



PORO POINT MANAGEMENT CORPORATION

Code of Ethics and Conduct for the Board of Directors

and

Code of Discipline for Officers and Employees

**CODE OF ETHICS AND CONDUCT
FOR THE BOARD OF DIRECTORS OF THE
PORO POINT MANAGEMENT CORPORATION**

PURPOSE OF THIS CODE

This Code is intended to raise the ethical awareness and promote exemplary conduct of the Board of Directors of the Poro Point Management Corporation (PPMC). It is also intended to guide their policy decisions and actions. The guidance on conduct and ethics offered in this Code serves to complement and strengthen the provisions in the Articles of Incorporation and By-laws of PPMC and the Corporation Code.

The ethical values that form the basis of this Code are responsibility, accountability, integrity, competence, loyalty, patriotism, sense of fairness, justice, appropriate lifestyle and transparency. These personal qualities are prerequisites to PPMC's aim of maintaining the public confidence and trust on its Board of Directors.

ARTICLE 1: ARTICLES AND SECTIONS

1. This Code of Conduct and Ethical Guidelines is divided into six sections that deal with the following topics:

Article 1:	Articles and sections
Article 2:	Responsibilities of the Board of Directors and Each Director
Article 3:	Conduct and ethical guidelines for Directors
Article 4:	Acts and transactions deemed to be unethical
Article 5:	Required statements and disclosures
Article 6:	Conduct of the Board of Directors and its Chair

2. Definitions in this Code of Ethics and Conduct:

- 2.1 "Government" refers to the national government, local governments, and all other instrumentalities, agencies or branches of the Republic of the Philippines including government-owned or controlled corporations and their subsidiaries.
- 2.2 "Public Officials" refers to elected and appointed officials and employees, whether in the career or non-career service, including military and police personnel, whether or not they receive compensation.
- 2.3 "Gift" refers to a gratuity of significant value including an item transferred under apparently onerous terms.
- 2.4 "Family" refers to a Director's spouse and unmarried children
- 2.5 "Person" refers to natural and juridical persons unless the context indicates otherwise.
- 2.6 "Conflict of interest" refers to the situation whereby a public official is simultaneously either a board member, officer, or owner of a business

whose interest may be affected by the faithful performance of the public official's duty.

- 2.7 "Divestment" refers to the disposal of a right or title to a property or assets in favor of a party other than his spouse and relatives.
- 2.8 "Relatives" refers to a person(s) related to a public official or employee within the fourth degree of consanguinity or affinity.

ARTICLE 2: RESPONSIBILITIES OF THE BOARD OF DIRECTORS AND EACH DIRECTOR

2.1 The Board Shall:

- 2.1.1 be accountable to shareholders
- 2.1.2 enhance long-term shareholder value. In pursuing this goal the Board shall consider its social responsibility and the interest of other stakeholders of PPMC.
- 2.1.3 assess the capacities of Directors and support the continuing development and education of each Director and the Board as a team.
- 2.1.4 ensure timely and accurate disclosure of information on financial operating performance, ownership, foreseeable risks and governance of PPMC subject to PPMC's information policy and other relevant laws.

2.2 A Director shall:

- 2.2.1 comply with the personal information requirements of PPMC.
- 2.2.2 In addition to the RA 7227 as amended by R.A. 9400, Executive Order No. 62 and Executive Order No. 132, the Board of Directors shall be responsible for the following tasks:
 - a. Review, approval and adherence to corporate philosophy and mission;
 - b. Selection, monitoring, evaluation, setting compensation, replacement of senior executives (if necessary), and ensuring management succession;
 - c. Review, approval and support of PPMC's strategic direction and management's business plans;
 - d. Review and approval of PPMC's financial objectives, plans and actions;
 - e. Review and approval of material transactions not in the ordinary course of business;

- f. Monitoring of corporate performance against the strategy and business plans;
- g. Ensuring that Management and the Board conducts PPMC's business in an ethical manner and in compliance with laws and regulations, accounting and auditing principles, and PPMC's own Articles of Incorporation and by-laws;
- h. Assessment of the effectiveness of the Board's own performance;

ARTICLE 3: CONDUCT OF THE BUSINESS OF THE BOARD OF DIRECTORS AND ITS CHAIR

3.1 Collegial body

The Board shall decide on all corporate acts as an entire Board and collegial body and not allow any director to arrogate to him/herself the power to perform a corporate act.

