

CODE OF BUSINESS ETHICS and CONDUCT

Pnx-Udenna Insurance Brokers, Inc

Article I

INTRODUCTION

1.1 Pnx-Udenna Insurance Brokers Inc (PUIBI or the Company) demands from its employees utmost fidelity and integrity in the conduct of their work. The company believes that these two qualities of an employee if maintained shall continue to earn for the company a strong position of confidence among its stakeholders, thus it endeavors to uphold and observe an exceptional standard of conduct among its employees.

Article II

SCOPE

2.1 This Code of Conduct applies to all employees, including senior executives and members of the Executive and Management Committees. It provides an outline of the general expectations and sets standards by which employees are expected to conduct themselves. As it does not cover every conceivable subject, it is recommended that employees refer to its general principles to guide them in their activities.

Article III

PURPOSE

3.1 All employees have a responsibility towards fellow employees and the company.

3.2 The purpose of this Code of Conduct (“The Code”) is to provide employees with guidance on the standards of behavior expected of them in performing their duties of employment and in their dealings with a fellow employee.

3.3 The Code provides a general framework of principles to be adopted by all employees with respect to their conduct while being employed by the Company. The Code is not intended to address specific situations that may arise with respect to what is acceptable and unacceptable behavior.

3.4 The standards of conduct required to be met under the Code exist alongside the standards of behavior and performance required of employees under their contract of employment, existing Company policies, government regulations and any other ethical or professional code of conduct that may bind an employee of the Company.

3.5 The Company expects its employees to conduct business in accordance with Philippine laws and regulations. Any suspected criminal violations under the Revised Penal Code of the Philippines or Special Laws will be reported to the appropriate authorities. Non-criminal violations will be investigated and addressed as appropriate.

3.6 Employees are encouraged to consult with Corporate Legal whenever there is any doubt concerning the legality of any matter.

Article IV

GENERAL PRINCIPLES GUIDING EMPLOYEES' CONDUCT

4.1 The Company holds all its employees in high esteem and believes in protecting their human rights as well. The Company believes also in the inherent quality and self discipline of its employees and that they will at all times conduct themselves in a manner expected of them as a decent and upright employee, hence, it has to implement a firm but fair rule of discipline in the workplace.

4.2 In general, employees must be guided by the maxim: "Every person must, in the exercise of his rights and in the performance of his duties, act with justice, give everyone his due, and observe honesty and good faith."

4.3 Pursuant thereto, all employees have a responsibility to :

- i. Treat other employees with fairness, courtesy, respect and without discrimination.
- ii. Act honestly, avoiding situations which may give rise to a conflict of interest or the perception of such a conflict.
- iii. Carry out their duties in a professional, responsible and diligent manner.
- iv. Respect and uphold at all times the good name of the Company.

All offenses or violations of Company policies and rules shall be dealt with accordingly.

Article V STANDARDS TO BE OBSERVED IN PERFORMING DUTIES

5.1 In any organization, ethical guidelines are necessary to maintain a standard of conduct for all. These set of guidelines are applicable to all PUIBI employees. The norms have been carefully written to protect employees against arbitrary action of others, to protect property, and to carry out policies for the good of all concerned.

5.2 The Company is convinced that those who conduct themselves in a responsible and professional manner will not find the guidelines bothersome but, in fact, beneficial, as they guarantee a safe, more orderly work environment.

5.3 In performing their duties of employment employees are expected to observe the following obligations:

- i. Be familiar with and observe the Vision, Mission, Goal, regulations, rules, policies and procedures of the Company.
- ii. To be a law-abiding citizen.

- iii. Be aware of the position of trust they hold and the increased obligation on them when dealing with company clients and at all times act with honesty and integrity.
- iv. Protect and respect the rights and reputations of other persons, in particular employees, clients, and visitors to the Company.
- v. Avoid behavior that could reasonably be perceived as harassment, intimidation, discrimination on any basis, bullying or threatening in any other way.

