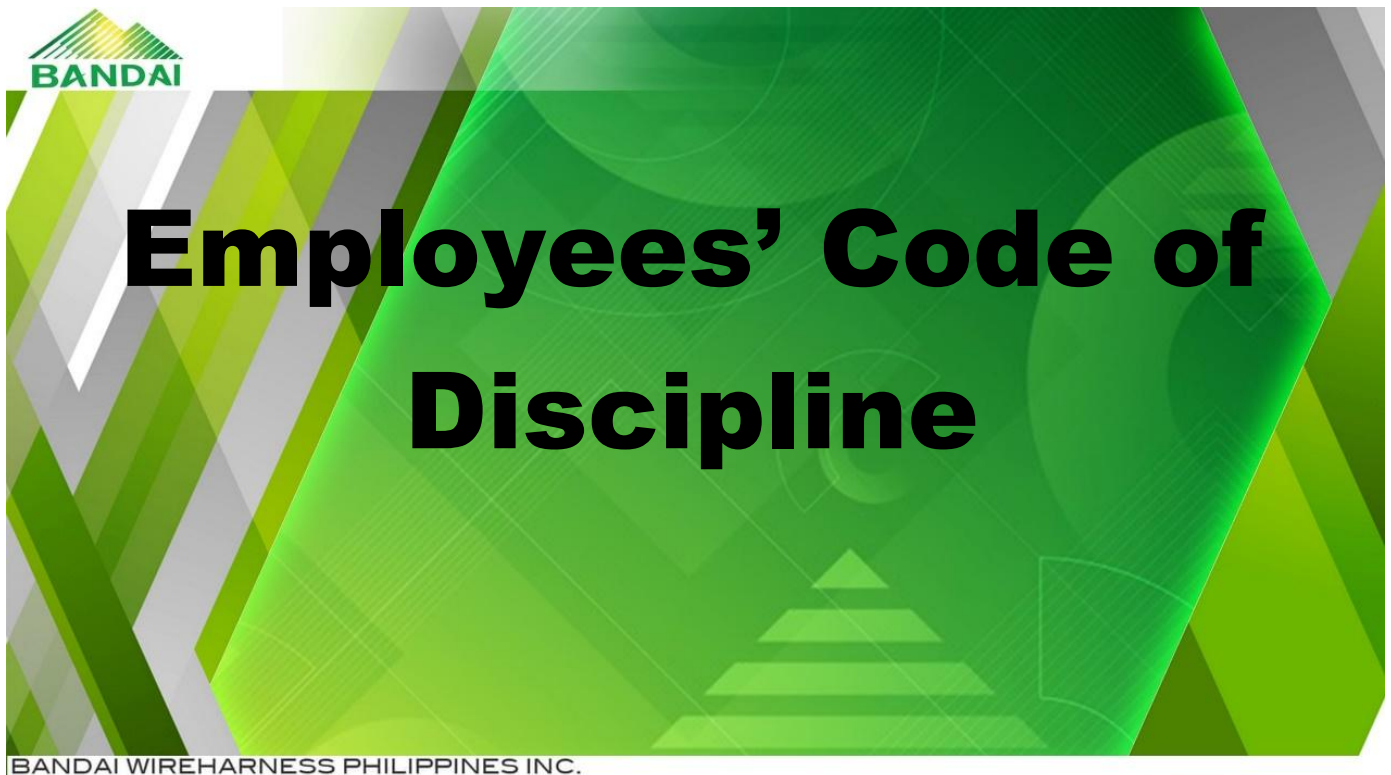




**Small disciplines repeated with consistency every day  
will lead to GREAT ACHIEVEMENTS of BWPI company.**

**Discipline is the BRIDGE between GOALS and  
ACCOMPLISHMENT.**

**With self-discipline most anything is possible, and what  
is possible is a SUCCESS.**



**BANDAI WIREHARNESS PHILIPPINES, INC.**

**Lot 2 First Industrial Township,  
Brgy. Pagaspas Tanauan City, Batangas**

## **Section I. INTRODUCTION**

Over the years of BWPI existence, we place with utmost importance the contribution of our employees in the growth of our company. We cannot be where we are now had it not been for the diligence and discipline of each member of our organization. As we continue to grow and strive to reach our long-term strategic goals - to create more value for all our stakeholders, we need to respond with greater agility.