3.2 Definition of roles

The Board shall have a clearly defined division of responsibilities to ensure:

- 3.2.1 distribution of power and authority
- 3.2.2 that no individual has unfettered powers of policy and decision making
- 3.2.3 that it fully considers independent views of Directors expressed during the Board meetings

3.3 Adequate Information

The Board shall meet regularly to ensure:

- 3.3.1 that management is provided with timely guidance, and appropriate and accurate reports
- 3.3.2 that adequate internal control systems are in place

3.4 Matters reserved for the Board

The Board shall:

- 3.4.1 set Policy Direction for the corporation
- 3.4.2 set a formal schedule of matters and authorities reserved to it for decision
- 3.4.3 review and approve the strategic plans of PPMC and monitor their implementation

3.5 Role of the Chairman of the Board

The Chairman of the Board shall:

- 3.5.1 be responsible for the efficient functioning of the Board including setting the agenda for Board meetings and ensuring that all Directors are enabled and encouraged to contribute to Board process.
- 3.5.2 ensure that all Directors receive sufficient and timely information to enable them to be effective.
- 3.5.3 maintain a proper balance in terms of closely coordinating with management and still maintaining the independence of the Board.

ARTICLE 4: ETHICAL STANDARDS AND GUIDELINES FOR GOOD CONDUCT OF DIRECTORS

A Director of the Board of Directors of PPMC shall observe the following ethical standards and guidelines for good conduct in the performance of his/her duties:

4.1 Commitment to public interest

- 4.1.1 uphold public interest above personal interest
- 4.1.2 employ all resources and powers of his/her position efficiently, effectively, honestly and economically
- 4.1.3 avoid dissipation of PPMC funds and revenues

4.2 Transparency, honesty and good faith

- 4.2.1 perform duties with transparency
- 4.2.2 act honestly, in good faith, with loyalty and in the best interest of PPMC

4.3 Respect for the law

- 4.3.1 carry out his/her duties in a lawful manner
- 4.3.2 conduct the business of PPMC in accordance with the law and its charter and with high ethical standards of PPMC

4.4 Professionalism

- 4.4.1 perform his/her duties with the highest degree of excellence.
- 4.4.2 serve with utmost devotion and dedication to duty
- 4.4.3 endeavor to dispel any possible perception that he/she is in a position to dispense any form of favor or patronage

4.5 Justice and sincerity

- 4.5.1 act with justice, fairness and sincerity

4.5.2 refrain from doing any act contrary to standards of public morals, good custom, order, safety and interest

4.5.3 desist from extending favors as a Director to his/her relatives

4.6 *Diligence*

4.6.1 be diligent in attending and actively participating in Board meetings

4.6.2 devote sufficient time for study of the business of PPMC and the political, legal and social environment within which PPMC operates

4.6.3 be vigilant over PPMC's compliance with relevant laws including its Articles of Incorporation and By-Laws and regulations of COA, DOLE, DBM and BIR and other pertinent government agencies.

4.7 Political Neutrality

4.7.1 conduct PPMC's business without any biases, prejudices, preference or discrimination as to affiliation with political party

4.8 Commitment to democracy

4.8.1 commit him (her)self to democratic ways and values

4.8.2 maintain the principle of public accountability

4.8.3 manifest by deeds the supremacy of civilian authority over the military

4.8.4 uphold the Constitution and put loyalty to country above loyalty to persons or political party

4.9 Simple lifestyle

4.9.1 be an example of a public official who lives a modest lifestyle appropriate to his/her position and income

4.9.2 desist from ostentatious public display of wealth

ARTICLE 5: ACTS AND TRANSACTIONS DEEMED TO BE UNETHICAL

A Director shall avoid conflict of interest situations such as but not limited to:

5.1 desisting from holding any direct or indirect material interest in any transaction of PPMC

5.2 inhibiting him(her)self from recommending any person for employment in a private enterprise that transacts regularly or has a pending transaction with PPMC.