5.4 Employees must avoid conflict of interest situations. Without limiting the types of situations where conflict arises, employees should :

- i. Not engage in personal relationships of any kind with a Company client whom they deal with.
- ii. Avoid personal relationships with other employees which may give rise to a conflict of interest. For example, when an employee is required to supervise another employee with whom they have a personal or filial relationship.
- iii. Not accept any direct or indirect pecuniary or other benefit from a third party in connection with the performance of duties without prior written permission from the Company.

Where the potential for conflict cannot be avoided, employees should take steps to appropriately disclose that interest.

5.5 Employees should :

- i. Not engage in any scandalous behavior.
- ii. Carry out their duties of employment conscientiously.
- iii. Not encroach into the duties of another employee.
- iv. Comply with any lawful and reasonable direction given by the President, senior officers and executives of the Company or any of their representatives.
- v. Give due credit to the contributions of other employees.

5.6 Employees must take reasonable steps to protect and not disclose confidential information, in general :

- i. Any information pertaining to the operations of the Company;
or
- ii. Any information relating to officers, executives or employees.

5.7 Every employee must :

- i. Demonstrate the highest professional and ethical standards. When making public comment, he/she must clearly identify any views expressed as his/her own and not those of the Company.
- ii. Use Company facilities, resources and information in a proper manner.
- iii. Maintain and observe all safety and health procedures in the workplace. He/she must not do any act or omission which

may cause injury or harm to any other person.

- iv. Not use, distribute, sell, possess or be impaired by the use of drugs and alcohol in the workplace or any Company premises.

Article VI DISCIPLINARY ACTION

6.1 DISCIPLINE is fundamental to the welfare of the Company in achieving efficiency and effectiveness necessary for its corporate growth. Hence, all officers and staff are expected to conduct themselves in a manner compatible with their respective positions and are bound at all times to promote and safeguard the interest of the Corporation as an institution. To this end, it is the Corporation's primary duty to see to it that discipline and order should at all times be maintained.

6.2 In all instances, disciplinary action will be taken only when necessary and will be handled according to the following guidelines :

- i. Sincere efforts will be made to ensure that the discipline is constructive and positive.
- ii. The Company will respect the dignity of its staff at all times. All disciplinary conferences will be held in private.
- iii. Each staff will be given an opportunity to present his/her side of what happened.
- iv. The Senior Management will discharge no employee without a thorough review of the incident.

6.3 The Company strictly adheres to a progressive disciplinary policy. The progression will be followed unless the nature or severity of the incident requires stronger action, up to and including dismissal.

6.4 Disciplinary actions may be served by any of the following:

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|------------------------|---|
| i. Notice of reprimand | Immediate Supervisor |
| ii. Suspension | HR |
| iii. Termination | HR/Legal/Compliance /
Officer/Senior
Management |

6.5 The degree of discipline imposed by the Company for violation of work or safety guidelines, or for other misconduct, depends upon the seriousness of the violation or in light of all the circumstances involved in particular case.

6.6 Some violations result in termination for the first offense. Other violations result lesser disciplinary action for the first offense, such as verbal reprimand, a written reprimand or suspension without pay.

6.7 Immediate supervisors are responsible for informing their staff of the rules and regulations to be followed, the standards of conduct to be met, and the job performance to be achieved.

6.8 All employees are expected to fully acquaint themselves with the rules, procedures and standards of conduct, performance standards of the Company. Those who do not assume the responsibilities set out by these rules, procedures and standards may be subject to disciplinary actions.

