

HUMAN RESOURCES AND ORGANIZATION DEVELOPMENT	Page No. 1 of 9	
	Policy No. HROD-8.2.0-1	<u>Revision</u>
	Date of Issuance December 1, 2011	Date of Effectivity December 16, 2011
Subject: <u>Code of Conduct</u>		

**OFFENSES AGAINST
TIMEKEEPING AND LEAVE OF ABSENCE POLICIES**

CLASS 1

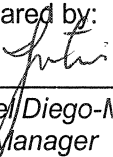
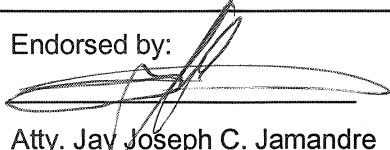
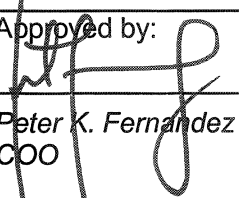
- Failure to submit approved OB/OT/PTS/Authority to work Forms to HR before utilization
- Failure to login or log-out
- Failure to notify the concerned department's designated staff/officer of the nature/reason for absence or unexpected OB at least an hour before the official work schedule
- Failure to file an application for Sick Leave/Emergency Leave within three days from the day the employee returns to work (with prior notice either through a text message or phone call)

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 (Excessive Tardiness)
- Unexcused or unauthorized extending meal breaks

CLASS 3

- Reporting for work without medical and fit to work certificates after three (3) or more days of Sick Leave
- Unauthorized absence or absence without official leave from work for a period of less than three (3) days
- Extending a previously authorized leave without prior approval
- Unexcused or unauthorized under time
- Failure to file an application for Sick Leave/Emergency Leave three (3) or more days after the employee returns to work (with prior notice either through a text message or phone call)

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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)



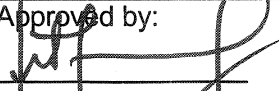
OFFENSES AGAINST THE PERFORMANCE OF DUTY (NEGLECT OF DUTY)

CLASS 1

- Reimbursement of expenses amounting to more than Php1000 without proper documents

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 company sponsored affair but failing to comply with the corresponding responsibilities whether or not this results in overt prejudice to the company
- Malingering, loitering, wasting of company time or committing similar acts
- Causing unnecessary delays in accomplishing or carrying out official instructions and assigned duties
- Sleeping while on duty or during work hours
- Leaving the work premises during work hours without prior approval from one's immediate superior
- Entering into transactions which are defined as "Done Deal"
- Failure to liquidate on time without prior approval from the COO

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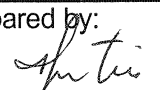

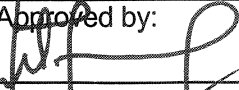
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CLASS 4

- Losing or misplacing official company records causing undue prejudice to the company
- Committing gross acts of negligence or carelessness resulting in injury to oneself or to other employees/third party or resulting in losses, damages, or expenses to be incurred by the company
- Failure of an immediate supervisor, manager, or by any superior authority of the company, who has acquired knowledge of any infraction or violation of the policies/regulations, to initiate/institute disciplinary measures
- Failure of an immediate supervisor, manager, or by any superior authority of the company to institute appropriate disciplinary measures
- Failure to report one's injury or any accident involving company property incurred while on company time and/or within company premises

CLASS 5

- Submitting false, misleading, inaccurate data or information resulting in prejudice to the company
- Insubordination or willfully refusing, without valid reason, to comply with or obey official orders or specifications given by one's immediate supervisor, manager, or by any superior authority of the company
- Engaging in unauthorized employment outside of STI HQ

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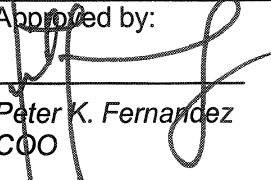
**OFFENSES AGAINST
OFFICE CONDUCT AND BEHAVIOR**

CLASS 1

- Failure to maintain a neat and clean workstation
- Failure to observe cleanliness and orderliness in the common areas
- Listening to music or audio material which is disturbing and/or has a high intensity during work hours and/or within company premises
- Failure to put cellular phones on silent mode during meetings
- Using loud/disturbing ringtones during office hours

CLASS 2

- Eating in restricted areas
- Incomplete or improper wearing of the issued or prescribed office attire (refer to the Dress Code Policy for details)
- Using the company e-mail account and internet for unofficial purposes
- Displaying offensive materials in the office
- Forgetting to bring one's ID when arriving at work
- Failure to wear the company ID

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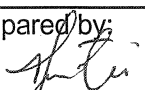

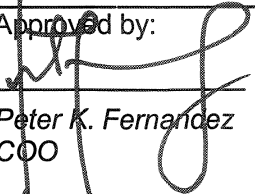
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CLASS 3

- Smoking in restricted areas
- Failure to complete the required duration of a training without valid reason
- Wearing of ID accessories other than what was provided by the company
- Failure to keep the ID neat and in order
- Failure to tap one's ID in the designated door access every time an employee enters or exits the office/work areas
- Making false or malicious statements against another employee
- Causing intrigues tending to cast insult, dishonor and/or discredit to another employee