5.3 avoiding the use of confidential information to further his/her private interest, to give undue advantage to anyone, or to disclose it with possible prejudice to public interest

5.4 desisting from directly or indirectly soliciting or accepting any gift or favor from a party which is regulated by or has a pending transaction with PPMC.

5.5 engaging in acts similar to the above activities

ARTICLE 6: STATEMENTS AND DISCLOSURES

A Director shall:

- 6.1 submit a Statement of Assets, Liabilities and Net Worth and a Disclosure of Business Interests and Financial Connections for him/herself and those of his/her family under oath within 30 days from assumption of office, annually thereafter by April 30 and within 30 days after separation from office
- 6.2 identify and disclosure, to the best of their knowledge and information, the names of their relatives in Government.
- 6.3 disclose his/her work, shareholdings and interests in another corporation when it becomes in conflict with his work and responsibility in PPMC

**CODE OF DISCIPLINE
FOR THE OFFICERS AND EMPLOYEES OF THE
PORO POINT MANAGEMENT CORPORATION**

I. POLICY

It is the policy of the Company to prevent and correct misdemeanors and unsatisfactory work habits in order to maintain productive, safe and pleasant working conditions. In the pursuance of this policy, the Company expects that each employee shall at all times conduct himself/herself with proper decorum. Likewise, the Company has established a set of rules and regulations to protect the group from any misbehavior of any of its members.

II. OBJECTIVE

This outlines the Company policy relative to employee discipline, on-and-off the job, and to establish procedures for disciplinary action.

III. IMPLEMENTING GUIDELINES

1.1 APPLICABILITY

1.1.1 This policy shall apply equally to all employees regardless of rank/level and employment status.

1.2 THE GENERAL RULES AND PROCEDURES

1.2.1 The Company shall exercise its inherent right to discipline or dismiss employees for any offense or serious infraction of rules stated in the Code of Discipline (Annex B). The Company reserves the right to penalize in the reasonable exercise of its discretion acts or omissions not included in the list of offenses, but are otherwise inimical to the interests of the Company.

1.2.2 In addition to the appropriate penalty in cases involving damage to property, the offender shall be required to pay for the damaged property or its restitution.

1.2.3 The imposition of any penalty prescribed shall not preclude the Company from filing civil or criminal action against the offender.

1.2.4 At the sole discretion of the Company, a penalty may be mitigated because of the outstanding record of performance and contribution of the employee concerned.

1.3 HANDLING DISCIPLINARY ACTION

- 1.3.1 The initial complaint against any officer or employee shall be filed in writing by the aggrieved party or informant with the Office for HR & Administration or with the Vice President/ Head of Office concerned.
- 1.3.2 An employee reported to have violated Company rules and regulations shall be notified of said report and shall always be given an opportunity to explain in writing why he/she should not be subjected to disciplinary action. The Company in its reasonable exercise of discretion shall establish a response time depending on the gravity of the offense.
- 1.3.3 The employee's immediate supervisor/superior shall conduct an impartial and thorough investigation of a case before any appropriate action can be recommended. The Office for HR & Administration may be consulted to assist the supervisor/superior on proper disciplinary procedures.
- 1.3.4 Having ascertained all facts, and after having consulted with the Office for HR & Administration, the investigator shall prepare his report and recommendation on the *Incident Report* within seven (7) days. The Office for HR & Administration shall be furnished a copy of said report.
- 1.3.5 Where this Code indicates a range of possible penalties for offenses, from "Written Reprimand" to "Dismissal", the following circumstances shall be considered in determining the appropriate penalty:
 - 1.3.5.1 The employee's past disciplinary records, if the offense is repeated.
 - 1.3.5.2 The extent or amount of damage or injury caused by the violation.
 - 1.3.5.3 The degree of adverse effect of the offense in terms of efficiency, morale, discipline, exterior relationship or reputation of the Company.
- 1.3.6 If the violation calls for a verbal or written reprimand, the immediate supervisor may impose the penalty in consultation with the Office for HR & Administration who shall only note such reprimand. The employee must acknowledge receipt of the written reprimand with a copy furnished to his/her 201 file.