As one famous author say: "Discipline is the bridge between goals and accomplishments," we start the first change at the bridge, on its foundation. Hence, we will shift from negative to positive discipline policy.

Unique to our set up is not to employ contract workers. Every member is counted to be productive and enjoys the assurance of job stability. We ensure that our lines are sufficiently manned to meet customer requirements. This means that any deviations from discipline policy means adjustment to work schedule hence could possibly mean added premium in labor hours or contribution to damage cost.

**Please do not hesitate to ask HR section for assistance or guidance in the interpretation of this Code.**

## **Section II. DEFINITIONS**

1. COMPANY or BWPI means BANDAI WIREHARNES PHILIPPINES, INC.
2. EMPLOYEE means all personnel, either probationary, or regular employees, under the employ of the Company.
3. COMPANY PREMISES means all landholdings, buildings and properties owned, leased or rented by the Company, including other areas that the employee may be assigned to, outside of Company premises.
4. Consequences of Undesirable Behaviors
  - a) **WRITTEN WARNING** - is given for the first unintentional and minor offenses that have little or tolerable negative consequences.
  - b) **ONE-DAY SUSPENSION** - for the second minor offense; or for the first unintentional error but with somewhat intolerable consequences, or for intentional but tolerable consequences.
  - c) **5 DAYS SUSPENSION** - for repeating the minor offense the third time; or for the second less serious offense; or for the first serious error that are intentional and which cause serious negative effects to the company.
  - d) **15 DAYS SUSPENSION** – for repeated and continuous serious offenses, with implication to delay in production, or with company loss.

**Note: For item c and d**, upon return of an erring employee, he has to sign a promissory note in effect of one (1) year which stipulates a promise to change.

- e) **TERMINATION FOR CAUSE** - is a dishonorable separation from the service. A dismissed employee loses all his accrued benefits as he is discharged for cause without

prejudice of BWPI filing criminal/civil administrative charges. An employee will be put into 10 to 30 DAYS PREVENTIVE SUSPENSION while investigation of the case is ongoing. This is done to immediately prior to and during an investigation, where the employee's continued service could affect the investigation or cause possible harm to his co-employees or damage to Company property. This will be done in accord with the labor code's two notice rule in terminating an employee for just cause.

- f) **END of CONTRACT** – lawfully ending the contract between employer and employee who's under probationary period related to unacceptable attendance, performance and behavior.

Benefits of the employee will be restored to the suspended employee if, after investigation, he is found not guilty of the offense charged.

### Section III. Discipline Case and its Consequences

ITEMS	CONSEQUENCES			
	1st Offense	2nd Offense	3rd Offense	4th Offense
<b>1. ABSENCES AND TARDINESS</b>				
a. Tardiness of four (4) times regardless of how many minutes or a total of 30 minutes or more in a month without justifiable reason. <i>"Late-is-Late"</i>	Written Warning	1 day suspension	5 days suspension	Dismissal
b. AWOL or Unauthorized, dis-approved, and unexcused absence for one (1) day. (Each day of absence is considered a single offense).	5 days suspension	15 days suspension	Dismissal	
c. For <b>probationary employee</b> , no justifiable reason for late and absences regardless of the occurrence.	End of Contract			
<b>2. NEGLECT OF DUTY</b>				
a. Leaving work assignment, work area during working hours without permission from the immediate superior or leaving workstation before properly relieved.	Written Warning	1 day suspension	5 days suspension	Dismissal
a-1. Abandoning work and leaving company premises without permission from the immediate superior.	5 days suspension	Dismissal		
b-1. Sleeping while on duty, when <b>no actual</b> danger to safety of persons or property exists.	5 days suspension	Dismissal		
b-2. Sleeping while on duty, when <b>actual</b> danger to the safety of persons or property exists.	15 days suspension	Dismissal		

