

# Code of Conduct

## **Welcome to SimpleXInternet!**

We are pleased to have you on board. Your remarkable skills and capabilities enabled you to be a part of this growing IT Company. As you accepted a position in Simplex, please understand your duties and responsibilities as it plays an integral role in the success of our Company. We are delighted to have you to work with as we give the most excellent service to our clients. May you enjoy your employment and find your work as an avenue to a rewarding career.

Here we present the Employee Handbook, this will serve as a guide to the proper conduct or etiquette and rules and regulations of the Company that each employee must follow all throughout his/her employment. SimpleXInternet demands full compliance in all policies otherwise shall be dealt with accordingly. There may be amendments in the articles from time to time which will be made known by Human Resource Department by means of written notice or circular that will be distributed to the employees, posted in designated areas, and send via email. Revisions will be included in the next printing of the manual. Verbal notice in change of articles is considered null and void.

We expect you to take time to read and understand all that is written. An acknowledgement receipt form is provided at the back of this manual. Kindly affix your signature at the Employer's Copy and submit to Human Resource Department.

Thank you very much!

At your service,  
HR Team Manila

## **PREFACE**

### **Company Profile**

SimpleXInternet Philippines, Inc is an IT Company established in August 2008. We are dedicated in producing creative designs and programs for our clients. Our main headquarters is located in Korea known as “Cafe 24,” which was founded in May 1999. Café 24 is a leading IT Company that offers the best Web Hosting, Server Hosting, E-commerce Hosting, and E-commerce Marketing Consulting Services.

Café 24 holds about 3.0 million clients and is experiencing dramatic growth in sale figures. With the continuous success in Korea, SimpleXInternet is making a leap to become a global company. For this reason, we have opened branches in China and Japan. Momentarily, we are preparing to set up a new branch in US.

Cafe24 together with SimpleXInternet represents a new paradigm and a success keyword of IT industry.

### **Mission**

Competitive company based on innovative company culture and provides the best value to customers with the best services and development of technologies.

### **Vision**

We will grow as a company with merit that thinks about people and the internet together.

## COMPANY POLICIES AND PRACTICES

### Section 1. Proper Decorum

#### A. Office Etiquette

The company desires a pleasant working environment for the employees. To achieve this employees are expected to exhibit good conduct and professionalism at all times. The following are guidelines that employees must follow:

- Use of foul words in email and messenger are not acceptable.
- Courtesy towards superiors, peers and subordinates are warranted.
- Employees should also ensure at all times that their actions and behaviours will not distract other people.
- Uncontrolled display of temper, violence, horseplay, and fighting, is not acceptable.
- Employee conversations should always be on professional level. Foul words, heightened and unkind tone of voice is not allowed.
- Employees must refrain from using office hours for personal business such as vending or selling.
- The prescribed office attire during regular office hours is smart casual
- Desks should be neat and clean at all times

#### B. Use of Office Telephone and Mobile Phone

Office telephone is strictly for business use only, unless in case of emergency. As a courtesy, employees are expected to be prompt, professional and polite when engaged in a call.

All mobile phone calls should be done outside the office to avoid distraction to other employees. Likewise, mobile phone should be in silent mode or beep once tone alert during office hours.

#### C. Lunch and Coffee Break

Employees are given one (1) hour lunch break from 12:00 NN to 1:00 PM. Morning coffee break at 10:00AM to 10:10AM and another in the afternoon at 3:00PM to 3:10PM.

### Section 2. Attendance

#### A. Attendance Recording

It shall be the responsibility of every employee to record one's fingerprint for biometrics and click attendance button on the groupware for reporting to work and before getting off from work. Failure to record one's fingerprint or click (or log-in) In and Out on the groupware would mean absence and corresponding salary deduction shall be applied for lack of basis in computing the pay.

#### B. Punctuality

Attendance is one of the factors that will be considered during performance evaluation. Every employee is expected to be in the office before 8:00AM. Reporting for work one (1) minute after 8:00AM is already considered late or tardy. Should an employee be late for work for at least three (3) times in a month, he/she shall be subjected to corresponding disciplinary action. Record of employee's tardiness is cumulative during the calendar year and shall be subject to progressive penalties according to the frequency of occurrence. Likewise, leaving the office at least one (1) minute before 5:00PM is considered undertime. Corresponding corrective action for late and undertime can be found in the next chapter.

#### C. Absence

Absence shall mean inability to report for work because of sickness, emergencies, or plans to go on a vacation but he/she is not yet entitled to leave benefit or has exhausted all his/her leave credits.

- No leave credits will be given on the first year of the employment. All absence shall be subject for approval and will follow policy of “no work no pay”.
- Employee should inform HR should he/she not be able to report for work and the day he/she will be back to work.
- Failure to notify HR of leave or being absent when leave is not approved shall be considered AWOL.
- AWOL for three (3) consecutive days is considered abandonment of work and shall be dealt with accordingly
- Malingering or claims of sickness when fit to work is strictly prohibited

D. Office Policy on Suspension of work

Work shall be suspended only in the event of the following situations:

- Official declaration of suspension of work either by the national or local government due to special events, typhoons and/or calamities;
- Through force majeure (natural causes) or
- Management’s decision to protect its employees and properties.

Section 3. Security of Company Assets and Non-Disclosure of Confidential Information

- A. The employee shall not divulge or disclose to any third person or persons, nor, for his personal advantage to the detriment/prejudice of the employer, any confidential papers/matters, techniques or procedures of the employer.
- B. Copying any of the outside source code is completely prohibited regardless of the license type. In other words, copying any piece of code is treated as an infringement of the principle even if the copyright holder had granted full rights to copy, modify and distribute it.
- C. The employee represents and warrants to the company that to the best of his/her knowledge the concepts, ideas, copy sketches, artwork, electronic files and other materials produced do not infringe on any copyright or personal or proprietary rights of others.
- D. The employee is responsible for each company facilities/equipment/items assigned to him/her. Broken PC/equipment/ID/Telephone etc. should be reported immediately to HR and IT.

Section 4. Sexual Harassment<sup>1</sup>

Is a form of misconduct involving an act or a series of unwelcome sexual advances, request for sexual favours, or other verbal or physical behaviour of a sexual nature, made directly, indirectly or impliedly. It is committed by an employer, employee, manager, supervisor or any other person who, having authority, influence or moral ascendancy over another in a work or training or educational environment.

A. What constitutes Sexual Harassment:

- As a condition for hiring or employment, re-employment or continued employment of an individual; or in granting said individual favourable compensation, terms or conditions of employment, promotion or privileges.
- The demand, request or requirement for sexual favour is made against one whose training is entrusted to offender.

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<sup>1</sup> Republic Act No. 7877

- The refusal of the demand, request or requirement for sexual favour will limit, classify or segregate an employee as would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee.
  - The demand, request or requirement for sexual favour would result in intimidating, hostile or offensive environment for the employee.
- B. Sexual Harassment may take place in the following:
1. The office
  2. Anywhere else as a result of work responsibilities or employment relations
  3. At office related social functions
  4. While on official business outside the office or during work-related travel
  5. At official conferences, fora, symposia or training sessions
  6. Over the telephone, cellular phone, fax machine, E-mail
- C. Sexual Harassment may take any of the following forms:
1. Physical
    - Physical contact or malicious touching
    - Overt sexual advances
    - Unwelcome, improper or any unnecessary gesture of a sexual nature; or
    - Any other suggestive expression or lewd insinuation.
  2. Verbal, such as requests or demands for sexual favors or lurid remarks
  3. Use of objects, pictures, letters or written notes with bold persuasive sexual under-pinning and which create a hostile, offensive or intimidating work or training environment which is annoying or disgusting to the victim.
- D. Duty and responsibility of Employer
- It shall be the duty of the employer, or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedure for the resolution, settlement or prosecution of acts of sexual harassment.
- The employer should promulgate rules and regulations and proper decorum in the workplace and educational or training institution.
  - Create a committee on decorum and investigation of cases on sexual harassment. Committee shall be composed of one (1) representative each from the management, the employee from the supervisory rank, and from the rank and file employees.

## Section 5. Alcohol and Drugs<sup>2</sup>

It is the duty of the company to have and maintain a drug free work place. Any officer or employee who uses, possesses, distributes, sells or attempts to sell, tolerates, or transfers dangerous drugs or otherwise commits other unlawful acts as defined under Article II of RA 9165 (Comprehensive Dangerous Drugs Act of 2002) shall be dealt with in accordance with the Company policy and under RA 9165.

It is also prohibited to report to work if he/she is under the influence of alcohol. No employee shall be allowed to bring in and or use alcohol in the office premises. As for celebration like Christmas party, bringing and drinking of alcohol or liquor should be authorized by the officer in charge. It is the duty of the officer in charge to make sure that it is consumed moderately.

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<sup>2</sup> Republic Act No. 9165

## Section 6. Schedule of Disciplinary Action

### Types of Violation

- A. Light Violations – These are the violations committed by an employee that causes minor damage to oneself or company. This usually hampers the productivity of the person.

Sanctions are:

1st offense: VW

2nd offense: VW

3rd offense: WW

4th offense: Final WW

5th offense: Suspension of three (3) days

- B. Serious Violations – These are the violations committed by an employee that are directed towards other person or property. These are acts which displays inappropriate attitude that may cause dispute or serious damage to property.

Sanctions are:

1st offense: WW

2nd offense: Suspension of three (3) days

3rd offense: Suspension of five (5) days

4th offense: Dismissal

- C. Grave Violations – These are the violations committed by an employee that could directly put to risk oneself, other person, and company/company property. These could result to endangered health, unsafe environment, and civil or legal proceedings.

Sanctions are:

1st offense: Suspension of fifteen (15) days

2nd offense: Dismissal

## APPENDIX 1 Case of Violations

### 1. PUNCTUALITY AND ATTENDANCE

Code	Violation	Light	Serious	Grave
	<b><u>PUNCTUALITY</u></b>			
PA01	Tardiness of three (3) times a month	❖		
PA02	Cumulative tardiness of six(6) times for 3 consecutive months	❖		
	<b><u>Excessive Tardiness</u></b>			
PA03	Four (4) times or more within a month		❖	
PA04	Accumulation of 3 WW which have not led to suspension		❖	
PA05	Tardiness of over sixty (60) minutes		❖	
	<b><u>ATTENDANCE</u></b>			
PA06	Absence WithOut Leave (AWOL)		❖	
	NOTE: AWOL for three (3) or more consecutive working days is considered abandonment of work and tantamount to grounds for dismissal.			

### 2. PERFORMANCE OF DUTIES

Code	Violation	Light	Serious	Grave
PD01	Unexcused or unauthorized undertime		❖	
PD02	Malingering – Claiming to be sick but found to be fit to work		❖	
PD03	Loafing or loitering, or leaving work area temporarily without permission during working hours	❖		

### 3. OFFICE DECORUM

Code	Violation	Light	Serious	Grave
OD01	Insubordination by not following official orders or instructions of authority or immediate supervisor without valid reason		❖	
OD02	Refusal to receive DA memorandum or circular		❖	
OD03	Use of foul words, heightened and unkind tone of voice or shouting when talking to authority, immediate supervisor and co-employee		❖	
OD04	Uncontrolled display of temper, violence, horseplay, and fighting		❖	
OD05	Use of foul words in email and messenger		❖	
OD06	Spreading gossip that is malicious and derogatory to the character of an employee		❖	
OD07	Challenging or daring to fight either by words or actions		❖	
OD08	Falsification or forging of documents such as: TOR, resume, other personal information, voucher, liquidation report, official receipts etc.			❖
OD09	Vandalism or writing or posting of unnecessary information on office equipment		❖	
OD10	Posting, writing, or removal of material on the company bulletin boards or designated areas without proper authorization		❖	
OD11	Breaking/destroying Company facilities and equipment		❖	
OD12	Stealing or attempting to steal Company property or asset			❖



OD13	Stealing or attempting to steal employee's property			❖
OD14	Engaging in unauthorized solicitation of contributions from fellow employees	❖		
OD15	Using company time for vending activities	❖		
OD16	Bringing deadly weapons in the company premises such as knives and firearms etc.			❖
OD17	Over break without permission	❖		
OD18	Sleeping during office hours	❖		
OD19	Unauthorized use of company phone	❖		
OD20	Gambling of any kind on company premises		❖	
OD21	Bringing in, watching, and reading pornographic materials, whether in print or soft copy		❖	
OD22	Playing loud music/sound inside the company premises	❖		

#### 4. SECURITY AND NDA

Code	Violation	Light	Serious	Grave
SN01	Use of or copying of company licensed software			❖
SN02	Disclosing or revealing of confidential information of company			❖
SN03	Posting pictures, comments, remarks, and statements on Facebook, Twitter, Multiply, Friendster, and other internet site that maligns the reputation of the company			❖
SN04	Sending inappropriate email messages		❖	
SN05	<b><u>For Developers:</u></b> Using open source codes while omitting the copyright notice on the header comments			❖
SN06	Using source code with a proprietary or commercial license			❖
SN07	Using JavaScript library/framework with propriety or commercial license			❖
SN08	<b><u>For Illustrators:</u></b> Using other competitor's image by changing its colors			❖
SN09	Using other competitor's image by changing its compositions			❖
SN10	If above 2 violations are applied to any image in any blog, personal website, company's website or any other websites on the web			❖
SN11	Exactly changing a copyrighted photo image <sup>3</sup> to illustration		❖	
SN12	Using a part of other's image			❖
SN13	<b><u>For Photo Retoucher:</u></b> Output's composition and components are the same with those of benchmarking image		❖	
SN14	Output is the same copy of the existing image		❖	

<sup>3</sup> a copyrighted photo image defined as below  
the object in the photo image is protected by ownership  
the photo image shot by photographer who claims ownership of the image

SN15	Using the same object copied from other image			❖
SN16	<b>For Web Designers:</b> Same structure and same interface as the benchmarked websites		❖	
SN17	Replicas of the existing images			❖
SN18	Similar structure and concept but used different colors		❖	
SN19	Similar main visual, different navigation		❖	

IF a case which is suspected of infringing copyright occurred, Emergency committee would be summoned to discuss regarding the case. In the discussion, Disciplinary reaction will be decided based on gravity and type of the case aside from mentioned above.

## 5. HARASSMENT

Code	Violation	Light	Serious	Grave
HS01	Malicious touching or any unnecessary gesture that is with sexual intention			❖
HS02	Offensive verbal and written comment that is sexual in nature			❖

## 6. ALCOHOL AND DRUGS

Code	Violation	Light	Serious	Grave
AD01	Reporting to work under the influence of alcohol / liquor			❖
AD02	Bringing and using of alcohol / liquor in the office			❖
AD03	Reporting to work under the influence of illegal or dangerous drugs			❖
AD04	Uses, possesses, distributes, sells or attempts to sell, tolerates, or transfers dangerous drugs			❖

Prescriptive Year per Violation: 1 year

Legend:

VW – Verbal Warning

WW – Written Warning

## APPENDIX 2

Employee's Copy

### ACKNOWLEDGEMENT

I hereby declare that I have read and understood all the contents of this Employee Manual and it is with my full knowledge that there would be corresponding consequences for actions that I will take. I agree to follow all the Rules and Regulations of SimpleXInternet all throughout my employment.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name

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Employer's Copy

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