1.3.7 Delineation of authority in imposing disciplinary action:

<u>Rank & File</u>	<u>Endorsed by:</u>	<u>Approved by:</u>
Written Reprimand Suspension and Termination	Supervisor	Vice President/ Head of Office

<u>Supervisors</u>	<u>Endorsed by:</u>	<u>Approved by:</u>
Written Reprimand	VP/VP for HR & Administration	President & CEO
Suspension	VP/VP for HR & Administration	President & CEO
Termination	VP/VP for HR & Administration	President & CEO

<u>Vice President</u>	<u>Endorsed by:</u>	<u>Approved by:</u>
Written Reprimand	VP/VP for HR & Administration	President & CEO
Suspension	VP/VP for HR & Administration	President & CEO
Termination	VP/VP for HR & Administration	President & CEO

GUIDELINES:

- A. Discipline, being a line functions, is fundamental to supervisory responsibility. Vice President/ Head of Office and supervisors are primarily responsible and accountable for the behavior of their respective subordinates. They have the duty to initiate discipline whenever necessary.
- B. Vice President/Head of Office and supervisors must discipline erring employees privately, explain the penalty applied and the reasons for disciplinary action/s. Reports relative to disciplinary actions should also be treated as confidential.
- C. Immediate supervisors must initiate their recommendations/actions for an reported violations of Company rules and regulations within fifteen (15) days from the time the offense has been discovered.
- D. In cases where there are doubts as to the proper action to take, the Legal Counsel must be consulted.

- 1.3.8 A decision shall be rendered by the final authority within fifteen (15) working days from receipt of the recommendation of Vice President/Head of Office concerned. Upon approval of any suspension, or dismissal, the Vice President for HR and Administration shall inform the employee in writing of the Company's decision.
- 1.3.9 If the employee disagrees with the disposition of his/her case and files an appeal, jurisdiction of the case under appeal shall fall under Personnel Board, members of which shall be selected by the Vice President for HR and Administration and which shall be governed by its own set of rules and procedures.
- 1.3.10 The Personnel Board may review such referred cases and may recommend appropriate action to the President & CEO for review and/or implementation. The decision of the President & CEO shall be final and executory.
- 1.3.11 It shall be the responsibility of the Legal Counsel to ensure that all governmental reports pertinent to disciplinary actions are properly documented and submitted to the DOLE Regional Office.

1.4 HANDLING SUCCESSIVE OR MULTIPLE VIOLATIONS

- 1.4.1 Within a 12-month period, progressive penalties of increasing gravity shall be imposed for successive violations of the same rule other than those which warrant immediate dismissal.
- 1.4.2 Where a single act constitutes two (2) or more offenses under this Code, the penalty for the more serious offense shall be applied.

1.5 PREVENTIVE SUSPENSION

- 1.5.1 An employee may be placed under preventive suspension under the following instances:
- 1.5.1.1 When an employee has committed a serious offense and his/her continued service or presence in the Company would pose a serious and/or imminent threat to life or property of the Company or of his/her co-employees, or will cause a meaningful or real disruption in the productive or orderly operations of the Company;
- 1.5.1.2 When his/her continued employment may prejudice or influence the investigation of his/her case.