c. Malingering, loitering, and wasting time or any similar acts detrimental to the service of the Company.	1 day suspension	5 days suspension	Dismissal	
d. Performing work of personal nature during working hours e.g. personal business, use of cellphone sending personal message.	Written Warning	1 day suspension	5 days suspension	Dismissal
e. Unnecessary delay or failure to carryout official orders, assigned duties or specific instructions related to his work.	Written Warning	1 day suspension	5 days suspension	Dismissal
f. Failure to wear the prescribed uniform (ID, required shoes, caps is included) and PPE when on duty.	Written Warning	1 day suspension	5 days suspension	Dismissal
g. Losing or misplacing Company records which prejudices the Company.	1 day suspension	5 days suspension	Dismissal	
h. Failure to work overtime, without valid reason, after signifying willingness to perform authorized overtime work.	Written Warning	1 day suspension	5 days suspension	Dismissal
i. Knowingly submitting false, misleading or grossly inaccurate data or information about work or other employees during investigation.	5 days suspension	Dismissal		
j. Delay or failure to submit required documents such as; government requirements requested by HR), test or medical results (requested by nurse or company doctor) and <i>other likes</i> , without justifiable reason after the set deadline.	3 days suspension	5 days suspension	Dismissal	
k. Delay or failure to submit company required records or forms such as Overtime Authorization, Change Shift, etc. after the set deadline.	Written Warning	1 day suspension	5 days suspension	Dismissal
l. Bringing of cellphone and other electronic devices (i.e. radio, MP3) inside company premises unless authorized.	1 day suspension	5 days suspension	Dismissal	
m. Negligence of duty resulting to damage to company property.	1 day suspension	5 days suspension	Dismissal	
n. Negligence of duty resulting to loss of Company property.	5 days suspension	Dismissal		
o. Negligence of duty resulting to delay in work.	1 day suspension	5 days suspension	Dismissal	
p. Negligence of duty resulting to stoppage of work.	5 days suspension	Dismissal		

q. Late and non-filling of leave form immediately upon return to work from an absence without prior written approval from the superior.	Written Warning	1 day suspension	5 days suspension	Dismissal
r. Failure to record time in and time out in Biometric Machine 2 times in a month.	Written Warning	1 day suspension	5 days suspension	Dismissal
<b>3. CONDUCT AND BEHAVIOR</b>				
a. Threatening, coercing or intimidating another employee within Company premises.	5 days suspension	Dismissal		
b. Fighting, provoking or instigating another employee to engage in a fight within Company premises.	Dismissal			
c. Inflicting or attempting to inflict bodily harm or injury, in any form, on another employee within Company premises.	5 days suspension	Dismissal		
d. Using disrespectful, abusive, indecent or offensive language against another employee within Company premises.	5 days suspension	Dismissal		
e. Threatening or assaulting a superior or any official of the Company, whether inside or outside the Company premises.	5 days suspension	Dismissal		
e.1 If higher official (the VP) is the subject of threatening or assaulting.	Dismissal			
f. Making false and malicious statements or intriguing against employee which tends to cast dishonor, discredit or contempt upon the latter.	5 days suspension	Dismissal		
g. Immoral conduct within Company premises, whether or not committed during office hours.	Dismissal			
h. Carrying or possessing explosives, firearms, bladed or other lethal weapons within Company premises.	Dismissal			
i. Improper conduct and acts of gross discourtesy or disrespect to fellow employees, or clients at any time within Company premises.	Dismissal			
j. Drinking of alcoholic beverages during working time on Company premises except on authorized occasions and/or areas.	Dismissal			

