

## OFFICE POLICY

### SCHEDULE OF DISCIPLINARY ACTION

Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
<b><u>PUNCTUALITY</u></b> <ul style="list-style-type: none"> <li>Tardiness of three (3)</li> <li>Cumulative tardiness of six(6) times for 3 months</li> </ul>	VW	VW	WW	WW	3 days Suspension
Excessive Tardiness <ul style="list-style-type: none"> <li>Five(4) times or more within a month</li> </ul>	3 Days Suspension	6 Days Suspension	15 Days Suspension	30 Days Suspension	Dismissal
<ul style="list-style-type: none"> <li>Accumulation of 3 WW which have not led to suspension</li> </ul>	3 Days Suspension	6 Days Suspension	15 Days Suspension	30 Days Suspension	Dismissal
<ul style="list-style-type: none"> <li>Tardiness of over sixty (60) minutes</li> </ul>	AWOL and will not be permitted to work for that day	3 Days Suspension	6 Days Suspension	15 Days Suspension	Dismissal
<b><u>ATTENDANCE</u></b> Absence WithOut Leave (AWOL)	WW	3 Days Suspension	Dismissal		
NOTE: AWOL for three (3) or more consecutive working days is considered abandonment of work and tantamount to grounds for dismissal.					


Prescriptive Year per Violation: 1 year

Legend:


VW – Verbal Warning

WW – Written Warning

## **SICK LEAVE**

<b>Reason:</b>	To be given to every employee who has passed its probationary period and confirmed as a regular employee of the company.
<b>Eligible:</b>	The company grants SICK LEAVES to all regular employees after 1 year from date of hired.
<b>Number of Days:</b>	<ul style="list-style-type: none"> <li>• 10 days per year</li> <li>• Maximum of 15 days (additional 1 leave credit every year of service effective January of the succeeding year)</li> <li>• Unused leaves will not be carried over to the following year.</li> </ul>
<b>Leave Without Pay</b>	If an employee exhausts all 10 days of leave, any leave used will be leave without pay and will be deducted from the salary in the next payroll run.
<b>Half Day Leaves due to Sickness</b>	<p><b>With Leave Credits:</b></p> <ul style="list-style-type: none"> <li>• Should submit medical certificate if it's the second Sick Leave for the month, if then will be deducted from SL credits.</li> <li>• If he/she cannot submit medical certificate, will be deducted from VL credits.</li> </ul> <p><b>Without Leave Credits:</b></p> <ul style="list-style-type: none"> <li>• Allowed not to submit medical certificate on the first Sick Leave but will do on the second and succeeding Sick Leaves within 3 month.</li> <li>• Salary will be deducted for every Sick Leave.</li> </ul>
<b>Guidelines on Applying for Sick Leave</b>	<ul style="list-style-type: none"> <li>• Employee is expected to notify Human Resources no later than 8:00 a.m. of the same day. Notification may be done by telephone, through a representative, by fax, email or letter each day that he/she will not be reporting to work due to illness</li> <li>• Upon returning to work, the employee should file for a Sick Leave using the Leave form. Leave form should be accomplished by the employee and should be sent to the HR. HR to forward to the Director for approval. Once approved, Leave form should be forwarded to HR for record tracking purposes.</li> </ul>
<b>Submission of Medical Documents</b>	<ul style="list-style-type: none"> <li>• First Sick Leave within 3 months – employees are not required to submit medical documents.</li> <li>• Second Sick Leave within 3 months – employees are required to submit medical treatment receipt. Medical certificate is optional.</li> <li>• Third or succeeding Sick Leaves within 3 months – employees are required to submit a medical certificate.</li> </ul> <p>Those who will not submit medical treatment receipt and/or medical certificate:</p> <ul style="list-style-type: none"> <li>• If he/she has leave credits, will be deducted from VL credits</li> <li>• If he/she don't have leave credits, it would regard as AWOL</li> </ul>
<b>Form to be Used:</b>	 Leave_Application_Form - Copy.xls
<b>Reminders:</b>  <b>keen</b>	<ul style="list-style-type: none"> <li>• Regular attendance is a requirement of every job.</li> <li>• Excessive absenteeism may be a reason for disciplinary action, including termination of employment.</li> <li>• Probationary employee and less than 1 year from date hired are not entitled yet to the leave benefit. Any leaves taken during this period will be leave without pay and will not be supported by allowance.</li> </ul>