1.5.2 No preventive suspension shall last longer, than thirty (30) days. The Company shall thereafter reinstate the employee in his/her former or in a substantially equivalent position or the Company may extend the period of suspension provided that during the period of extension, the Company pays the wages and other benefits due to the employee. In such case, the employee shall not be bound to reimburse the amount paid to him during the extension if the Company decides, after completion of the hearings to dismiss the employee. (Omnibus Rules Implementing the Labor Code Sec. 9 Rule XII)

1.6 NOTICE OF SUSPENSION AND TERMINATION

1.6.1 A copy of the Notice of Disciplinary Action/Termination must be personally served to the erring employee and acknowledged by him/her. The date of receipt should be indicated on the Notice.

1.6.2 In extreme cases where the Notice of Disciplinary Action is not acknowledged by the erring employee or if it can only be sent to him/her by registered mail (in case of Dismissal), the registry return card of the post office where it was mailed must be secured and made available for evidentiary purposes.

1.7 STANDARDS OF DUE PROCESS/REQUIREMENTS OF NOTICE

Consistent with Section 2.1 Rule XXII of the Omnibus Rules Implementing the Labor Code, the Company shall substantially observe the following standards of due process:

For termination of employment based on just causes as defined in Article 282 of the Code;

- a. A written notice served on the employee specifying the ground or grounds for termination and giving to said employee reasonable opportunity within which to explain his/her side.
- b. A hearing or conference during which the employee concerned, with the assistance of counsel if the employee so desires, is given opportunity to respond to the charge, present his evidence or rebut the evidence presented against him/her; and
- c. A written notice of termination served on the employee indicating that upon due consideration of all the circumstances, grounds have been established to justify his/her termination.

In case of termination, the foregoing notices shall be served on the employee's last known address.

IV. EFFECTIVITY

The Policy shall take effect immediately after approval by the PPMC Board of Directors.

V. REVIEW

To address changing requirements and conditions, the Board may review these policy guidelines every two (2) years or as often as the Board shall deem necessary.

VI. ATTACHMENTS

Schedule of Penalties
Offenses Subject to Disciplinary Action
Notice to Explain (PSNL Form 17)
Notice of Administrative Charge (PSNL Form 18)
Decision to Dismiss (PSNL Form 19)
Employee Disciplinary Sheet (PSNL Form 20)
Disciplinary Action Report (PSNL Form 21)

OFFENSES SUBJECT TO DISCIPLINARY ACTION

BASIC GROUPING OF ALL OFFENSES

- Group 1 - Acts of Omissions Affecting Company Interest
- 12 Offenses
- Group 2 - Acts of Omissions Concerning Company Funds or Properties
- 14 Offenses
- Group 3 - Acts or Omissions Concerning Harmony and Good Order, Safety and Decency at Work
- 24 Offenses
- Group 4 - Acts or Omissions Concerning Relationship with Supervisor(s), Attendance to and Performance Assigned Duties
- 16 Offenses

MATRIX OF DISCIPLINARY ACTIONS

CLASS	A	B	C	D	E
OCCURENCE					
First Offense	Verbal Reprimand	Written Reprimand	5 Days Suspension	10 Days Suspension	Discharge
Second Offense	Written Reprimand	5 Days Suspension	10 Days Suspension	15 Days Suspension	
Third Offense	5 Days Suspension	10 Days Suspension	15 Days Suspension	Discharge	
Fourth Offense	10 Days Suspension	15 Days Suspension	Discharge		
Fifth Offense	15 Days Suspension	Discharge			
Sixth Offense	Discharge				

