

# 1CISP EMPLOYEES CODE OF CONDUCT

"Whatever course you decide upon, there is always someone to tell you that you are wrong. There are always difficulties arising which tempt you to believe that your critics are right. To map out a course of action and follow it to an end requires courage."

*Ralph Waldo Emerson*

"It does not take much strength to do things, but it requires great strength to decide on what to do."

*Elbert Hubbard*

## INTRODUCTION

This Code of Conduct creates a set of standard expectations for employee conduct. As 1CISP employee, you are expected to abide by the rules and regulations of the company and display a positive behavior inside and outside the company premises. Also, you are encouraged to extend the value of cooperativism and be an insurance advocate. On the other hand, you must not engage in any dealings or activities that would impair job performance, cause damage to company property, endanger one's safety, or negatively affect 1CISP's reputation or image. Be reminded that you are representing 1CISP even if you are off duty when you are wearing clothing or driving a vehicle with the 1CISP logo. Furthermore, you must note that all actions and behaviors you exhibit can affect public's view of 1CISP.

As a junior and senior officer, you must keep in mind that you have additional responsibility towards your subordinates. These include the following:

- ✓inform and explain them this Code of Conduct and the requirements applicable to their work activities;
- ✓ensure and promote compliance with this Code of Conduct and other relevant company policies, standards, and procedures; and
- ✓report to proper authority any suspicion or allegation of employee misconduct in accordance with company procedures.

Failure to comply with this Code of Conduct may result in disciplinary action or dismissal from work. Decisions on corrective measures to be given to employees who commit offenses can differ depending on the severity of the misconduct and the employee's disciplinary record. Although some violations listed in the Code of Conduct have no progressive discipline, it may immediately result to termination or separation of employee from the company, due to the gravity of the offense.

## **OBJECTIVE**

It is the purpose of this CODE to instill on the 1CISP employees an appreciative attitude towards discipline and for them to fully comply with the company rules and regulations.

## **CHAPTER I**

### **DEFINITION OF TERMS**

The following words and phrases used in this Code shall have the following meaning:

#### **ABANDONMENT OF WORK**

This refers to an absence of an employee within a period of five (5) or more days without permission or notification to his/her immediate supervisor/manager and/or the Human Resources Manager.

#### **ABSENCE WITHOUT OFFICIAL LEAVE (AWOL)**

AWOL means unauthorized or unexcused absence from work for a single day. There is also an AWOL when :

- a) a leave of absence has been previously applied for and disapproved; and
- b) in case of sickness or emergency, where the employee has notified the office after the first two (2) hours of the work schedule. The employee's Unit Head shall decide whether or not to excuse an unauthorized absence from work.

#### **ALCOHOLIC BEVERAGES**

This refers to drinks containing ethanol, commonly known as alcohol. This consists of beers, wines, spirits, and any other similar beverages that are capable of producing intoxication.

#### **AUTHORIZED PERSONS**

These are those who by virtue of their positions are vested with matters which are confidential in nature. They are the Senior and Junior Officers of the company.

#### **CHARACTER ASSASSINATION**

This is an attempt to tarnish a person's reputation. This includes exaggeration, misleading half-truths, and/or manipulation of facts to present unreal picture of another person which tend to discredit or malign their personality or character.

#### **1CISP OR THE COOPERATIVE**

This refers to 1 Cooperative Insurance System of the Philippines Life and General Insurance (1CISP).

#### **COMPANY PREMISES**

This refers to buildings and all other properties owned and/or rented by the 1CISP such as the area or branch offices where the latter operates. This also covers the working areas occupied by employees assigned in each work station.

## **CONFIDENTIAL INFORMATION**

This refers to business plans, records, and proprietary information. This does not include matters of public knowledge.

## **CONFIDENTIAL PROPRIETARY NONPUBLIC INFORMATION**

These are information that should not be divulged to public which may cause harm or injury to 1CISP's reputation. Employees who have access to such information because of their position have no authority to share or disclose them with other employees unless otherwise permitted.

- ***Customer information***

all information that a customer provides the company

- ***Employee information***

all information that an employee provides the company; compensation and benefits that the company offers; employee programs; performance evaluation method and results

- ***Competitor information***

- ***Supplier information***

pricing and contract information

## **DEADLY WEAPONS**

This is defined as a firearm or any object designed, made, or adapted for the purposes of inflicting death or serious physical injury. A deadly weapon includes any bladed, pointed or blunt weapon such as knife, spear, dagger, bolo, balisong and all other similar instruments used to inflict harm/injury to another person. It also includes grenades, rifles, shotguns, pistols and all other deadly weapons from which a bullet, ball, shot, shell, or other missile may be discharged by means of gunpowder or other explosives.