6.9 Acts that may result in disciplinary action or dismissal include, but are not limited to:

- i. Incompetence or Neglect of duties;
- ii. Inability to perform assigned duties in a satisfactory manner;
- iii. Misconduct, Acts of Dishonesty, Moral Turpitude;
- iv. Inappropriate use or possession of firearms or any other prohibited weapons in Company premises;

- v. Grave Threats, Violence and Intimidation;
- vi. Insubordination, Absenteeism, Inability to work with others when required;
- vii. Failure to abide by the rules and regulations of the Company;
- viii. Sexual Harassment, Acts of indecency, Immorality;
- ix. Refusal to cooperate or interference with an internal investigation;
- x. Failure to abide by regulatory statutes while on the job;
- xi. The commission of any illegal act under Philippine laws on or off the job that could affect job performance;
- xii. Endangerment of the safety of co-workers or similar behavior;
- xiii. Destruction of Company property;
- xiv. Substance Abuse; and
- xv. Insider Trading and Fraudulent Acts.

6.10 Notwithstanding the prohibitory character of the acts and or omissions contained in this Code, positive motivation rather than punitive control should characterize the execution of the Code. Hence, penalties should be resorted to only when necessary and only to the extent required by the circumstances. Sanctions should be to correct unacceptable conduct or to restore the integrity of order and discipline, never to serve as a mere reprisal, display of power or abuse of authority.

6.11 In the execution, the employee's immediate superior should be guided at all times by impartiality and open-mindedness.

Likewise, in the application of sanctions, consistency and fairness should be aimed for.

Article VII VIOLATIONS AND THEIR CATEGORIES

7.1 Definition. All acts or emissions constituting violations of established Company procedures in the pursuit of its business or other acts prejudicial to the interest of the Company are subject to corrective actions. These include crimes involving moral turpitude as well as other offenses or improper acts which adversely affect the good name of the Company, whether or not these are explicitly defined herein.

7.2 Categories of violations. The seriousness of an act or omission is determined by a combination of factors which include the subject matter of the act, the degree of malice intended and the actual harm, damage or loss arising from such act. Hence, all acts or omission as a consequence of any breach of the provisions of this Code shall be categorized as:

- i. Minor offense - an act or omission involving an infraction of a rule or procedure rather than a positive wrongdoing or a mistake or an act of simple negligence without any malicious intent, and which does not result in any serious inconvenience or loss either to another person or to the Company.
- ii. Second degree offense - implies a habitual disregard for established behavior or matters of concern for the Company; it involves either repeated violations within a relative short period of time of what otherwise would be minor offenses, or an act or omission resulting to serious embarrassment, inconvenience or loss to another person or to the Company.

- iii. Grave offense - is an act or omission characterized by wantonness or gross and inexcusable negligence; or it involves matters which are generally regarded as of substantial interest (e.g. large sums of money, confidential information, Company secrets, etc.); or can give rise to public scandal and consequent erosion of confidence (e.g. dishonesty, habitual drunkenness, immorality and the like); or is maliciously intended or deliberately planned (whether the intended harm is achieved or not); or results in serious financial loss or administrative or operational difficulty; or causes corporate embarrassment to the Company; or seriously undermines duly constituted authority.

Article VIII

SANCTIONS, THEIR EFFECTS AND PRESCRIPTIVE PERIODS

8.1 Corrective measures. In case of minor infractions, counseling shall be mandatory, the minutes thereof duly recorded and signed by both parties, prior to the institution of administrative action.

8.2 Kinds of sanctions :

- i. First warning - a written reminder to the employee that advises him of the acceptable norms of behavior in relation to an act or omission committed.
- ii. Final warning - a documented stern warning stating that a repetition of the same offense shall subject the offender to the penalty of suspension.

- iii. Suspension - a physical detachment from service for a determined period of time without salary and benefits for the duration of the suspension. The period of suspension shall be determined by the gravity of the act or omission committed.
- iv. Dismissal - a dishonorable separation from the service. In cases of dismissal, the employee automatically forfeits all benefits, which would normally accrue to him on retirement or separation for reasons other than for cause.