OFFENSES SUBJECT TO DISCIPLINARY ACTION

	OFFENSE	PENALTY
1.	ACTS OR OMISSION AFFECTING COMPANY INTEREST	
1.1	Falsifying, altering or foregoing official documents in such a way as to mislead the user(s) thereof or making use of record(s) or document(s) known by the user to be false.	E
1.2	Breach by the employee of the trust reposed in him by Management or by a Company representative.	E
1.3	Knowingly punching the timecard of another employee; having one's timecard punched by another employee; unauthorized altering of, or tampering with one's timecard or the timecard of another employee.	C
1.4	Soliciting commissions, accepting money or anything of value by entering into unauthorized arrangement(s) with supplier(s), client(s), or other outsider(s) with which the company has a business relationship.	E
1.5	Offering or accepting anything of value in exchange for a job or for a favorable condition of employment.	E
1.6	Damaging or jeopardizing Company interest(s) through acts or omissions which affect Company client(s), guest(s), official visitors or other business friends of the Company.	E
	1.6.1 Stealing from said client(s), guest(s), or visitor(s), while on duty or within Company premises.	C
	1.6.2 Uttering words, doing acts or making gestures to said client(s), guest(s), or visitor(s) which are manifestly insulting, obscene or grossly disrespectful/discourteous.	
1.7	Engaging in any activity which is directly competitive with the Company's business or any part of its operation.	D
1.8	Unauthorized disclosure of restricted or classified information, company records, trade secrets, financial operations statements and other company documents to other companies or person	E
1.9	Putting up of unauthorized reading materials, notices, announcements, or similar materials on Company bulletin boards.	B
1.10	Inciting or participating in concerted work stoppage, slow-down, mass leave, sitdown, riot, or other similar disruptive activities.	E
1.11	Deliberately slowing down, holding back, hindering, or limiting production, or intimidating, coercing, or including other employees to do so.	D
1.12	Committing other culpable acts or omissions not embraced by other provisions which cause damage to the interest(s) of the Company.	C

2. ACTS OF OMISSION CONCERNING COMPANY FUNDS OR PROPERTIES

- | | | |
|------|---|----------|
| 2.1 | Stealing, misappropriating or embezzling Company funds or property or its attempt in any form or manner. | E |
| 2.2 | Concealing or deliberately misplacing Company property without justifiable purpose or doing so. | C |
| 2.3 | Concealing damage or loss of Company property. | C |
| 2.4 | Unauthorized possession or use of Company property; unauthorized substitution of Company materials, supplies, tools, or equipment with another. | C |
| 2.5 | Committing an act of sabotage. | E |
| 2.6 | Deliberately ensuing loss or damage to Company property. | E |
| 2.7 | Defacing any part of Company property like buildings, structures, open areas, etc. (unauthorized painting, marking attaching, tearing and mutilating of official posters/ announcements/ memoranda, other acts of vandalism). | C |
| 2.8 | Improperly using or allowing unauthorized persons to improperly use Company supplies, materials, facilities, tools, or equipment resulting in loss or damage. | C |
| 2.9 | Operating, using, interfering with, or impeding 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 |
| 2.10 | Unauthorized possession or use of restricted keys, picklocks and/or similar devices which can open lockers, drawers, desks, cabinets, doors, rooms or offices. | E |
| 2.11 | Loss through negligence of restricted keys. | D |
| 2.12 | Gross neglect in giving due notification or in providing the known and needed information to person(s) concerned resulting in loss or damage to Company property. | D |
| 2.13 | Culpable carelessness, negligence or failure to follow specific instructions(s), resulting in loss or damage to company property. | C |
| 2.14 | Committing other acts of dishonesty, deceit, or anomaly not embraced by other provisions which cause loss or damage to Company property. | C |

3. ACTS OF OMISSION CONCERNING HARMONY AND GOOD ORDER, SAFETY AND DECENCY AT WORK

- | | | |
|-------|---|----------|
| 3.1 | Threatening, intimidating, coercing, provoking to a fight or fighting with another employee within Company premises but for duty connected reasons. | |
| 3.1.1 | If there is actual harm with a minimum penalty of six(6) months imprisonment under the law. | E |
| 3.1.2 | Otherwise. | D |