CLASS 4



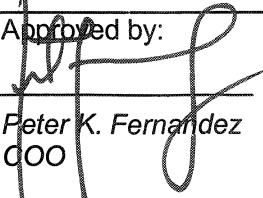
- Drinking of alcoholic beverages at anytime within company premises without proper authorization
- Reporting for work intoxicated
- Improper conduct and acts of discourtesy towards co-employees, company visitors, and/or clients at anytime while representing the company/ or in the course of performing one's duty
- Using disrespectful, abusive, indecent, offensive or foul language or gestures which are prejudicial to the interests of the company
- Harassing co-employees and/or clients, in any form at any given time
- Failure to immediately report a lost ID
- Immoral conduct at anytime within work premises
- Gambling in any form at anytime during official work hours

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CLASS 5

- Entering any restricted area designated by the company without proper authorization
- Unauthorized reading, gaining access to, or possession of files, records, memos, correspondences and other classified documents and/or materials of the company to which the employee has no authorized access
- Making unauthorized connections to, breaking into, or adversely affecting the performance of other systems on the network
- Knowingly harboring a contagious disease, that may endanger the health of co-employees and/or third persons
- Refusal to wear the company ID
- Refusal to keep a neat and clean workstation
- Altering or tampering with the company ID
- Unauthorized use of company ID - e.g. allowing other employees, visitors etc. to use one's ID
- Refusal to wear the issued or prescribed office attire (refer to the Dress Code Policy for details of this policy)
- Soliciting or receiving money, gift or anything of value from any person to perform an act prejudicial to the company or as a condition for the performance of one's duty or in exchange for a job
- Non-disclosure of gifts received from any party by virtue of one's employment with the company
- 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
- Possession or use of prohibited drugs at anytime within company premises unless prescribed by a physician with medical justification
- Carrying and/or possession of explosives, firearms and other deadly weapon at anytime within company premises

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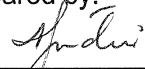
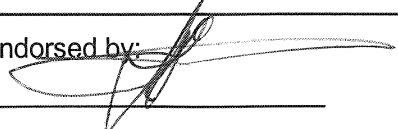
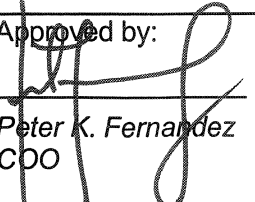
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- Fighting, assaulting, provoking or inciting another employee to engage in a fight during or outside work hours
- Engaging in activities that are in conflict with the interests of the company
- Entering on behalf of the company into any contract or transaction, which is manifestly or grossly disadvantageous to the company whether or not the employee profited or will profit thereby
- Extortion or illegal exaction
- Commission of an act amounting to grave abuse of discretion
- Refusal to divulge to authorities and management information relevant to an official investigation of a violation
- All acts or omissions punishable by the laws of the land

DISHONESTY

CLASS 5

- Concealing errors of omission or commission, thus negatively prejudicing the interests of the company
- Falsely representing oneself to be another person or as an officer, agent, or representative of the company
- Developing or using programs that bypass security systems, steals or cracks password-protected files and data whether or not this damages or compromises the company's system
- Developing or using programs that evade software licensing protocols
- Unauthorized copying and disclosing of computer source code programs and other electronic information developed for the company
- Tapping the ID of another employee or having one's ID swiped by another
- Giving false or misleading information in applying for employment at STI, or giving false or misleading information to seek or to qualify for any preference or benefit from the company

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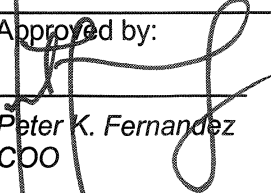
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- Stealing/unauthorized possession, use and/or distribution of company property, tangible and/or intangible or the attempt thereof
- Theft of a co-employee's property
- Substituting or attempting to substitute company-issued materials or equipment with another with intent to defraud the company
- Falsifying timekeeping reports and records
- Falsification or tampering of vouchers, receipts, and the like
- Falsifying company records
- Giving false and untruthful statements or concealing material facts in an investigation conducted by an authorized representative of the company
- Misappropriating or withholding company funds
- Generating soft copies of company files for unofficial or personal business
- Unauthorized distribution or transmission of proprietary information, data, trade secrets or other confidential information belonging to the company
- All other acts of dishonesty, which cause or tend to cause prejudice to the company

**OFFENSES AGAINST
COMPANY PROPERTY**

CLASS 1

- Failure to return office equipment on the agreed-upon schedule, without prior authorization and/or approval
- Failure to switch off computers/AVRs before leaving one's respective work area/s

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CLASS 3

- Allowing unauthorized persons to ride in car pool vehicles
- Holding unofficial meetings at any time within company 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 company equipment thereby resulting in greater damage or defect through continued use

CLASS 4

- Operating or tinkering with company 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
- Careless or improper use of company tools, machines, equipment, causing damage or defect to the same

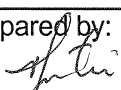

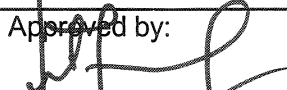
CLASS 5

- Any act of vandalism or the damaging, deformation, or destruction of company property
- Unauthorized possession or lending of company property

RESIGNATION OR SEPARATION FROM THE COMPANY

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.)

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