



OFFICE OF THE COO	Page No. 1 of 11	
	Policy No. PO-HROD-002-01	Revised Policy
	Date of Issuance May 11, 2015	Date of Effectivity May 11, 2015

## EMPLOYEE IDENTIFICATION CARD POLICY

### APPROVALS

All approvals are maintained and controlled in the Quality Document/Record Catalog.

Please refer to the Quality Document/Record Catalog for the current controlled revision and approval records.

### REVISION HISTORY

AUTHOR	REVISED SECTION/PARAGRAPH	REV	RELEASED
Ana Liza F. Carbonel	Revised Section IV & VII	01	May 11, 2015

**Draft and Archived/Obsolete revisions are not to be used.**  
**Access Quality Document/Record Catalog to verify revision.**

Prepared by:  _____ Ana Liza F. Carbonel HROD Head	Endorsed by:  _____ Ana Liza F. Carbonel HROD Head	Approved by:  _____ Peter K. Fernandez EVP/COO
--	--	--

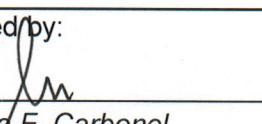
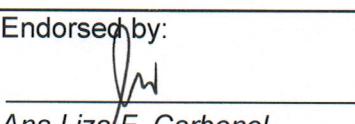
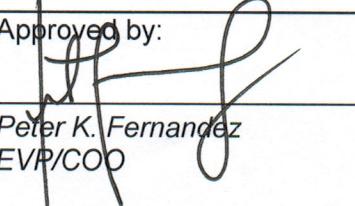
STI EDUCATION SERVICES GROUP, INC.

<b>OFFICE OF THE COO</b>	Page No. 2 of 11	
	Policy No. PO-HROD-002-01	Revised Policy
	Date of Issuance May 11, 2015	Date of Effectivity May 11, 2015

**Subject: Employee Identification Card Policy**

## Table of Contents

1. POLICY STATEMENT .....	3
2. POLICY OBJECTIVES .....	3
3. COVERAGE.....	3
4. DEFINITIONS .....	4
5. POLICY COMPONENTS .....	4
5.1 REGULATION .....	4
5.2 PROCESS AND PROCEDURE .....	7
5.3 GUIDELINES.....	10
6. BREACH OF POLICY.....	11
7. POLICY REVISION.....	11
8. RELATED INFORMATION .....	11

Prepared by:   Ana Liza F. Carbonel HROD Head	Endorsed by:   Ana Liza F. Carbonel HROD Head	Approved by:   Peter K. Fernandez EVP/COO
--	--	---

**STI EDUCATION SERVICES GROUP, INC.**

<b>OFFICE OF THE COO</b>	Page No. 3 of 11	
	Policy No. PO-HROD-002-01	Revised Policy
	Date of Issuance May 11, 2015	Date of Effectivity May 11, 2015

**Subject:** Employee Identification Card Policy

## 1. POLICY STATEMENT

This policy addresses the issuance and use of identification and temporary cards. All employees of STI are to be issued an employee identification/temporary card.

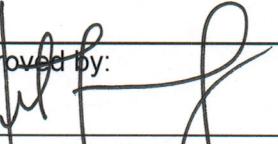
## 2. POLICY OBJECTIVES

This policy aims to set up a system to achieve the following objectives:

1. To immediately identify STI Employees.
2. To secure the office premises and ensure that only employees with valid identification card are authorized to enter company premises.
3. To record entry and exit time of employees for timekeeping purposes.
4. To strengthen the bond between STI and the employee and to cultivate sense of belongingness and team spirit among all employees.

## 3. COVERAGE

This policy covers all STI employees including permanent, probationary, project-based, contractual, and trainees.