k. Reporting for and/or rendering work under the influence of narcotics and prohibited drugs.	Dismissal			
l. Gambling, in any form, during working time and on Company premises.	Dismissal			
m. Refusal to cooperate or failure to observe security regulations of the Company.	Written Warning	1 day suspension	5 days suspension	Dismissal
n. Entering any restricted area without prior authorization from the person in authority in the Company	1 day suspension	5 days suspension	Dismissal	
o. Assisting any non-employee without permission to enter restricted premises.	15 days suspension	Dismissal		
p. Falsely representing oneself to be an officer or agent of the Company or performing any act pertaining to any person in authority without being officially authorized to do so.	Dismissal			
q. Posting malicious / offensive and untrue remarks against the company and its employees in any web blogging and video sharing sites	Dismissal			
r. Soliciting or collecting contribution, money or materials object for any purpose not authorized by the Company during working time and within the Company premises	5 days suspension	Dismissal		
s. Soliciting or receiving money, gifts or anything of value more than 500 pesos personally or through the mediation of another, to perform an act prejudicial to the performance of one's duty.	Dismissal			
t. Bribing or offering money, gifts or anything of value to any employee, personally or through mediation of another; (1) to seek or qualify for preference, benefits or favorable condition of employment, or, (2) the sale of goods and/or rendering the services by himself or others to the Company	Dismissal			
u. Any form of sabotage such as deliberate delay or stoppage of work or damage of company property/products	Dismissal			
v. Persistent telling smutty jokes of offensive remarks to a co-employee who has indicated he/she finds them offensive.	Dismissal			

w. Taunting a co-employee with constant talk of sex or sexual innuendos.	Dismissal			
x. Displaying offensive pictures or publications in the workplace.	Dismissal			
y. Asking a co-employee intimate questions on his/her sexual activities.	Dismissal			
z. Making offensive hand or body gestures at a co-employee; staring or leering at a co-employee.	Dismissal			
aa. Making obscene phone calls to a co-employee during and outside work hours.	Dismissal			
ab. Pinching, unnecessary brushing up against a co-employee body.	Dismissal			
ac. Requesting for dates or favors in exchange for a job, favorable working conditions or assignments.	Dismissal			
ad. Touching a co-employee in sensitive parts of his/her body, threats of a sexual nature, and actual sexual assault.	Dismissal			
ae. A supervisor's commission of acts of sexual harassment (other than assault) with respect to any other employee under the person's supervision.	Dismissal			
af. Directs or induces another to commit an act of sexual harassment (as defined in the policy), or who cooperates in the commission thereof by another without which it would not have been committed.	Dismissal			
<b>4. DISHONESTY</b>				
a. Stealing or unauthorized taking of Company property.	Dismissal			
b. Theft of property belonging to another person on Company premises.	Dismissal			
c. Substituting or attempting to substitute Company materials or equipment with another to the prejudice of the Company.	Dismissal			
d. Falsifying time records or other timekeeping records, or drawing salary by virtue of falsified time cards vouchers receipts and the likes.	Dismissal			
e. Concealing defective work that result in prejudice to the Company.	Dismissal			



f. Misappropriating or withholding Company funds.	Dismissal			
g. Knowingly giving false or misleading information in applying for employment or giving false information to seek or to qualify for any preference or benefit from the Company.	Dismissal			
h. Knowingly giving false statements or concealing material facts in an investigation conducted by an authorized representative of the Company.	Dismissal			
i. All other acts of dishonesty (work related) which cause for personal benefit and or tend to cause prejudice to the Company.	Dismissal			
<b>5. COMPANY PROPERTY</b>				
a. Using Company property, equipment or materials for personal use or purpose without permission.	Written Warning	1 day suspension	5 days suspension	Dismissal
b. Failure by the employee or user to report immediately any damage or defect of Company machines or equipment.	5 days suspension	Dismissal		
c. Without prior permission, operating or repairing with Company vehicles, machines, or equipment, the use and operation of which requires specialized skills or training, to which the employee has not been assigned.	5 days suspension	Dismissal		
d. Without prior authority, allowing a third person to operate or repair with Company vehicles, operating machines or specialized tools and equipment.	5 days suspension	Dismissal		
e. Altering without permission or falsifying any Company programs or records.	5 days suspension	Dismissal		
f. Deliberate destruction or damage to Company property.	Dismissal			
g. Any act of vandalism that damages, deforms or otherwise destroys Company property.	5 days suspension	Dismissal		
h. Unauthorized bringing out of company documents, equipment, products and other like.	1 day suspension	5 days suspension	Dismissal	
j. Allowing unauthorized persons to access company documents.	Dismissal			