- | | | |
|-------|--|----------------------|
| 3.2 | Encouraging, assisting or deliberately providing occasions to non-employee third parties to threaten and/or physically attack a co-employee for reasons which are directly work connected. | |
| 3.2.1 | If there is actual harm with a minimum penalty of six(6) months imprisonment under the law. | E
D |
| 3.2.2 | Otherwise. | |
| 3.3 | Participating in loud and heated verbal arguments during official working hours and/or within Company premises which disturb the work of others. | A |
| 3.4 | Any employee charge with Moral Turpitude under the courts of law. | E |
| 3.5 | Extorting or any form of oppressive exaction of money or anything of value from a co-employee or from Company client(s), creditor(s) or guest(s). | E |
| 3.6 | Stealing, concealing or deliberately misplacing without justifiable purpose anoher employee's property within Company premises. | E |
| 3.7 | Engaging in money lending at a usurious interest rate, selling tickets of whatever kind, buying or selling goods, making or collecting payments for such goods within Company premises or official working hours. | B |
| 3.8 | Gambling, placing or collecting bets, or participating in any game of chance within Company premises. | C |
| 3.9 | Bringing in, or unauthorized possession of weapons within Company premises or job site. | E |
| 3.10 | Using, selling or pushing prohibited drugs or other substitute. | E |
| 3.11 | Drinking intoxicating drinks within Company premises; reporting for duty intoxicated. Company premises shall include all areas declared as BCDA/JPDC properties in John Hay and Poro Point. | D |
| 3.12 | Smoking in prohibited or restricted area(s). | B |
| 3.13 | Unauthorized entry into restricted areas or unauthorized use of such places; also assisting another person to commit this act | C |
| 3.14 | Holding within Company premises a meeting, conference or similar gathering which is not allowed under prevailing Company policies and practices, nor permitted by a Company officer or his duly authorized representative. | C |
| 3.15 | Creating or contributing to the creation of unclean or unsanitary conditions inside Company premises | B |
| 3.16 | Failure to comply with safety and security requirements that may prejudice the company and its guests. | D |
| 3.17 | Failure to comply with any periodically scheduled physical/medical examination required by the company. | B |

- 3.18 Failure to report lost and found articles (within duty hours). **A**
- 3.19 Failure or refusal to wear official Company ID, uniform, shoes, an/or grooming prescribed for purposes of safety, security or presentability, or wearing those which are explicitly prohibited
 - 3.19.1 Refusal **B**
 - 3.19.2 Failure **A**
- 3.20 Failure to follow prescribed procedures in case of sickness or personal injuries sustained at work or in cases of accidents involving Company vehicle , equipment, or other Company property.
 - 3.20.1 Refusal **C**
 - 3.20.2 Failure **B**
- 3.21 Refusal to acknowledge or sign Company or Management Memoranda. **A**
- 3.22 Unauthorized vending, soliciting, or collecting contributions for any purpose whatever at any time within Company premises. **B**
- 3.23 Committing a crime or misdemeanor not embraced by other provisions within Company premises and conviction by any Court of Law.
 - 3.23.1 If the offense materially or substantially affects the Company interest(s). **E**
 - 3.23.2 Otherwise. **D**
- 3.24 Committing offenses which are penalized with three (3) suspensions during a 12-month period. **E**

4. ACTS OF OMISSIONS CONCERNING RELATIONSHIP WITH SUPERVISOR(S), ATTENDANCE TO AND PERFORMANCE OF ASSIGNED DUTIES

- 4.1 Threatening, intimidating, coercing, provoking to a fight, assaulting, or attacking a supervisor for reasons directly connected with the supervisor's discharge of his official duties.
 - 4.1.1 If there is actual assault or attack. **E**
 - 4.1.2 Otherwise. **D**
- 4.2 Uttering words, doing acts, or making gestures to a superior and vice-versa which are manifestly insulting, or grossly disrespectful. **C**
- 4.3 On the part of the supervisor, deliberately condoning, tolerating, or participating in an offense committed by a subordinate. **D**
- 4.4 Gross or habitual neglect of assigned duty. **E**
- 4.5 Receiving an "unsatisfactory rating" in the Employee Performance Appraisal two (2) times within a 12-month period. **E**
- 4.6 Refusing or failing to do assigned task or to obey official orders, instructions, or