Prepared by:   _____ Ana Liza F. Carbonel HROD Head	Endorsed by:   _____ Ana Liza F. Carbonel HROD Head	Approved by:   _____ Peter K. Fernandez EVP/COO
---	---	---

**STI EDUCATION SERVICES GROUP, INC.**

<b>OFFICE OF THE COO</b>	Page No. 4 of 11	
	Policy No. PO-HROD-002-01	Revised Policy
	Date of Issuance May 11, 2015	Date of Effectivity May 11, 2015
	<b>Subject: <u>Employee Identification Card Policy</u></b>	

#### 4. DEFINITIONS

- Not Applicable

#### 5. POLICY COMPONENTS

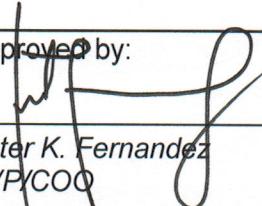
##### 1. Regulation

###### I. ISSUANCE OF COMPANY IDENTIFICATION CARD (ID)

1. The STI ID is provided to the employees:
  - 1.1. Probationary and Permanent employees
  - 1.2. Contract employees :
    - 1.2.1. Project –based
    - 1.2.2. Contractual
    - 1.2.3. Trainees
2. STI will also provide the official ID accessories – lace and case, to protect and display the ID properly.

###### II. GENERAL RULES

1. Wearing of ID inside the company premises is mandatory.
2. Tapping of ID is required everytime an employee enters or exits the office.

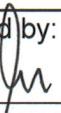
Prepared by:   _____ Ana Liza F. Carbonel HROD Head	Endorsed by:   _____ Ana Liza F. Carbonel HROD Head	Approved by:   _____ Peter K. Fernandez EVP/COO
---	---	---

**STI EDUCATION SERVICES GROUP, INC.**

<b>OFFICE OF THE COO</b>	Page No. 5 of 11	
	Policy No. PO-HROD-002-01	Revised Policy
	Date of Issuance May 11, 2015	Date of Effectivity May 11, 2015

**Subject: Employee Identification Card Policy**

- 3. The ID must be worn together ONLY with the official ID lace and case provided. Wearing of ID lace and protector other than what was provided is a violation of this policy.
- 4. The ID must be worn in front of the body with the photo facing outward.
- 5. The ID must be handled with care, kept neat, and stored in a safe place when not in use.
- 6. The ID should not be defaced or modified (physically and electronically) in any way. The use of stickers, pins or other items affixed to the ID is prohibited.
- 7. The employee must protect the magnetically encoded information by keeping the card away from magnetic fields.

Prepared by:   _____ Ana Liza F. Carbonel HROD Head	Endorsed by:   _____ Ana Liza F. Carbonel HROD Head	Approved by:   _____ Peter K. Fernandez EVP/COO
---	---	---

**STI EDUCATION SERVICES GROUP, INC.**

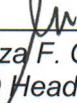
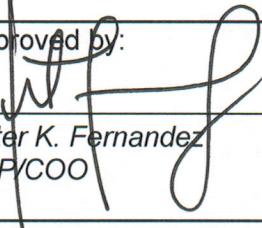
OFFICE OF THE COO	Page No. 6 of 11	
	Policy No. PO-HROD-002-01	Revised Policy
	Date of Issuance May 11, 2015	Date of Effectivity May 11, 2015

Subject: Employee Identification Card Policy

### III. OFFENSES AND SANCTIONS:

Employees who were found violating the identification card policy will be subject to disciplinary sanctions.

Offense	Degree	Sanction
Forgetting to bring one's ID when arriving at work (opt to report to work without ID)	Class 2	Written Reprimand
Wearing of ID accessories other than what is provided by the company	Class 3	3-day Suspension
Failure to wear the company ID	Class 3	3-day Suspension
Failure to keep the ID neat and in order	Class 3	3-day Suspension
Failure to tap one's ID every time he/she enters or leaves the office	Class 3	3-day Suspension
Failure to immediately report lost ID	Class 5	Dismissal
Refusal to wear company ID	Class 5	Dismissal
Altered or tampered ID	Class 5	Dismissal
Unauthorized use of company ID - i.e. allowing other employees, visitors etc. to use one's ID	Class 5	Dismissal
Tapping the ID of another employee or having one's ID swiped by another	Class 5	Dismissal

Prepared by:   _____ Ana Liza F. Carbonel HROD/Head	Endorsed by:   _____ Ana Liza F. Carbonel HROD Head	Approved by:   _____ Peter K. Fernandez EVP/COO
---	---	---

STI EDUCATION SERVICES GROUP, INC.

