of the school ID - e.g. allowing other employees, students, visitors, etc. to use one's ID.
- Refusal to wear the issued or prescribed school attire (refer to the Dress Code policy for details).
- Soliciting or receiving money, gift or anything of value from any person to perform an act prejudicial to the school or as a condition for the performance of one's duty or in exchange of a job or in exchange for a favorable grade for a student.
- Bribing or offering money, gift, or anything of value to any employee, personally or through the intercession of another, to seek or qualify for preference, benefit or favorable conditions of employment or work assignment.
- Coercing, bribing or inducing others to violate Company rules.
- Possession or use of prohibited drugs at anytime within the school premises unless prescribed by a physician with medical justification.
- Carrying and/or possession of explosives, firearms and other deadly weapon at anytime within the school premises.
- Encouraging, assisting or deliberately providing occasions to non-employees /third parties to threaten or physically attack and/or harm a co-employee for reasons which are directly work related.
- Fighting, assaulting, provoking or inciting another employee or student to engage in a fight during or outside work hours.
- Engaging in activities that are in conflict with the interests of the school.
- Entering on behalf of the school into any contract or transaction, which is manifestly or grossly disadvantageous to the school whether or not the employee profited or will profit thereby.
- Commission of an act amounting to grave abuse of status or discretion.
- Refusal to divulge to authorities and management information relevant to an official investigation of a violation.
- Deliberately condoning, tolerating or participating in an offense committed.
- Unauthorized collection of any contributions from the students and/or parents for any purpose or project whatsoever, whether voluntary or otherwise.
- Directly collecting any school fees from the students and/or parents without issuing an official receipt of the school.

- Discrediting the name of the school
- Establishing, engaging, involving in, and/or having intimate (sexual and/or romantic) relationship with a student under the age of majority, may it be consensual or not, provided, that in the case of students of legal age , the employee concerned should not have taken any undue advantage of his/her position.
- Involvement in grave public scandal or grave misconduct.
- Refusal to conduct make-up classes for classes missed during a semester/summer term.
- Stealing, concealing or deliberately misplacing another employee's property within school premises, or at assigned jobsite, or during official working hours without justifiable purpose.
- All acts or omissions punishable by the laws of the land.

OFFENSES AGAINST DISHONESTY POLICIES

CLASS 5

- Concealing errors of omission or commission, thus negatively prejudicing the interests of the school.
- Falsely representing oneself to be another person or as an officer, agent, or representative of the school.
- Developing or using programs that bypasses security systems, steals or cracks password protected files and data whether or not this damages or compromises the school's system.
- Developing or using programs that evade software licensing protocol.
- Unauthorized copying and disclosing of computer source code programs and other electronic information developed for the school.
- Giving false or misleading information in applying for employment at the school, or giving false or misleading information to seek or to qualify for any preference or benefit from the school.
- Stealing/unauthorized possession, use and/or distribution of school property, tangible and/or intangible or the attempt thereof.
- Theft of a co-employee's or student's property.
- Substituting or attempting to substitute school-specified materials or equipment with another with intent to defraud the school.
- Falsifying timekeeping/attendance reports and records.
- Falsification or tampering of vouchers, receipts, and the like.

- Forging, falsifying or altering document/s in such a way as to mislead the user/s thereof or defraud the Company.
- Giving false and untruthful statements or concealing material facts in an investigation conducted by an authorized representative of the school.
- Misappropriating or withholding school funds.
- Failure to report within 72 hours after one has received and has knowledge of an erroneous payment or overpayment of salary, commission, allowance or other forms of remuneration or reimbursement.
- Generating soft copies of school files for unofficial or personal business.
- Unauthorized distribution or transmission of proprietary information, data, trade secrets or other confidential information belonging to the school. This includes the unauthorized use, replication, or distribution of courseware materials, whether in part or whole or allowing the unauthorized use of the courseware materials, directly or indirectly, in part or whole, by any third party.
- Unauthorized and unjustified possession of faculty/training-related/student examinations and/or other classified records/documents.
- Copying or allowing someone to copy, submit and/or gain access to one's work, examination, training requirements and other outputs expected of a faculty member.
- Plagiarism – copying a published or unpublished work (or portions thereof) of another author and appropriating it as part of one's own work without proper acknowledgement.
- Consulting notes, sources, or materials, including use of electronic devices, not specifically authorized by the exam administrator/trainer during examinations and/or academic exercises/activities.
- Unauthorized distribution of training materials provided by STI-HQ - appropriation or distribution of questionnaire, answer key, case study specification, or case study solution (or portions of the aforementioned) without proper authorization and/or knowledge of the trainer and/or training manager/coordinator.
- Taking the place, or allowing someone to take the place, of another who is supposed to take a test for training and/or allowing someone to accomplish a requirement for one who is supposed to submit the said requisite item for training completion.
- Tampering with faculty grading records and other official records/documents.
- All other acts of dishonesty, which cause or tend to cause prejudice to the school.