k. Tampering / altering company owned parts and materials with that of lower quality with the interest of gaining monetary advantage.	Dismissal			
<b>6. INSUBORDINATION</b>				
a. Willfully refusing, without valid reason, to comply with or obey official orders or specific instructions given by superior authority.	Written Warning	1 day suspension	5 days suspension	Dismissal
<b>7. CONFLICT OF INTEREST</b> <i><b>This is to prohibit employees from engaging in any activity, practice or act, which conflicts with the interest of the COMPANY.</b></i>				
a. Accepting outside employment or consultancy work in an organization that does business with the COMPANY or it a competitor	Dismissal			
b. Engaging in outside business affecting company transaction/ business relation without prior approval from the COMPANY.	Dismissal			
c. Financial interest in firm that does business with the COMPANY	Dismissal			
d. Lending, borrowing money and selling between employees affecting work environment.	Dismissal			
e. Accepting gifts or favors from any person or firm doing business with the COMPANY; or using your position to obtain such gifts or favors.	Dismissal			
f. Any conduct that is disloyal, disruptive, competitive or damaging good business and reputation to the COMPANY.	Dismissal			
<b>8. HEALTH &amp; SAFETY</b>				
a. Knowingly harboring a contagious disease, which may endanger the health of fellow employees, without notifying the Company-authorized physician.	Dismissal			
b. Smoking in prohibited areas.	15 days suspension	Dismissal		
c. Acts creating or contributing to unsanitary conditions, like spitting on the floor, improper use of lavatories or toilets,	15 days suspension	Dismissal		
d. Failure to observe safety rules.	Written Warning	1 day suspension	5 days suspension	Dismissal

e. Failure to observe safety rules that results to injury of oneself or another person.	5 days suspension	Dismissal		
f. Possessing or using narcotics or prohibited drugs within company premises except when officially authorized or if such drugs are prescribed by a licensed physician.	Dismissal			
g. Distributes, sells, attempt to sell, or transfer illegal drugs on Company premise or while on Company business.	Dismissal			
h. Refusal to submit oneself in the company and law required medical check-up prescribed and advised by a licensed physician.	5 days suspension	Dismissal		
i. Harboring a contagious disease which is not curable within six (6) months period.	Dismissal			
j. Violation of Philippine Law on Traffic, Driving and Use of Roads resulting to accidents and injury of self and others using Company Vehicle	1 day suspension	5 days suspension	Dismissal	

## **GUIDELINES IN THE APPLICATION OF PENALTIES:**

### **Application of Penalties:**

1. The Top Management and/or Sr. Supervisor shall impose the proper penalty provided in the Code, excluding dismissal. However, where the offense may be punishable by dismissal, the Department Manager shall endorse the case to the Human Resource Management Section, which shall conduct its own investigation of the case, prepare a report with recommendation and submit the same for approval by the Operations Manager. If the proper penalty after reviewing is less than dismissal, the Human Resource Management Section will impose the proper penalty.
2. Where the employee has committed a serious offense and his continued service or presence would pose a serious or imminent threat to the life of another employee or property of the Company, the employee may be placed under preventive suspension by the Department Manager pending the result of the investigation of the case. Preventive suspension should not be longer than 30 days, as this will be in violation to the Labor Law.
3. Validity of the consequence is one year from its implementation.