- to follow established procedures.
- 4.6.1 Refusing. **B**
 - 4.6.2 Failing. **A**
 - 4.7 Leaving work assignment during official working hours without punching out and/or without prior permission from the Office Head or immediate supervisor. **C**
 - 4.8 Malingering or pretending to be sick; giving false excuse(s) during a sick leave or absence. **C**
 - 4.9 Sleeping while on duty. **D**
 - 4.10 Doing unauthorized or unofficial work during working hours. **B**
 - 4.11 Engaging, during working hours, in horseplay, scuffling, shoving, or other similar playful activities which are time wasting or which could be injurious to persons or property. **B**
 - 4.12 Wasting time in any other way during official working hours, whether at or away from assigned work place (loafing, loitering, over stretching break periods, idle chatting, etc.) **A**
 - 4.13 Abandonment of job. Absence of five (5) consecutive days without official explanation being received by the Company shall be considered abandonment of job. **E**
 - 4.14 Absence from work without notice and/or without authorization.
 - 4.14.1 For one to two consecutive days. **B**
 - 4.14.2 For three to four consecutive days. **D**
 - 4.14.3 For five days or more. **E**
 - 4.15 Frequent tardiness (15 minutes from reporting time) or at least three (3) times within a 30-day period. **B**
 - 4.16 Committing other acts of insubordination, non-attendance, or neglect or duty embraced by other provisions. **B**

PORO POINT MANAGEMENT CORPORATION

PSNL FORM 17

Date: _____

EMPLOYEE

Address 1

Address 2

Address 3

Greetings:

Re: Notice to Explain

You are hereby notified that management is considering the filing of administrative charge against you before the office of the undersigned due to _____.

You are given _____ hours upon receipt of this notice to explain why no disciplinary action shall be taken against you.

PORO POINT MANAGEMENT CORPORATION

PSNL FORM 18

Date: _____

EMPLOYEE

Address 1

Address 2

Address 3

Greetings:

Re: Notice of Administrative Charge

You are hereby notified that after careful review of your written explanation, management intends to pursue disciplinary action proceedings against you on the ground/s of _____.

A hearing will be conducted to give you a chance to defend yourself in person or with the aid of a representative. You are requested to attend a hearing at _____ (place) on _____ (date) at _____ (time).

PORO POINT MANAGEMENT CORPORATION

PSNL FORM 19

Date: _____

EMPLOYEE

Address 1

Address 2

Address 3

Greetings:

Re: Decision to Suspend/Dismiss

This pertains to the suspension/dismissal proceedings conducted by the management against your person on the grounds of _____.

Pursuant to the letter/notice dated _____, you have filed your written answer regarding the foregoing charges with the office of the undersigned on _____. You have also attended the hearing held on the matter at _____ (place) on _____ (date) at _____ (time), with the aid of a representative.

The testimonials, documentary and real evidence on record has established the following facts:_____.

Under the premises, you have been found liable for the following grounds:_____.

Wherefore, the management has decided to suspend/terminate your services effective on _____ (date).

PORO POINT MANAGEMENT CORPORATION

PSNL Form 20

EMPLOYEE DISCIPLINARY SHEET	
NAME: _____	Date : _____
OFFICE: _____	Position: _____
INFRACTION:	
PARTICULARS OF OFFENSE:	
TYPE OF DISCIPLINARY ACTION	
Verbal Reprimand : _____	Suspension: _____ (____ days)
Written Reprimand : _____	Termination : _____
EFFECTIVITY DATE: _____	
REVIEWED AND APPROVED BY:	
MS. MARIA VICTORIA DE GUZMAN-SORIANO Vice President for HR & Admin	HON. FLORANTE S. GERDAN President & CEO
SIGNED BY:	
Vice President: _____	_____
	Date
_____	_____
MS. MARIA VICTORIA DE GUZMAN-SORIANO Vice President for HR and Admin	Date