8.3 Ancillary action. Aside from the foregoing sanctions, the following ancillary action of restitution may be imposed in addition to the principal corrective sanctions in cases of destruction of or damage to the property of the Company, its employee, clients, or other persons doing business with the Company and in cases of theft or fraud. Restitution shall in no way mitigate the act or omission committed and shall not be considered in determining the appropriate disciplinary action. Restitution may be effected in the following manner :

- i. Through PAYROLL DEDUCTION. In cases involving sums of money, loss or damage to property or any other case capable of pecuniary estimation such loss or damage may be deducted from the employee's salary by way of payroll deduction or application of any or all benefits that may be due to the employee such as, but not limited to, retirement benefits. However, in cases of tardiness or under time, any deduction from the salary of the employee is not considered as a disciplinary action for the act or omission committed, the same is merely an administrative remedy in accordance with the principle of "no work, no pay".
- ii. Through OUTRIGHT PAYMENT.

8.4 Prescription period for all minor and second degree offenses. To ensure the efficacy as well as impact of the corrective action to be imposed, the prescriptive periods for offenses with graduated scale of penalties (i.e. penalties become more punitive depending on the frequency in which the act or omission is performed) are:

- i. MINOR OFFENSES - one calendar year from the time the infraction was first committed; and,
- ii. SECOND DEGREE OFFENSES - three (3) calendar years from the time the infraction was first committed.

8.5 Effects of sanctions. Penalties imposed have adverse effects on promotion and Merit rating to further deter the commission of any infraction of this Code, however, a time limit is imposed on these adverse effects in order to protect employees from being unduly burdened beyond such period.

PENALTY	EFFECT ON PROMOTION	EFFECT ON MERIT RATING	EFFECTIVITY PERIOD
Final warning	No Promotion	No rating higher than Good or 3	Up to 6 months from date of disciplinary action was imposed
Suspension of up to 10 working days	No. Promotion	No rating higher than Good or 3	12 months from date of disciplinary action was imposed
Suspension of more than 10 working days	No. Promotion	No rating higher than Good or 3	24 months from date of disciplinary action was imposed

ARTICLE IX

**UNACCEPTABLE BEHAVIORS AND THEIR
CORRESPONDING PENALTIES:**

9.1 This Code of Discipline is not all-inclusive. There may be other acts or omission not explicitly contained herein but which are clearly prejudicial to the welfare/interest of the Company. The Company reserves its right to consider these infractions punished and to impose appropriate sanctions/penalties as warranted by the circumstances of each case.

9.2 The penalties indicated for each offense in the Code should normally be the penalties imposed. This is to ensure some uniformity in the application of sanctions and to ensure that disciplinary actions taken are fair and appropriate.

9.3 Penalties for successive violations of the same work rule shall be progressively more severe than the penalty for a first violation. The succeeding sections are examples of specific acts or omission that are punishable.

9.4 ACTS OF DISHONESTY

i. Taking of property belonging to another, converting or misappropriating Company funds, money, property for personal profit and benefit.	First offense : Dismissal
ii. Intentionally furnishing/giving false or misleading information in the application for employment in order to secure his/her employment with the Company.	First offense : Dismissal
iii. Giving false or misleading information to seek or qualify for any benefit from the Company.	First offense : Dismissal

<p>iv. Submitting fictitious, padded or tampered documents in support of claims for reimbursement or liquidation of expenses for personal profit and gain.</p>	<p>First offense : Dismissal</p>
<p>v. Falsification or tampering of employee time sheet for the purpose of drawing one's salary to defraud the Company</p>	<p>First offense : Dismissal</p>
<p>vi. Planting evidence against another employee for the purpose of unduly imputing crime or the commission of an offense under this Code against another employee or for the purpose of evading responsibility for the commission of the crime/offense under this Code.</p>	<p>First offense : Dismissal</p>
<p>vii. Offering, soliciting or receiving anything of value from any person to perform any act prejudicial to the interest of the Company whether or not said act results in losses to the Company.</p>	<p>First offense : Dismissal</p>
<p>viii. Soliciting money, gifts, shares, benefits or favors from any person through the intercession of another as a condition for the performance of one's duty.</p>	<p>First offense : Dismissal</p>
<p>ix. Use of falsified, tampered or fraudulent receipts for purchases, certification for hospital expenses, etc. to qualify for and/or secure loans under any program of the Company, which would otherwise not be covered/ qualified under the Loan Program.</p>	<p>First offense : Dismissal</p>