## **DEBT**

Debt is an obligation owed by one party called the debtor to a second party called the creditor.

## **DIRECTORS**

This refers to 1CISP Board of Directors (BOD) who represent a cooperative-shareholder of 1CISP and are elected at large during the General Assembly.

## **EMERGENCY CASES**

Emergency cases refer to occurrences which are attendant of the following:

- a. Serious hospitalization or death (wake and interment) of a member of his/her immediate family.
- b. He/She or his/her immediate family members become a victim of natural calamity or man-made disaster such as fire, flood, earthquake, etc.
- c. He/She or his/her immediate family members become a victim of robbery, theft or any act of physical violence.

\*Immediate family is defined as follows:

- Single – parents
- siblings below 21 years old

- Married – spouse
- children
- parents (if residing with employee)

## **EMPLOYEE**

Any person, including regular, probationary, temporary, casual or project-based employee, under the employ of the 1CISP.

## **JUNIOR OFFICERS**

This includes Managers and Supervisors.

## **HABITUAL ABSENCES**

This means being absent in any one month period for more than three (3) days without any justification. It also refers to absences which show a pattern of Monday or Friday sickness of the employee over several months within a year. For purposes of determining habituality, the absence must have occurred within the calendar year.

## **HABITUAL TARDINESS**

This means being late in any one month period for three (3) consecutive days in a week or more than five (5) days in a month without any justifiable reason. It also refers to tardiness which shows a pattern over several months within a year. For purposes of determining habituality, the tardiness must have occurred within the calendar year.

## **HARASSMENT**

This refers to intentional behavior which is found threatening or disturbing. It covers a wide range of offensive behavior. This may be psychological, religious, sexual, electronic, etc.

## **INSUBORDINATION**

An act of willfully or intentionally disobeying authority.

## **MALVERSATION OF FUNDS**

This term means misappropriation of 1CISP funds.

## **MANAGEMENT**

This refers to President, Executive Vice-President and Chief Operating Officer, Vice-Presidents, and Assistant Vice-Presidents.

## **OPINION**

It is a subjective belief of a matter.

## **PASSWORD**

This refers to a secret word or string of characters that is used for user authentication to prove identity, or for access approval to gain access to a resource. The password should be kept confidential by those who were given the access on it by virtue of their position.

Password here refers only to company issued passwords.

**PERSONNEL COMMITTEE**

This is composed of members of Board of Directors who are elected or appointed during the Organizational Meeting.

**POOR PERFORMANCE**

This refers to unsatisfactory job performance

**PORNOGRAPHIC LITERATURE**

This refers to any obscene film, magazine, picture, cutout, drawing, writing, and other similar materials or medium. This also includes e-mail or other forms of electronic web mail or text messages.

**PROFANE LANGUAGE**

These are words, phrases, or signs uttered or done with disrespect or malice.

**RUMOR MONGERING**

This is the act of spreading gossips and divulging personal information about others.

**SENIOR OFFICERS**

This includes Chairperson, Vice-Chairperson, Directors, Secretary, Treasurer, President, Vice-Presidents, and Assistant Vice-Presidents.

**SOCIAL NETWORKING SITES**

This refers to sites that focus on building and reflecting of social networks or social relations among people, who share common interests and/or activities. Some examples are Facebook, Twitter, Instagram, etc.

**SMOKING**

This refers to a practice in which a substance, most commonly tobacco or cannabis, is burned and the smoke is tasted or inhaled.

**TARDINESS**

This means arriving at work later on a regular working day than the prescribed grace period.

**WILFULL**

This pertains to intentional acts; Intent on having one's own way

**WORK SABOTAGE**

Sabotage is a deliberate action aimed at weakening the Cooperative through subversion, obstruction, disruption, or destruction. In workplace setting, this is the conscious withdrawal of efficiency generally directed at causing some change in workplace conditions.

## CHAPTER II

### COMPLAINTS AND GRIEVANCE PROCEDURE

All employees, regardless of rank, status and length of service, whether office-based or field-based, are guaranteed the freedom of expression to express their feelings, questions, doubts, suggestions, complaints or grievance.