OFFICE OF THE COO	Page No. 7 of 11	
	Policy No. PO-HROD-002-01	Revised Policy
	Date of Issuance May 11, 2015	Date of Effectivity May 11, 2015

**Subject: Employee Identification Card Policy**

## 2. Process and Procedure

### I. TEMPORARY/REPLACEMENT OF ID

#### 1. In case the ID is forgotten :

1.1 The employee may opt to go home and retrieve his/her ID. The employee is still subject to regular timekeeping policy.

1.2 Should the employee opt to report to work without his/her ID:

1.2.1 The security officer shall document/log employee's entry and notify HROD.

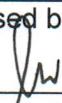
1.2.2 Security officer shall issue a temporary ID, the access of the temporary ID shall be limited for the day the employee informed of his/her failure to bring his/her ID.

1.2.3 The employee is expected to return/surrender the issued temporary ID to the guard house at the end of business hours.

#### 2. In case the ID is damaged:

2.1. The employee will be allowed entry in the office using the access card of the security officer.

2.2. Once inside the office, the employee must notify Human Resources and Organization Development (HROD) that his/her ID is damaged by filling-out the ID Replacement Form.

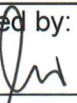
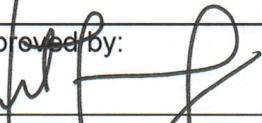
Prepared by:	Endorsed by:	Approved by:
 Ana Liza F. Carbonel HROD Head	 Ana Liza F. Carbonel HROD Head	 Peter K. Fernandez EVP/COO

**STI EDUCATION SERVICES GROUP, INC.**

<b>OFFICE OF THE COO</b>	Page No. 8 of 11	
	Policy No. PO-HROD-002-01	Revised Policy
	Date of Issuance May 11, 2015	Date of Effectivity May 11, 2015

**Subject: Employee Identification Card Policy**

- 2.3. A temporary ID will be issued if a replacement card is not available immediately.
- 2.4. The employee will be required to pay to the cashier the amount of Php 200.00 for the production of the new ID.
- 2.5. The employee must present the official receipt and surrender the damaged ID to HROD before a replacement card is issued.
- 2.6. If the employee fails to surrender the damaged ID to HROD, the ID is considered lost.
  
- 3. In case the ID is lost:
  - 3.1. The employee must immediately notify HROD of the loss of his/her ID card for its deactivation. Otherwise, the employee shall be liable for any consequences brought about by the loss of the ID (Ex. Illegal entry, theft, etc.). Failure to immediately notify HROD of the loss of the ID is a violation of this policy.
  - 3.2. The employee will be allowed entry in the office using the access card of the security officer.
  - 3.3. Once inside the office, the employee must fill-out the ID Replacement Form.
  - 3.4. A temporary ID will be issued if a replacement card is not available immediately.
  - 3.5. The employee will be required to pay to the cashier Php 500.00 for the replacement ID.

Prepared by:   _____ Ana Liza F. Carbonel HROD Head	Endorsed by:   _____ Ana Liza F. Carbonel HROD Head	Approved by:   _____ Peter K. Fernandez EVP/COO
---	---	---

**STI EDUCATION SERVICES GROUP, INC.**

OFFICE OF THE COO	Page No. 9 of 11	
	Policy No. PO-HROD-002-01	Revised Policy
	Date of Issuance May 11, 2015	Date of Effectivity May 11, 2015

**Subject: Employee Identification Card Policy**

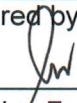
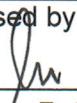
- 3.6. The employee must present the official receipt to HROD before a replacement card is issued.
- 4. In case the temporary ID is lost:
  - 4.1. The employee must immediately notify HROD of the loss of his/her temporary ID card. Failure to immediately notify HROD of the loss of the temporary ID is a violation of this policy.
  - 4.2. The employee will be required to pay to the cashier Php 500.00 to cover the cost of the temporary ID initially issued.
  - 4.3. The employee must present the official receipt to HROD.