4. Mitigating Circumstances are those that tend to lessen the seriousness/gravity of the offense and merit decreasing the disciplinary action. Here are some examples of mitigating circumstances: Employee has been in the service of the company for a relatively long period of time, during which he has not committed a similar offense and that said employee has a good performance record.
  - Employee has not caused substantial damage or loss to the company.
  - Employee did not benefit from the offense.
  - Employee admitted the guilt spontaneously.
  - Employee did not have the intent to defraud.
  - Employee erred in his judgment.
  - Employee followed a wrong order of a supervisor in good faith or under threats, intimidation or duress.
  - Employee was provoked to commit the offense.
5. Aggravating Circumstances are those that tend to increase the seriousness/gravity of the offense and merit increasing the disciplinary action, whereas the Management has discretion to impose stiffer consequences. Here are some examples of aggravating circumstances:
  - Employee has a previous record of other offenses in past years in relation to item no. 3.
  - Employee has caused the company a great amount of damage or loss, damage to property, injury to a person/co-employee.
  - Employee was motivated by a reward or a promise of a reward in the commission of the offense or has benefited from the offense.
  - Employee occupies a position of trust and confidence such as those entrusted with safeguarding company funds and properties.
  - Employee had taken advantage of and/or utilized his position in the commission of the offense.
  - Employee has a poor performance record.
  - Employee has taken in drugs or alcohol prior to the commission of the offense to rouse his spirit.
  - Employee has taken advantage of emergency situations.

These examples are illustrative only and are not intended to be all inclusive.

6. All other offenses not stipulated in these rules and regulations which is considered a misdemeanor to the company, appropriate disciplinary action shall be determined by the management based on the surrounding circumstances and depending on the gravity of offense.
7. The appropriate penalty in a particular case may be reduced upon recommendation of the Department Head concerned, taking into consideration the employee's commendable performance record and length of service, subject to the approval of the Operations Manager.
8. The Administration Department shall furnish the Accounting Section with copies of penalties imposed on employees, if the penalty imposed is suspension and dismissal. The involved employee/s in damaging or losing company property will shoulder the expenses. In which the cost of the material, equipment, machine, and other like will consider its depreciation value.
9. All records of un acceptable behavior are safe keep to 201 files.

## 10. Process Flow of DISCIPLINARY PROCEEDING

FLOWCHART	Person - in charge	Timing
<pre> graph TD     START([START]) --&gt; Receive[Receive Complain or Report]     Receive --&gt; Conduct[Conduct Initial Investigation]     Conduct --&gt; Probable{with probable cause?}     Probable -- NO --&gt; END([END])     Probable -- YES --&gt; IssueDPF[Issue DPF Disciplinary Proceeding Form]     IssueDPF --&gt; Accomplishment[Accomplishment of Explanation Letter]     Accomplishment --&gt; ReceiveNTE[Receive Accomplished NTE Notice to Explain]     ReceiveNTE --&gt; DueProcess[Due Process of Investigation]     DueProcess --&gt; Guilty{Is alleged employee guilty?}     Guilty -- NO --&gt; CancelDA[Cancel the Possible DA]     CancelDA --&gt; END     Guilty -- YES --&gt; IssueNDA[Issue NDA Notice of Disciplinary Action]     IssueNDA --&gt; Execute[Execute and Record the Result]     Execute --&gt; END         </pre>	<p>HR or Sr. Supervisor</p> <p>HR or Sr. Supervisor</p> <p>HR or Sr. Supervisor</p> <p>Alleged Employee</p> <p>HR or Sr. Supervisor</p> <p>HR and Investigation Committee</p> <p>HR or Sr. Supervisor</p> <p>HR</p>	<p>same day upon receiving complain. (1 day)</p> <p>same day after confirmation of probable cause</p> <p>within 5 days</p> <p>same day after receiving Explanation Letter</p> <p>1-2 days depending on the availability and schedule</p> <p>same day of the due process of investigation</p> <p>same day of the due process of investigation</p> <p><b>TTL days: 7-8 working days</b></p>

**Administration and Amendment:**

1. The Management reserves its inherent right to amend, alter, modify or change the Code as the exigencies of the time or circumstances may warrant.
2. The HR shall be responsible for the review of the Code with the view of updating the same when necessary.
3. All questions with regard to the enforcement and application of the Code shall be submitted to the HR Department.

**Revision No.**

Document Name: Employee's Code of Discipline

Revision: 0

**Effective Date:**                   **March 27, 2023**

**Approved for Implementation:**

**LISANDER SARMIENTO**  
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