As a matter of principle, the Management with all department/unit heads maintain an open door policy towards all employees. Anybody is free to communicate with them on matters affecting their job, salaries and benefits, work relationships, working conditions, performance management, career plans, and other work related matters..

Suggestions, questions and complaints may be raised in writing, during one-on-one discussions or group meetings.

**However, all rights and privileges have corresponding responsibilities.**

These rights should never be misused nor abused. Management has the prerogative to impose sanctions on anybody who abuses this freedom. Please refer to Chapter III of this CODE OF CONDUCT for sanctions and corrective measures.

#### **NOTE:**

- Before a problem becomes a disciplinary issue, a superior may guide, inform or remind the subordinate informally on the applicable rule or performance situation. Such counseling is not viewed to form part of formal disciplinary action but is rather part of a day-to-day communication within the company.
- Repeated warnings due to misconduct may lead to a final warning or other action short of dismissal. Dismissal would be the penalty for cases of **serious or grave misconduct or repeated offenses**.

The seriousness of the offense will determine the gravity of the penalty that will be imposed to the offending employee, not necessarily on the number of occasions the offenses were committed.

#### **STEPS IN DETERMINING DISCIPLINARY OR CORRECTIVE ACTION TO BE IMPOSED:**

1. The Human Resources Unit upon receipt of formal complaint filed against another employee shall review the matter and shall issue a Notice to Explain to the charged personnel.
2. The charged personnel is required to answer the said notice within three (3) calendar days upon receipt of notice.
3. If the complaint or establishes reasonable basis to charge the concerned personnel, specification of charges shall be issued by the Human Resources Unit allowing the charged personnel to submit a duly sworn statement in response to the specified charges.
4. Employee shall be given three (3) calendar days upon receipt of second notice to answer charges raised to him/her.

5. After receipt of the reply of the charged employee, the Human Resources Unit shall call for a hearing to allow for clarificatory questions for both sides of the issues upon which the charges are based.
6. The hearing shall be conducted by a three-man panel consisting of the Human Resources Unit head, individual unit head, and a peer of the personnel charged.

**\*Functions of the Three-man Panel:**

- Conduct investigation hearing;
- Determine if employee indeed committed an offense; and
- Make a recommendation in case disciplinary or corrective action is necessary as result of the investigation;

*Recommended sanction depends on the gravity of the offense. It can be verbal warning, written warning, final written warning, suspension, or dismissal.*

7. After which, the three-man panel shall submit their decision to the President.
8. The President shall decide whether the decision shall be implemented or not.
9. The final decision shall be issued to all parties who shall be required to sign an acknowledgment form.
10. In case a personnel refuses to receive a copy of the final decision, a witness shall be asked to sign in the presence of the personnel confirming that a copy of the decision was issued.
11. A copy of such decision shall be filed in employee's 201 file.
12. All Management disciplinary or corrective actions regarding personnel (Rank and File to Manager rank) shall be reported during scheduled Board Meetings for the confirmation of the latter.
13. Disciplinary or corrective actions for 1CISP officers who have a rank of Assistant Vice-President and higher shall be determined by Personnel Committee who will then assess the gravity of the offense and determine the penalty or sanction to be imposed. Afterwards, the Committee shall then submit its findings and recommendation to the Board in its meeting for confirmation.

## **POLICIES**

It is the policy of the company that employees be accorded the following rights:

1. Conduct fair hearing.
2. Right to appeal to higher management.

## **COMPLAINT PROCEDURES**

1. The employee raises the matter with his/her immediate superior.
2. If the employee is not satisfied with the decision, he/she may request for a meeting with the Human Resources Manager. The meeting shall take place within five (5) working days from the date of the request and is attended by the Human Resources Manager (mediator), Human Resources Business Partner (secretary), superior responsible for personnel, and the employee appealing for the decision.
3. The Human Resources Business Partner shall take down the minutes of the meeting and shall furnish all parties copies of the minutes of the said meeting.

4. If the employee is not be satisfied with the decision, he/she may request for another meeting, with the Management, which shall decide the appeal within five (5) working days from date of request.
5. Copies of the minutes of the meeting will be furnished to concerned parties.
6. The decision of the Management shall be final and must be followed by all parties involved.



