

COD MEMORANDUM ORDER NO. 1**TO : ALL EMPLOYEES****FROM: OBN MANAGEMENT****SUBJECT: IMPLEMENTATION OF CODE OF DISCIPLINE****DATE: JULY 15, 2022**

All Employees are expected to perform their duties in a professional manner by building a positive working relationship, communicating in a respectful manner and by holding themselves accountable for demonstrating good professional behavior.

In this regard, employees who will violate the rules & regulations and manifest lack of discipline will be given the appropriate penalties. Offense classification ranging from less serious to grave offense will be sanctioned as per table below:

| | | |
|----------------------|-------------|----------------------|
| A | 1st Offense | Verbal Warning |
| Less Serious Offense | 2nd Offense | Written Warning |
| | 3rd Offense | 3-6 days suspension |
| | 4th Offense | 7-15 days suspension |
| | 5th Offense | Termination |

| | | |
|----------------------|-------------|----------------------|
| B | 1st Offense | Written Warning |
| Less Serious Offense | 2nd Offense | 3-6 days suspension |
| | 3rd Offense | 7-15 days suspension |
| | 4th Offense | Termination |

| | | |
|-----------------|-------------|----------------------|
| C | 1st Offense | 3-6 days suspension |
| Serious Offense | 2nd Offense | 7-15 days suspension |
| | 3rd Offense | Termination |

| | | |
|-----------------|-------------|----------------------|
| D | 1st Offense | 7-15 days suspension |
| Serious Offense | 2nd Offense | Termination |

| | | |
|---------------|-------------|-------------|
| E | | |
| Grave Offense | 1st Offense | Termination |

Code of Discipline refresher training was completed last June 10, 2022 to which each employee signed, confirmed & understood the acknowledgement form. All employees agreed to perform their duties and responsibilities, and expected to comply with the Company policies and procedures to meet the minimum level of acceptable performance.

Specific punishable acts mentioned below are the observation of the management and have been reviewed:

| PUNISHABLE ACTS | PARTICULAR ACTS | OFFENSE CLASSIFICATION |
|--|--|------------------------|
| SECTION 3 ACTS OR OMMISION S AFFECTING RELATIONSHIP WITH SUPERIOR | 3.06 Committing act of insubordination | D |
| | 4.01 Gross of habitual neglect of assigned duty | E |
| SECTION 4 ACTS OR OMMISIONS CONCERNING PRODUCTIVITY, EFFICIENCY & JOB PERFORMANCE | 4.02 Gross inefficiency or continuing unsatisfactory performance | E |
| | 4.05 Malingering or making false excuses (s) for leave of absence | B |
| | 4.06 Sleeping while on duty | C |
| | 4.07 Doing unauthorized or unofficial work during working hours | C |
| | 4.08 Using company time for unproductive activities using cyber technology: | B |
| | 4.08a Playing computer games, unauthorized use of social media, unauthorized | C |
| | downloading of file or system from the internet during official time or using company resources | C |
| | 4.9 Wasting time in any other way during working hours, whether at or away from the assigned workplace | C |
| | - Overstretching break periods, idle chatting, Loafing, Loitering | C |
| | 4.11 Absence from work without justifiable causes and notices: | |
| | For less than 3 days | B |
| | For 3-5 consecutive days | C |
| | For 6 -7 consecutive days | D |
| | 4.12 Frequent Tardiness (5 times tardy in 30 days) | B |
| SECTION 5 ACTS OF OMMISIONS CONCERNING HEALTH, SAFETY, SECURITY, | 5.01 Participating in a loud and heated verbal arguments during working hours or in company premises | C |
| | 5.04 Serious misconduct during official working hours or within company activities | E |
| | 5.05 Using indecent , abusive, derogatory or improper language while on duty or company premises | E |
| | 5.06 Engaging in or offering immoral or unethical acts of practice to employees or clients | D |
| | 5.07 Rumor mongering, unnecessary disclosure of personal affairs to others or deliberate | C |



OBANANA CORP.

PMI Tower Cabanillas Corner, 273 Pablo Ocampo Sr. Ext
Makati, 1203 Metro Manila, Makati, Philippines
Cel. No.: +63 945 729 5298 | Website: www.obanana.com

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| | distortion of facts or statements to endanger or damage the reputation of another employee | C |
| | 5.10 Stealing another employee property placed within company premises or at an assigned | E |
| | job site or during working hours, regardless of value | |
| | 5.17 Entering company premises in a drunken condition or drinking liquor while on duty | D |
| | 5.20 Creating or contributing to the creation of unclean or unsanitary conditions in the company premises | A |

This memorandum is served as a notice. Failure to comply shall be dealt accordingly.

For your compliance,

Francis Calumba
PTHC President