## II. IN CASE OF RESIGNATION OR TERMINATION

In the event the employee voluntarily resigns or is terminated from the company after the ID has been issued, the concerned employee will defray the cost of production of ID using the following:

Period	% Coverage
Within six (6) months after the issuance of ID	100% of the total cost
More than 6 months after the issuance of ID	0% of the total cost

Upon termination of employment or contract, ID must be surrendered to HROD as part of the requirements for clearance

Prepared by:   Ana Liza F. Carbonel HROD/Head	Endorsed by:   Ana Liza F. Carbonel HROD Head	Approved by:   Peter K. Fernandez EVP/COO
--	--	--

**STI EDUCATION SERVICES GROUP, INC.**

<b>OFFICE OF THE COO</b>	Page No. 10 of 11	
	Policy No. PO-HROD-002-01	Revised Policy
	Date of Issuance May 11, 2015	Date of Effectivity May 11, 2015

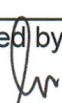
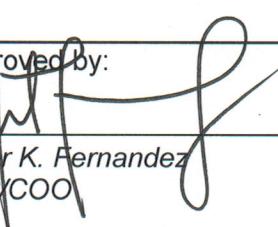
**Subject: Employee Identification Card Policy**

### **III. ENFORCEMENT**

1. Group Heads, Managers and Supervisors are not only responsible in ensuring that these guidelines are followed. They shall be responsible for reporting any deliberate violations of the policy to HROD and are also expected to be the role models to their subordinates. Otherwise, they will be subject to appropriate disciplinary actions.
2. All employees not wearing the issued company ID and its accessories will be subject to disciplinary actions.
3. Any alterations in appearance of the issued ID shall be in violation of the policy.
4. The company reserves the right to continue, extend, revise or revoke this policy at its discretion.

### **3. Guidelines**

Not Applicable

Prepared by:   _____ Ana Liza F. Carbonel HROD/Head	Endorsed by:   _____ Ana Liza F. Carbonel HROD Head	Approved by:   _____ Peter K. Fernandez EVP/COO
---	---	---

**STI EDUCATION SERVICES GROUP, INC.**

<b>OFFICE OF THE COO</b>	Page No. 11 of 11	
	Policy No. PO-HROD-002-01	Revised Policy
	Date of Issuance May 11, 2015	Date of Effectivity May 11, 2015
<b>Subject: <u>Employee Identification Card Policy</u></b>		

## 6. BREACH OF POLICY

Any employee proven to have violated any of the provisions of this policy shall be accorded procedures, sanctions, and penalties as may be deemed proper based on appropriate company rules and the Company's Code of Conduct.

## 7. POLICY REVISION

Policies, rules, and regulations not in accordance with this policy are deemed amended. STI reserves the right to adopt revisions to this policy if and when deemed necessary by management.

## 8. RELATED INFORMATION

### STI Documents:

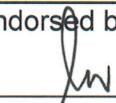
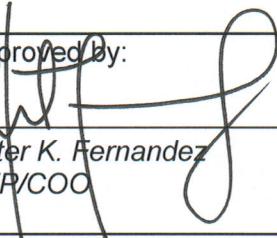
Not Applicable

### Other Documents:

Not Applicable

### Related Links:

Not Applicable

Prepared by:  _____ Ana Liza F. Carbonel HROD Head	Endorsed by:  _____ Ana Liza F. Carbonel HROD Head	Approved by:  _____ Peter K. Fernandez EVP/COO
---	---	---

**STI EDUCATION SERVICES GROUP, INC.**