## CHAPTER III

### SANCTIONS AND CORRECTIVE MEASURES

#### TABLE OF OFFENSES AND SANCTIONS

- 1 - Verbal Warning
- 2 - Written Warning
- 3 - Final Written Warning
- 4 - Suspension without pay (the duration depends on the gravity of offenses)
- 5 – Dismissal

**Penalties listed below for each offense may still vary depending on the gravity of the offense.**

#### OFFENSES AGAINST A PERSON

OFFENSE	PENALTY
Making false, vicious or malicious statements against any employee	Suspension without pay Dismissal
Committing acts of discourtesy/disrespect of duly constituted officials	Suspension without pay Dismissal
Charging clients with additional fee for services provided by the company for free	Suspension without pay Dismissal
Stalking another employee or client	Suspension without pay Dismissal
Threatening, intimidating, coercing or verbally harassing an employee or client	Suspension without pay Dismissal
Fighting or quarrelling or instigating a fight or quarrel (verbal and physical) within the company premises	Suspension without pay Dismissal
Unjustly inflicting bodily injury on another employee	Dismissal
Taking the life of anybody, willfully or through gross negligence, inside or outside the company premises except in self-defense	Dismissal

#### OFFENSES AGAINST MORAL

OFFENSE	PENALTY
Discrimination (against age, gender preference, religion, marital status, race, belief, etc.)	First Written Warning Final Written Warning Suspension without pay Dismissal
Circulation, distribution, possession of Pornographic and immoral literature	First Written Warning Final Written Warning Suspension without pay Dismissal

Using profane or obscene language	Final Written Warning Suspension without pay Dismissal
*Invitation for sexual contact or graphic commentary about an individual's body *Showing sexually suggestive or obscene pictures, cartoons, objects, posters, websites, clothing, notes, letters, text messages, e-mails, instant messaging or blogging *Sexual gesture *Inappropriate touching *Exhibitionism and/or indecent exposure	Suspension without pay Dismissal
Illicit relationships and any other acts or sexual misdemeanor	Suspension without pay Dismissal
Sexual harassment	Dismissal
Any employee convicted of any crime involving moral turpitude, such as estafa, concubinage or adultery, profiteering and the like.	Dismissal

#### OFFENSES AGAINST HONESTY AND INTEGRITY

OFFENSE	PENALTY
Willful failure to pay just debt	First Written Warning Final Written Warning Suspension without pay Dismissal
Willful failure to pay taxes due the government	First Written Warning Final Written Warning Suspension without pay Dismissal
Giving false statements or concealing material facts on an investigation conducted by Management	Suspension without pay Dismissal
Failure to report incurred business expenses promptly and accurately	Suspension without pay Dismissal
Mingling company funds and personal funds	Suspension without pay Dismissal
Submission of falsified documents	Dismissal
Forging and/or falsifying company records, endorsements, approvals, or authorizing signatures for any payment	Dismissal
Maliciously performing any act binding the Company or entering into transactions with any person involving the office or its interest without authority or in such manner as it would constitute a grave abuse of authority or discretion, to the detriment of CISP.	Dismissal

Malversation of funds	Dismissal
-----------------------	-----------

## OFFENSES AGAINST CONDUCT AND PROPRIETY

OFFENSE	PENALTY
Intentionally not wearing the prescribed uniform for regular employees and prescribed attire for non-regular employees  <i>*In case employee cannot wear prescribed uniform, it is his/her responsibility to inform the Human Resources Unit through writing of the reason of his/her non-compliance to avoid being charged of this offense.</i>	Verbal Warning First Written Warning Final Written Warning Suspension without pay Dismissal
Entertaining visitors for unreasonable length of time to discuss personal matters; making extended personal phone calls.	Verbal Warning First Written Warning Final Written Warning Suspension without pay Dismissal
Holding unauthorized meetings within the company premises. .  <i>*For meeting to be authorized, concerned personnel should secure permission from the Management or the Human Resources Unit particularly if the meeting to be conducted is not related to unit's function.</i>	First Written Warning Suspension without pay Dismissal
Engaging or promoting any form of gambling, lottery or any game of chance within company premises	First Written Warning Final Written Warning Suspension without pay Dismissal
Horseplay, excessive teasing, practical jokes or pranks and other similar acts that may lead to quarrels, injury or harm	First Written Warning Final Written Warning Suspension without pay Dismissal
Possession of intoxicating drinks within the company premises during working hours.	First Written Warning Final Written Warning Suspension without pay Dismissal
Smoking in restricted areas in the company.	First Written Warning Final Written Warning Suspension without pay Dismissal
Individual lending of money with interest above credit card/bank rates.	First Written Warning Final Written Warning Suspension without pay Dismissal
Borrowing money from other employees and not paying on time that leads to disagreements	Final Written Warning Suspension without pay Dismissal
Improper conduct and acts of discourtesy to	Suspension without pay