OFFENSES AGAINST COMPANY PROPERTY POLICIES

CLASS 1

- Failure to return borrowed school property, such as but not limited to laptops, LCD or OHP projectors, cameras, courseware, etc. on the agreed-upon schedule, without prior authority and/or approval.
- Failure to switch off computers, lights, faucets, and the like before leaving one's respective work area/s, classroom, or laboratory.

CLASS 3

- Allowing unauthorized persons to ride in car pool vehicles.
- Holding unofficial meetings/classes, conference or similar gathering at any time within school premises without authorization.
- Using company property, equipment, materials or office supplies for personal or private advantage, benefit or purpose.
- Failure to immediately report damage to or defects in school equipment thereby resulting in greater damage or defect through continued use.
- Operating or tinkering with school vehicles and other equipment either through oneself or by allowing another to do so, without possessing the required specialized skills or training to allow proper use or servicing of said vehicles or equipment.
- Operating, using, meddling with or impeding the proper use of machines, tools, equipment, vehicles, facilities or premises to which the employee has not been assigned or is not allowed
- Careless or improper use of school tools, machines, equipment, causing damage or defect to the same.

CLASS 5

- Unauthorized possession, use, or lending of school property.
- Committing other acts of dishonesty, negligence, deceit or anomaly not covered by other provisions which cause loss or damage to school property.
- Any act of vandalism or the damaging, deformation, or destruction of school property. This also includes any act that will result in the damage of the courseware.

OFFENSES AGAINST RESIGNATION POLICIES

CLASS 5

- Failure of a resigning employee to serve an advance written notice to the company at least thirty (30) days before the date of his or her intention to leave the service.
- Failure of a resigning employee to continue to work or render actual service to the company during the thirty (30) day period covered by the said advance written notice; exception to this policy is granted when a prior agreement between the resigning employee and his / her immediate superior has been made (e.g. supervisor allowing the employee to resign even without the 30-day notice, etc.).

XII. POLICY REVISION

The management may make changes to this policy from time to time to improve the effectiveness of its operation. In this regard, any employee who wishes to make any comments about this Policy may forward suggestions to School Operations Group through the School Operations Manager.

XIII. SEPARABILITY CLAUSE

If any part of provision of this policy is declared invalid or unconstitutional shall apply only to that part or provision. The remainder shall be valid and effective.

XIV. REPEALING CLAUSE

Any existing orders, circulars, memoranda, policies, or any part thereof, which are contrary to, or inconsistent with any provision of this policy, shall be deemed repealed or modified accordingly.

Any other practices which are not mentioned in this policy and which do not form part of any existing policies shall be considered invalid or repealed.

Approved by:	
<i>(original copy signed)</i>	<i>(original copy signed)</i>
RESTY O. BUNDOC VP, School Operations Group	PETER K. FERNANDEZ President, HQ-owned Schools

RECEIPT AND ACKNOWLEDGMENT OF STI'S EMPLOYEE CODE OF CONDUCT

(Please read the following statements, sign below and return to the School Administrator / Deputy School Administrator.)

I have received and have been given an opportunity to read a copy of the Employee Code of Conduct, and I understand that it is my obligation to be read, be aware, understand and abide by the policies contained therein. I understand that the policies and benefits described in it are subject to change at any time at the sole discretion of the Company.

Issued by:

Received and Acknowledged by:

School Administrator / Deputy School Administrator
Printed Name/Signature/Date:

Printed Name/Signature/Date: