



OFFENSES AND CORRESPONDING PENALTIES

Effective Date:

APRIL 9, 2012

Endorsed by:

HUMAN RESOURCES AND
ADMINISTRATION DEPARTMENT

Approved by:

CHIEF EXECUTIVE OFFICER /
CHIEF OPERATING OFFICER

A. Classification of Penalties

- A. Light Offenses
- B. Moderate Offenses
- C. Serious Offense
- D. Grave Offense

B. Cleansing of Offense

Should the erring employee reform and not commit the same offense after a period of time indicated below, he is considered cleansed of the offense.

Class "A"	-	12 months
Class "B"	-	15 months
Class "C"	-	18 months

C. Implementation of Decision

To ensure fairness, any decision to suspend an erring employee must be implemented not later than thirty (30) days from the employee's receipt of the official notice of his suspension. Any suspension not implemented for reason of operational requirement within the aforementioned period shall be considered duly served.

Depending on the gravity of the offenses, penalties ranging from corrective interview, written reprimand/warning, suspension to dismissal shall be imposed for violation of any of the rules in this Code.

A	1 st Offense	Written Warning
	2 nd Offense	2 nd Written Warning with Corrective Interview
	3 rd Offense	3 Days Suspension
	4 th Offense	6 Days Suspension
	5 th Offense	Discharge/Dismissal



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- | | | |
|---|-------------------------|--|
| B | 1 st Offense | Written Warning |
| | 2 nd Offense | 2 nd Written Warning
with Corrective Interview |
| | 3 rd Offense | 6 Days Suspension |
| | 4 th Offense | Discharge/Dismissal |
| | | |
| C | 1 st Offense | 6 Days Suspension |
| | 2 th Offense | Discharge/Dismissal |
| | | |
| D | 1 st Offense | Discharge/Dismissal |

C. Offenses

1. Acts or omissions concerning Company Funds and Property

Classification	Penalty
1.1 Uncooperative attitude to make a report/statement of an offense Committed to the Supervisor/Department Head or HRD Department, as the offended party of having knowledge of or participation to the offense committed.	B
1.2 Concealing or deliberately misplacing Company property without justifiable purpose of doing so.	D
1.3 Concealing damage or loss of Company property.	C
1.4 Defacing any part of Company property like buildings, structures, open areas, etc. (unauthorized painting, marketing, attaching, setting up or removal of things.	C
1.5 Improper use or allowing unauthorized persons to use supplies, materials, facilities, tools or equipment resulting in loss or damage.	C
1.6 Operating, using or meddling with the proper use of machines, tools, equipment, vehicles, facilities or premises to which the employee has not been assigned or is not allowed to use.	C
1.7 Gross neglect in giving due notice or providing known information to person concerned resulting in loss or damage to Company property.	C
1.8 Culpable carelessness, negligence or failure to follow specific instruction or established procedure resulting in loss or damage to Company property.	C



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1.9 Stealing, misappropriating Company or co-employees funds or property in any form and amount.	D
1.10 Use of Company Fund without the knowledge of the Supervisor/ Department Head:	
a. Less than or equal to Php 50,000.00	C
b. More than Php 50,000.00	D

2. Acts or omissions concerning Company Interest

Classification	Penalty
2.1 Failure to log in or out using the biometric system or alternate record keeping system.	B
2.2 Tampering with or unauthorized altering of one's time record or the time record of another employee.	D
2.3 Engaging in any activity which is directly competitive with Company business or any part of its operations.	D
2.4 Posting of unauthorized reading materials on Company bulletin boards or unauthorized removal of officially posted notices, announcements or similar materials (Vandalism).	C
2.5 Forging, falsifying or altering official document in such a way that it misleads the user.	D
2.6 Making use of record or documents known by the user to be false.	
2.7 Circumventing any Company policies to favor oneself or any employer or service provider	C
2.8 Obtaining or accepting money or anything of value by entering into unauthorized arrangement with supplier, clients or other outsiders.	D
2.9 Offering or accepting anything of value for a job or for favorable condition or employment.	D
2.10 Breach by the employee of the trust reposed in him by Management or its representative	D
2.11 Disclosing, giving away or using restricted or classified record matters/ information without proper authorization.	D



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2.12 Dishonesty of any form, lying, half truths, withholding information. Anything even hinting of an integrity problem.	D
2.13 Committing other culpable acts or omissions not embraced by the provisions which cause damage to the interest of the Company.	D
2.14 Illegal gathering.	C

3. Acts or omissions concerning relationship with superior, attendance to and performance of assigned duties

Classification	Penalty
3.1 Loitering. Hanging around in the Company while not on duty without justifiable reason(s).	A
3.2 Failure to notify Supervisor or Department Head of one's inability to report for work at least one (1) hour before work schedule.	A
3.3 Failure to be in one's immediate working area upon start of duty without justifiable reason(s).	B
3.4 Failure to report for overtime work without justifiable reason(s) after having been scheduled and informed of such.	B
3.5 Refusal to accept work or change of work shift/area assigned by a Superior without justifiable reason(s).	C
3.6 Unjustifiable refusal to accept transfer to and/or be assigned to other department(s).	C
3.7 Walking off the job, insubordination, refusal or failing to follow reasonable instructions or decisions made by superiors in connection with official functions.	C
3.8 Interfering or refusing to cooperate with one's supervisor, superior, officer, or manager in the performance of their duties.	C
3.9 Uttering remarks, doing acts or making gestures to a superior, officer, or manager in the performance of their duties.	C
3.10 Condoning, tolerating or participating in an offense committed by a subordinate	C



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3.11 Gross or habitual neglect of duties <ul style="list-style-type: none"> ● Inefficiency and incompetence ● Total accountability in carrying out duties and responsibilities 3.11.1 Resulting to less than or equal to Php 50,000.00 3.11.2 Resulting to more than Php 50,000.00	C D
3.12 Committing other acts of insubordination, non-attendance or neglect of duty not embraced by other provisions	C
3.13 Threatening, intimidating, assaulting or attacking a subordinate, co-employee, or client in connection with the superior's discharge of his official functions.	D
3.14 Insubordination and non-compliance to the direct instruction of immediate supervisor or head.	D
3.15 Provoking an uncooperative impulse.	B
3.16 Abandonment of work, leaving workplace while on duty without informing immediate supervisor.	C
3.17 Sleeping during work hours/ site personnel using housing units.	B

4. Acts or omissions concerning relationship with colleagues in the Company

Classification	Penalty
4.1 Displaying bad manners such as the use of abusive or insulting language to co-employees and client anytime and anywhere.	C
4.2 Fighting or attempting to injure a person; threatening, intimidating or coercing fellow employees or other people.	D
4.3 Libel or slander.	C



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5. Acts or omissions concerning relationship with clients and guests in the performance of assigned duties

Classification	Penalty
5.1 Exercising preferential treatment to any specific clients or guest for reasons directly connected to the employee's discharge of his duty	C
5.2 Uttering words, doing acts, or making gestures to a client, guest or visitor, which are manifestly insulting, or grossly disrespectful.	C
5.3 Threatening, intimidating, coercing, provoking to a fight, assaulting or attacking clients or guest for reasons directly connected to the employee's discharge of his duty.	D
5.4 Stealing in any form whether from clients, visitor or guest.	D
5.5 Soliciting of gifts or commission from clients, guests etc. for personal reason(s)	D

6. Acts or omissions concerning harmony and good order, health & safety and decency at work

Classification	Penalty
6.1 Participating in loud and heated verbal arguments during official working hours and/or within Company premises which disturb the work of others.	B
6.2 Failure to submit a medical certificate for sickness of three (3) days or more	B
6.3 Failure or refusal to wear official Company ID, uniforms, shoes, and/or grooming prescribed for certain jobs for purposes of either safety, security, or presentability, or wearing those which are explicitly prohibited.	A
6.4 Smoking in Company premises (regardless of place, especially while on duty/work).	C
6.5 Creating or contributing to the creation of unclean or unsanitary conditions inside Company premises.	B
6.6 Refusal to acknowledge or sign Company and Management Memoranda.	C



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6.7 Unauthorized vending, soliciting or collecting contributions for any purpose whatsoever at any time inside Company premises.	C
6.8 Failure to follow prescribed procedures in cases of accidents involving Company vehicle, equipment, or other Company property.	C
6.9 Gambling, placing or collecting bets, or participating in any game of chance within Company premises.	D
6.10 Drinking intoxicating drinks within Company premises.	D
6.11 Holding within Company premises a meeting, conference or similar gathering which is not allowed under prevailing policies and practices, nor permitted by a Company Officer or his duly authorized representative.	C
6.12 Rumor mongering. Deliberately spreading malicious/false rumors against the Company employee(s), official(s), or guests concerning personal affairs, or deliberate distortion of offense of facts or statements in such a way as to enhance one's status or reputation or to discredit co-employee(s), official(s) and/or guests.	C
6.13 Threatening, intimidating, coercing, provoking to a fight, another employee within Company premises or while on duty, or outside Company premises but for duty connected reasons.	D
6.14 Encouraging, assisting or deliberately providing occasions to non-employee or third parties to threaten or physically attack a co-employee for reasons that are directly work connected.	D
6.15 Any single employee charged with Moral Turpitude under the courts of law	D
6.16 Extortion or any form of oppressive exaction of money or anything of value from a co-employee or from clients.	D
6.17 Stealing, concealing or deliberately misplacing without justifiable purpose another employee's property within Company premises, or at assigned job site.	D
6.18 Bringing-in or unauthorized possession of firearms, explosive or other deadly weapons within Company premises or job site.	D
6.19 Using, selling or pushing prohibited drugs or their substitutes.	D
6.20 Failure to comply with safety and security requirements that may prejudice the Company	D



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6.21 Receiving two successive significant diminishing performance rating in the Employee Appraisal within a 24-month period, while holding the same or equivalent position.	D
6.22 Deliberate hiding a known serious and contagious disease or major illness which may endanger the life or health of Company guests and employees.	C
6.23 Failure to report lost and found documents.	C
6.24 Committing a crime or misdemeanor not embraced by other provisions within Company premises and conviction by any court of law.	D
6.25 Failure to turn-off office equipment after office work – energy conservation policy	B
6.26 Committing offenses that are penalized with 3 suspensions during a 12-month period.	D
6.27 Sexual Harassment/Abuse.	D
6.28 Romantic obscene relationship.	D
6.29 Driving Company vehicle without the consent and while under the influence of alcohol or drugs.	C

7. Acts or omission concerning information system protocol

Classification	Penalty
7.1 Attempting and/or intentional breaching of confidential data in the system.	D
7.2 Backing-up or saving prohibited files in the system without proper consent for personal use.	
7.2.1 Non Confidential data	B
7.2.2 Confidential data	D
7.3 Integrating software programs in the computer system without the knowledge of the ITSG.	B



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8. Acts or omissions concerning site management

Classification	Penalty
8.1 Non adherence to material/technical specifications.	D
8.2 Poor workmanship.	D
8.3 Leaving the site untidy.	B
8.4 Non adherence to reportorial duties (i.e. daily activity report, submission of contractor evaluation forms)	B
8.5 Behind the schedule site reporting (attendance) Habitual tardiness and absenteeism.	B
8.6 Falsification of Timekeeping Records.	D
8.7 Failure to supervise on-going housing inspection.	C
8.8 Entering in a prohibited contract/deals that conflicts to Company interest.	D