fellow employees and guests at any time within company premises	Dismissal
Engaging in any activity that may get in the way of maintaining community spirit and mutual respect among co-employees and affect the good name of the company	Suspension without pay Dismissal
Sowing intrigue, rumor mongering, character assassination, making derogatory remarks about employees and management	Suspension without pay Dismissal
Reporting for work under the influence of alcohol.	Suspension without pay Dismissal
Drinking liquor inside company premises	Suspension without pay Dismissal
Contracting loans or other property at any time from persons with whom CISP has business relations with.	Suspension without pay Dismissal
Accepting directly or indirectly any sum of money, gifts or any valuable things on any occasion in consideration for any act, contract, or decision or services connected with the employee's discharge of official duties.	Suspension without pay Dismissal
Grave public scandal	Suspension without pay Dismissal
Serious misconduct or willful disobedience of orders in the performance of work	Suspension without pay Dismissal
Involvement in any drug pushing or trafficking activities	Dismissal
Possession and/or use of prohibited drugs	Dismissal
Conviction of any offense punishable by law or ordinance	Dismissal

**Exception:** Directors or Senior Officers may authorize, in advance, the consumption of alcohol for special occasions or for certain business meetings for a limited period of time provided such use does not violate any law.

**Note:** Employees are not allowed to transport alcohol in a CISP-owned, leased, or rented vehicle unless he/she has the prior consent of a director or senior officer.

## OFFENSES AGAINST COMPANY PROPERTIES/FACILITIES/ASSETS

OFFENSE	PENALTY
Lending of or tampering with employee's identification cards.	Final Written Warning Suspension without pay Dismissal
Unauthorized use of 1CISP name, logo or its properties for personal purposes or gain.	Final Written Warning Suspension without pay

	Dismissal
Inappropriate acquisition of supplies and company assets	Final Written Warning Suspension without pay Dismissal
Misuse of supplies	Final Written Warning Suspension without pay Dismissal
Obtaining supplies or materials on fraudulent orders. This implicates other employees conniving or in collusion with the employee doing it.	Suspension without pay Dismissal
Incurring unreasonable/excessive expenses on behalf of the company	Suspension without pay Dismissal
Unauthorized or personal purchase of items using company funds	Suspension without pay Dismissal
Unauthorized use/lending of company equipment	Suspension without pay Dismissal
Using, operating or possessing equipment or machine to which the employee has not been assigned to or the operation of which he/she has not been authorized.	Suspension without pay Dismissal
Substituting office materials or equipment with another of inferior quality.	Suspension without pay Dismissal
Carelessness, misuse, or waste of company properties/facilities/assets example: telephone, fax, computer, photocopy, vehicle, etc.	Suspension without pay Dismissal
Misuse of company funds and/or service	Suspension without pay Dismissal
Failure to report immediately a significant loss, spoilage, wastage, breakage, or damage to stocks, supplies, materials, apparatus and equipment under his/her custody	Suspension without pay Dismissal
*Inability to procure written approval when disposing company properties/facilities/assets/records *Improper disposal of company properties/facilities/assets/records	Suspension without pay Dismissal
Vandalism	Suspension without pay Dismissal
Use of any transportation or delivery facility for any purpose other than for which it is originally intended, assigned or authorized, unless justified or authorized. However, the company's vehicles shall never be used for illegal or immoral or unauthorized purposes.	Suspension without pay Dismissal

Using or lending any company vehicles or equipment during Sundays or holidays for any unauthorized purpose.	Suspension without pay Dismissal
Tampering with or unauthorized use of any fire protection equipment intentionally rendering the same inoperable or useless.	Suspension without pay Dismissal
Willful destruction of company property and materials (less than P10,000.00)	Suspension Dismissal
Attempting to steal or stealing from the company or from others (co-employees)	Dismissal
Failure to report the donation of company asset to a charitable institution or alike	Dismissal

**\*Company assets must be used for the following purposes only:**

- For business purposes and gain
- not for outside employment
- does not result in excessive costs
- does not interfere with work responsibilities

**\*An approval from BOD and/or Senior Officers must be procured ahead of time before allowing other organizations/institutions to use the CISP company properties, facilities or assets.**