<p>x. Giving false statement or testimony in connection with any investigation conducted by the Company.</p>	<p>1st offense: 30 days suspension to dismissal, depending on the gravity of the offense.</p> <p>2nd offense : Dismissal</p>
<p>xi. Punching/logging or otherwise filling-in of another employee's time card or having another punch, log or fill-in one's time card.</p>	<p>1st offense: 30 days suspension</p> <p>2nd offense : Dismissal</p>
<p>xii. Falsification of Company records or documents and tampering with Company equipment or facility for the purpose of defrauding the Company or to commit a dishonest act.</p>	<p>First offense : Dismissal</p>

9.5 INCOMPETENCE, GROSS NEGLIGENCE OF DUTY

<p>i. Disregard or violation of any operating procedures, standing instructions, memoranda, circulars and the like.</p>	<p>Warning as minimum to dismissal as maximum depending on the gravity of the offense.</p>
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<p>ii. Failure to report or withholding information regarding any damage to or loss of Company property.</p>	<p>1st offense: Final warning as minimum to dismissal as maximum depending on the gravity of the offense and/or losses suffered by the Company.</p> <p>2nd offense: 10 days suspension as minimum to dismissal as maximum depending on the gravity of the offense and/or losses suffered by the Company.</p> <p>3rd offense: 30 days suspension as minimum to dismissal as maximum depending on the gravity of the offense and/or losses suffered by the Company.</p> <p>4th offense: Dismissal</p>
<p>iii. Willful holding, slowing down, hindering or limiting work output.</p>	<p>1st offense: 5 days suspension</p> <p>2nd offense: 15 days Suspension</p> <p>3rd offense: Dismissal</p>
<p>iv. Failure to inform/advise higher authority or superior of any instructions, orders or inducement from a superior or higherranking officer to commit any violation of the rules, procedures, policies, etc. of the Company which is grave in nature, resulting in huge or substantial losses to the Company.</p>	<p>1st offense: 5 days suspension</p> <p>2nd offense: 15 days Suspension</p> <p>3rd offense: Dismissal</p>

v. Engaging in unauthorized visit, entertaining of visitors, and making personal telephone calls (except for emergency reasons) during work hours.	1 st offense: First warning 2 nd offense: Final warning 3 rd offense: 3 days Suspension 4 th offense: 5 days Suspension 5 th offense: Refer to insubordination
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9.6 Unsatisfactory performance appraisal rating. In addition to existing policies on the consequential effects of “unsatisfactory” rating of the employee’s yearly Performance Appraisal, the following rules shall likewise apply:

- i. Once an employee receives an unsatisfactory performance rating, his/her performance for the ensuing rating period shall be closely monitored. It shall be the duty of the supervisor to conduct and document Performance Appraisal on a quarterly basis. In the same manner, the performance appraisal shall be discussed with the employee concerned.
- ii. An unsatisfactory performance rating for at least 2 quarters shall be considered as a ground for the termination of the employee.

9.7 NEGLIGENCE TOWARDS WORK RESPONSIBILITIES

<p>i. Unintentionally losing/misplacing Company records causing prejudice to the Company. Final warning to dismissal depending upon the gravity of the offense and/or losses suffered by the Company.</p>	<p>1st offense: 5 days suspension 2nd offense: 15 days Suspension 3rd offense: Dismissal</p>
<p>ii. Allowing oneself to be relieved by another who is known to be under the influence of alcohol or narcotics.</p>	<p>1st offense: 5 days suspension 2nd offense: 15 days Suspension 3rd offense: Dismissal</p>
<p>iii. Failure to conduct proper research, investigation or verification of facts and as a result of which, inaccurate or misleading data are furnished to employee/persons authorized to ask, receive or secure information leading to losses on the part of the Company.</p>	<p>1st offense: Final warning 2nd offense: 3 days Suspension 3rd offense: 5 days Suspension 4th offense: Refer to insubordination</p>
<p>iv. Discourtesy either in words or actions towards superiors, officers, supervisors, clients and other third party individuals doing business with the Company.</p>	<p>1st offense: Final warning 2nd offense: 3 days Suspension 3rd offense: 5 days Suspension 4th offense: Refer to insubordination</p>