## **VACATION LEAVE**

<b>Reason:</b>	To be given to every employee who has passed its probationary period and confirmed as a regular employee of the company.
<b>Eligible:</b>	The company grants VACATION LEAVES to all regular employees after 1 year from date of hired.
<b>Number of Days:</b>	<ul style="list-style-type: none"> <li>• 10 days per year</li> <li>• Maximum of 15 days (additional 1 leave credit every year of service effective January of the succeeding year)</li> <li>• Unused leaves will not be carried over to the following year.</li> </ul>
<b>Unused Vacation Leaves</b>	Unused Vacation Leave/s for the year can be converted to cash to be given at the end of the year
<b>Leave Without Pay</b>	If an employee exhausts all days of leave, any leave used will be leave without pay and will be deducted from the salary in the next payroll run (leave without pay, no allowance).
<b>Guidelines on Applying for Vacation Leave</b>	<ul style="list-style-type: none"> <li>• Employee applies for a VL using the VL form. VL form should be accomplished by the employee and should be sent to HR. HR to forward to the Director for approval. Once approved, Leave form should be forwarded to HR for record tracking purposes.</li> <li>• Employees should notify HR at least four (4) weeks before the planned Vacation leaves. Leave without prior notice may be considered as leave without pay (AWOL).</li> </ul>
<b>Form to be Used:</b>	 Leave_Application_Form - Copy.xls
<b>Reminders:</b>	<ul style="list-style-type: none"> <li>• Regular attendance is a requirement of every job.</li> <li>• Excessive absenteeism may be a reason for disciplinary action, including termination of employment.</li> <li>• Probationary employee and less than 1 year from date hired are not entitled yet to the leave benefit. Any leaves taken during this period will be leave without pay.</li> <li>• There will be no allowance during Vacation Leave.</li> </ul>

## **Office Rules on Tardiness and Halfdays:**

- Employees who will be coming in beyond 8am until 10am will be considered late.
- Employees who will be coming in beyond 10am (example 10:01) will be considered as halfday work already.
- Employees who will be coming in at 1pm will be considered as halfday work also as long as employees give advise that he/she will be reporting for work by then.

### **Penalties for tardiness:**

- Tardiness between 8am-9am - will be counted as 1 tardiness only
- Tardiness between 9am-10am - will be counted as 2 tardiness already

Kindly refer to the schedule of DA for sanctions.

## **Memorandum: Watching Videos/Movies**

Please be informed that watching videos/movies will be prohibited effective immediately.

Watching movies/video can delay our works and deliverables. Also, we are experiencing internet slow down and traffic due to too much internet usage (including video streaming and watching of movies).

Anyone who will be caught on this matter, will explain directly to HR Korea.

For your strict compliance.

Should you have questions regarding this, please let me know.

Thank you!

## **Memorandum: Playing Online or Computer Games**

Just a gentle reminder to everyone.

The company may be lenient in terms of allowing our employees to access their FB, etc. but online games during office hours wherein your time will be focused on this, thus, delaying your work and deliverables, I am asking everyone not to do it during office hours as mentioned below.

Anyone who will be caught on this matter, will explain directly to HR Korea.

Gaming is strictly prohibited.

For your strict compliance.

Thank you!

## **Memorandum: Breaktime**

The following rules will be observed for break/snack time.

1. We are only allowed to have 10 minutes breaktime in the morning (10am to 10:10 am) and in the afternoon (3pm to 3:10 pm) aside from the 1 hour Lunch break. No one is allowed to exceed the 10 minutes break at any time
2. Chips, coffee and the like are allowed to be eaten in the desk during working hours.
3. Lunch time is only between 12:00 pm to 1:00 pm. Early lunch break is prohibited.
4. We are only allowed to use the designated break time during the given schedule. Everyone is expected to return in their workstation after the given periods.
5. Food seller is not allowed inside the office. Buying of foods must be done outside the office.

For your strict compliance.