## **OFFENSES AGAINST CONFIDENTIALITY AND PROPER HANDLING OF INFORMATION AND RECORDS**

<b>OFFENSE</b>	<b>PENALTY</b>
Failure to file any change on any personal information (i.e. civil status, last name, address, contact number, etc.)	First Written Warning Final Written Warning Suspension without pay Dismissal
*Unauthorized posting of write-ups, documents, and/or records of/about 1CISP on websites that are not official or social networking sites *Unauthorized posting of pictures identifying you as an employee of 1CISP to social networking sites that displays inappropriate behavior	First Written Warning Final Written Warning Suspension without pay Dismissal
Sharing of passwords and/or other access credentials to other person or group.	Suspension without pay Dismissal
Asking and/or sharing of information and/or details on salary being received	Suspension without pay Dismissal
Unauthorized connection of computers not owned by 1CISP to the company system or network	Suspension without pay Dismissal
Unauthorized expression of endorsement or opposition to political candidates or other entities on behalf of the company	Suspension without pay Dismissal
Unauthorized modification (tampering),	Suspension without pay

disclosure or release of confidential information/records to employees or clients	Dismissal
Unauthorized and unjustified possession of company records and documents	Suspension without pay Dismissal
Unauthorized sharing of opinion, views, and/or information to clients and media that may damage company's name	Suspension without pay Dismissal
Giving false testimony or concealing or withholding information, material to any case under investigation without any valid reason.	Suspension without pay Dismissal
Maliciously disseminating false information which may cause damage.	Suspension without pay Dismissal
Revealing or divulging confidential information entrusted to such employee by virtue of his position or rank, without prior authority or justifiable reason.	Suspension without pay Dismissal
Any act constituting theft or robbery or any attempt to commit the same within office premises.	Dismissal
Computer crimes –circumvent or attack security controls on computer system/network, hacking, unauthorized accessing of file	Dismissal

**\*1CISP owns the trademarks that incorporate "CISP." You may use the 1CISP logo and 1CISP colors in presentations to public audiences ensuring compliance of intellectual property rights.**

**\*When stating/posting comments/views on different issues in social networking sites or other forms of media, be sure to observe the following:**

- Tell your true identity, who you are and your role with the company.
- Be professional and observe proper ethics
- Always put a disclaimer stating that the views you publish are your own and don't necessarily reflect those of CISP (unless you are authorized to speak on behalf of the company).
- Make sure that the information you give is accurate and true.
- Do not speculate
- When you commit a mistake, correct it as quickly as possible
- Always be respectful
- Disagree agreeably
- Protect confidential information and respect copyright and fair use laws.

**\*Take note that confidentiality of information continues even when you leave the company.**

**\* Do not enter, process, or approve a record that is false or misleading. Report this kind of incident to your superior. All company records and communications should be full, fair, timely, accurate, and understandable. The following are examples of company records:**

- Financial reports
- Expense reports
- Performance evaluation reports
- Reports to government agencies or other public communications
- Compensation and Benefits package of employees

- Time cards

## OFFENSES AGAINST SAFETY AND SECURITY

OFFENSE	PENALTY
Refusal to submit to company-authorized security personnel in the performance of their duty: a. Wearing of ID b. Submitting oneself to inspection of what is brought in/out of the company premises c. Refusal to register personal property brought inside the company	First Written Warning Final Written Warning Suspension without pay Dismissal
Refusal to submit to medical or physical examination when required by the company.	First Written Warning Final Written Warning Suspension without pay Dismissal
Failure to report the taking of medicines which can lead to injury to others.	First Written Warning Final written Warning Suspension without pay Dismissal
Violation of company issued safety rules or violation of general or common sense safety practices in the performance of work which endangers the life of any person or company property.	First Written Warning Final Written warning Suspension without pay Dismissal
Driving a company car without a valid driver's license	Final Written Warning Suspension without pay Dismissal
Reckless driving resulting to accident or injury to person and/or property using company-owned vehicle.	Suspension without pay Dismissal
Driving a company car while under the influence of alcohol	Suspension without pay Dismissal
Failure to report occupational injuries	Suspension without pay Dismissal
Failure to report damage to company properties which may result to unsafe working condition	Suspension without pay Dismissal
Knowingly harboring a contagious disease that may endanger the health of fellow employees without notifying the Human Resources Unit	Suspension without pay Dismissal
Unauthorized possession of deadly weapon as defined by law within the company premises  <i>If deadly weapon poses threat to CISP employees, offender can be charge of outright dismissal.</i>	Suspension without pay Dismissal