<p>v. Unfitness for work due to excessive drinking of alcoholic beverage.</p>	<p>1st offense: Final warning 2nd offense: 3 days Suspension 3rd offense: 5 days Suspension 4th offense: Refer to Insubordination</p>
<p>vi. Participating in any game of chance during work hours or while in the premises of the Company.</p>	<p>1st offense: Final warning 2nd offense: 3 days Suspension 3rd offense: 5 days Suspension 4th offense: Refer to insubordination</p>
<p>vii. Loitering while on duty. "Loitering" includes idleness, bantering, chattering, gossiping, electronic chatting, texting, internet surfing, and excessive and unofficial telephone or cellular phone conversation, and doing personal errands.</p>	<p>1st offense: Final warning 2nd offense: 3 days Suspension 3rd offense: 5 days Suspension 4th offense: Refer to Insubordination</p>
<p>viii. Sleeping during work hours.</p>	<p>1st offense: First warning 2nd offense: Final warning 3rd offense: 3 days Suspension 4th offense: 7 days Suspension</p>

9.8 IMPROPER CONDUCT BEHAVIOR

<p>i. Engaging in indecorous horseplay during working hours.</p>	<p>1st offense: Final warning 2nd offense: 3 days Suspension 3rd offense: 5 days Suspension 4th offense: Refer to Insubordination</p>
<p>ii. Spreading derogatory rumor or information about any employee, client or any third party doing business with the Company.</p>	<p>1st offense: 5 days suspension 2nd offense: 15 days Suspension 3rd offense: Dismissal</p>
<p>iii. Threatening, intimidating or coercing a co-employee, visitor or client of the Company with bodily harm or injury.</p>	<p>1st offense: Final warning to dismissal depending on the gravity of the offense. 2nd offense: Dismissal.</p>
<p>iv. Fighting or inflicting bodily harm or injury on another, whether a co-employee, visitors or client of the Company.</p>	<p>1st offense: Final warning to dismissal depending on the gravity of the offense. 2nd offense: Dismissal.</p>

v. Vandalism.	1 st offense; 10 days suspension to dismissal depending on the gravity of the offense. 2 nd offense: Dismissal
vi. Intentional and malicious disruption of Company operations.	1 st offense; 15 days suspension to dismissal depending on the gravity of the offense. 2 nd offense: Dismissal
vii. Entering the company premises or conferences, seminars and other official functions supported and/or sponsored by the Company under the influence of alcohol or illegal drugs.	1 st offense: 7 days Suspension 2 nd offense: Dismissal
viii. Possession and/or distributing of pornographic materials which directly causes disruption of work.	1 st offense: 3 days Suspension 2 nd offense: 10 days Suspension 3 rd offense: Dismissal
ix. Possession/use of illegal or habit – forming drugs within the Company premises.	1 st offense: Dismissal

9.10 INDECENCY AND IMMORALITY

All employees must maintain at all times high moral standards of behavior and must refrain from indecent, lewd and immoral acts which could give occasion for scandal or loss of confidence in the Company.

Penalty for immoral behavior shall range from WARNING to DISMISSAL depending upon the gravity of the offense.

9.11 INSUBORDINATION

Every employee must comply with and perform all reasonable directives and instructions of duly authorized superiors to maintain the work-flow and promote harmony and good order which are essential to the efficiency of operations and the realization of the corporate objectives of the Company. Acts having the effect of disregarding, undermining or weakening the influence or authority of supervisors are violations of this rule.