## OFFENSES AGAINST THE EFFICIENT AND COMPETENT PERFORMANCE OF WORK

OFFENSE	PENALTY
Unable to time-in and/or time out for three (3) times in a month	First Written Warning Final Written Warning Suspension of 1 day without pay Suspension of 3 days without pay Suspension of 5 days without pay Suspension of 10 days without pay Dismissal
Poor performance evaluation	First Written Warning Final Written Warning Suspension without pay Dismissal
Unproductive utilization of work hours ➤ Reading newspapers, magazines and/or books during office hours unless so required by the nature of the job.	First Written Warning Final Written Warning Suspension without pay Dismissal
Doing work that is not CISP related.	First Written Warning Final Written Warning Suspension without pay Dismissal
Sleeping while on the job	Final Written Warning Suspension without pay Dismissal
Loitering/loafing within the official time	Final Written Warning Suspension without pay Dismissal
Unauthorized solicitation or collection of contributions for any purpose within office premises during office hours	Final Written Warning Suspension without pay Dismissal
Selling goods for commercial or personal gain inside office premises within office hours.	Final Written Warning Suspension without pay Dismissal
Unjustified refusal to render emergency overtime work as may be required by the Company and as provided for under the Labor Code of the Philippines	Final Written Warning Suspension without pay Dismissal
Unjustified refusal to accept lawful and reasonable work-related assignments	Final Written Warning Suspension without pay Dismissal
Malingering or feigning illness to avoid assigned work.	Final Written Warning Suspension without pay Dismissal
Soliciting for any cash, material thing, or favors from fellow employees and/or clients without prior written approval from the	Final Written Warning Suspension without pay Dismissal

management.	
Failure to comply with specific work instructions or work practices and/or procedures.	Final Written Warning Suspension without pay Dismissal
Inefficiency and incompetence in the performance of official functions	Final Written Warning Suspension without pay Dismissal
Deliberate slowdown of work limiting output or hindering work output.	Suspension without pay Dismissal
Refusal to perform official duty	Suspension without pay Dismissal
Willful disregard or violation of office systems and procedures and/or refusal or neglect to comply with such provisions.	Suspension without pay Dismissal
Any serious case of insubordination or refusal or failure to comply with or to obey any lawful order or instruction of one's superior without justifiable reasons.	Suspension without pay Dismissal
Work Sabotage	Dismissal
Gross insubordination.	Dismissal
Gross negligence as measured against the standards prescribed by the Company or gross negligence in the performance of duties.	Dismissal

## UNDERTIME

OFFENSE	PENALTY
Leaving company premises for personal advantage without any permission	First Written Warning Final Written Warning Suspension of 1 day without pay Suspension of 3 days without pay Suspension of 5 days without pay Dismissal
Leaving company premises for official business without filing official business form with the Human Resources Unit	First Written Warning Final Written Warning Suspension of 1 day without pay Suspension of 3 days without pay Suspension of 5 days without pay Dismissal

## TARDINESS

OFFENSE	PENALTY
Four tardiness within a month including reporting late after break periods	First Written Warning Final Written Warning Suspension of 1 day without pay Suspension of 3 days without pay
Three consecutive tardiness	Suspension of 3 days without pay

	Suspension of 5 days without pay
Patterned tardiness in a month (example: every Monday/Friday)	Dismissal

## ABSENCES

List of Offenses and Corrective Measures on Absenteeism

### **1. Failure to inform the unit head of unforeseen absences during the prescribed time.**

- First Offense** – dialogue; excused absence chargeable against VL (if there is any)
- Second Offense** – Verbal Warning; unexcused absence (salary deduction)
- Third Offense** – First Written Warning; unexcused absence (salary deduction)
- Fourth Offense** – Suspension of 1 day; unexcused absence (salary deduction)
- Fifth Offense** – Suspension of 3 days; unexcused absence (salary deduction)
- Subsequent Offenses** – Suspension of 5 days per occurrence; unexcused absence (salary deduction)

**(NOTE: Counting of offenses is cumulative)**

### **2. Failure to file Leave Forms**

- First Offense** – HR Manager writes to the Unit Head informing him/her of the absence not covered by a leave form and requesting that the employee submit a letter of explanation to the HR Unit regarding the infraction committed. The Unit Head recommends that the absence be excused or unexcused depending on the explanation of the employee.
- Second Offense** – First Warning; unexcused absence (salary deduction)
- Third Offense** – Written Warning; unexcused absence (salary deduction)
- Fourth Offense** – Suspension of 1 day; unexcused absence (salary deduction)
- Fifth Offense** – Suspension of 3 days; unexcused absence (salary deduction)
- Subsequent Offenses** – Suspension of 5 days per occurrence; unexcused absence (salary deduction)

**(NOTE: Counting of offenses is cumulative)**

### **3. Absence without Official Leave of 5 consecutive work days**

**First Offense** – Dismissal

### **4. False reports of sickness/false reasons for an absence**

- First Offense** – Suspension of 5 days
- Second Offense** – Suspension of 10 days
- Third Offense** – Dismissal

- In all instances, the absence shall be converted to unexcused absence subject to salary deduction.

## 5. Habitual/Excessive absenteeism

First Year – Suspension of 5 days  
Second Year – Suspension of 10 days  
Third Year – Dismissal

**(NOTE: Analysis of Attendance Record is on a yearly basis)**

### **PRESCRIPTION PERIOD OF OFFENSES**

1. Prescription Period
  - This is defined as the valid time frame by which to file, investigate, and issue ruling for a particular disciplinary case.
  - A MINOR OFFENSE has a prescription period of **one (1) year** from the time the offense was discovered.
  - A SERIOUS OFFENSE shall have a prescription period of **three (3) years from the time of the commission or its discovery.**
  - GRAVE OFFENSES (*defined as those offenses punishable by dismissal*) shall have **no prescription period.**
2. If at the time of the commission of the latest offense, the employee has a violation of at least **two (2) separate rules** embraced in this Code or other promulgated company policies, , the latest offense shall be punishable by the next higher step or degree of the penalty described for any of the offenses committed, whichever is more/most serious.

## REFERENCES:

Armstrong, Michael (2006). *A Handbook of Human Resource Management Practice (10<sup>th</sup> Edition)*. Great Britain: Cambridge University Press.

<http://www.contractstandards.com/contract-structure/remedies/covenants/confidential-information>

[http://en.wikipedia.org/wiki/Alcoholic\\_beverage](http://en.wikipedia.org/wiki/Alcoholic_beverage)

[http://en.wikipedia.org/wiki/Character\\_assassination](http://en.wikipedia.org/wiki/Character_assassination)

[http://en.wikipedia.org/wiki/Deadly\\_weapon](http://en.wikipedia.org/wiki/Deadly_weapon)

<http://en.wikipedia.org/wiki/Debt>

<http://en.wikipedia.org/wiki/Insubordination>

<http://en.wikipedia.org/wiki/Harassment>

<http://en.wikipedia.org/wiki/Opinion>

<http://en.wikipedia.org/wiki/Password>

<http://en.wikipedia.org/wiki/Pornography>

<http://en.wikipedia.org/wiki/Profanity>

<http://en.wikipedia.org/wiki/Sabotage>

<http://en.wikipedia.org/wiki/Smoking>

[http://en.wikipedia.org/wiki/Social\\_networking\\_service](http://en.wikipedia.org/wiki/Social_networking_service)

<http://www.hg.org/article.asp?id=6198>

<http://humanresources.about.com/od/glossaryj/g/job-abandonment.htm>

<http://thelawdictionary.org/authorized-person/>

<http://legal-dictionary.thefreedictionary.com/harassment>

[http://thinkexist.com/quotation/whatever\\_course\\_you\\_decide\\_upon-there\\_is\\_always/14528.html](http://thinkexist.com/quotation/whatever_course_you_decide_upon-there_is_always/14528.html)

<http://www.merriam-webster.com/dictionary/malversation>

[https://www.moody.com/sites/products/ProductAttachments/Compliance/9-9-2011/SP13415\\_Policy%20for%20MNPI\\_Sept\\_6\\_2011%20Final.pdf](https://www.moody.com/sites/products/ProductAttachments/Compliance/9-9-2011/SP13415_Policy%20for%20MNPI_Sept_6_2011%20Final.pdf)

<http://www.thefreedictionary.com/AWOL>

<http://www.thefreedictionary.com/premises>

<http://www.thefreedictionary.com/rumormongering>

<http://www.thefreedictionary.com/tardiness>

<http://www.thefreedictionary.com/wilful>

<http://www.pendulumlegal.com/defining-confidential-information-general-principles/>

<http://www.brainyquote.com/quotes/quotes/e/elberthubb386794.html>

<http://www.merriam-webster.com/dictionary/premise>