Insubordination includes but not limited to the following:

- i. Willfully refusing without any valid reason to accept work, shift, assignment, or specific instructions given by a superior or senior officer.
- ii. Refusal to follow or comply with reasonable orders, instructions and directives of superiors.
- iii. Failure to acknowledge, respond to, or act on official communication addressed to the employee by a superior officer within reasonable time. A lapse of three (3) days is not reasonable without any valid or justifiable reason.

Disciplinary Action: Final WARNING to DISMISSAL, depending upon the gravity of the offense.

9.12 FAILURE TO PROTECT THE COMPANY'S INTEREST/CONFLICT OF INTEREST

9.13 ATTENDANCE AND OFFICE HOURS

9.13.1 All employees must observe punctuality and diligence. Habitual tardiness reflects badly on both the individual and the organization. Habitual tardiness greatly affects not only one's work, but the morale of other employees as well and disrupt the delivery of service to the Company's clients. Habitual tardiness is defined as being late more than four times in one month; or being late for more than 120 minutes. Whichever comes first. Habitual tardiness is subject to disciplinary action.

9.13.2 Regular working days are from Monday to Friday and regular working hours are from 8:00 AM to 5:00 PM, except when: a) designated otherwise by one's Supervisor in accordance with his/her job assignment with the approval of the BU Head; or b) covered by a different time scheme approved by the management. Sanctions are imposed for frequent tardiness and unauthorized absences. The Company observes all regular and special holidays as declared by the President of the Philippines, and company holidays set by the Company President.

9.13.3 For security reasons, the Company discourages employees from remaining inside office premises after 6:00 PM and during weekends unless they are finishing work assignments. Employees are required to display their IDs at all times while inside Company premises.

9.13.4 All employees can only receive guests at designated places unless the visit is a business or client call. Soliciting agencies, vendors and mendicants are discouraged from entering the Company offices.

9.13.5 Sanction for unauthorized absences, tardiness.

<p>i. Unexcused/Unauthorized and/or absence for 1 or 2 days.</p>	<p>1st offense : Final warning 2nd offense : 3 days Suspension 3rd offense : 4th5days Suspension offense : Same penalty for insubordination</p>
<p>ii. Unauthorized and/or unexcused absence consecutively for 3-5 days.</p>	<p>1st offense : Final warning 2nd offense : 3 days Suspension 3rd offense : 5days Suspension 4th offense : Same penalty for insubordination</p>

<p>iii. Unauthorized and/or unexcused absences consecutively for 6 or more working days.</p>	<p>1st offense : 8 days suspension to dismissal depending on gravity of reason for such absences and its intent.</p> <p>2nd offense : DISMISSAL</p>
<p>iv. Unexcused tardiness/under time for five (5) times or an accumulation of one (1) hour in a calendar month.</p>	<p>1st offense : First warning 2nd offense : Final warning 3rd offense : 3 days Suspension 4th offense : 5days Suspension 5th offense : Same penalty for insubordination</p>
<p>v. Under time-leaving of post before lunch break or end of shift.</p>	<p>1st offense : First warning 2nd offense : Final warning 3rd offense : 3 days Suspension 4th offense : 5days Suspension 5th offense : Same penalty for insubordination</p>
<p>vi. Failure to log in at the biometric system.</p>	<p>1st offense : First warning 2nd offense : Final warning 3rd offense : 3 days Suspension 4th offense : 5 days Suspension 5th offense : Same penalty for insubordination</p>

9.14 SICK LEAVE

9.14.1 The rules and requirements regarding sick leave must be complied with by employees who need to avail of this benefit. Failure to do so and any act abusing this benefit shall constitute an offense against this provision.

9.14.2 The following are some examples of violations of this provision but not necessarily limited to them:

<p>i. Availing of sick leave benefit without notifying or informing one's superior of the reason/nature of illness within 24 hours from the time the leave is taken.</p>	<p>1st offense : First warning 2nd offense : Final warning 3rd offense : 5 days suspension 4th offense : 10 days suspension 5th offense : DISMISSAL</p>
<p>ii. Without prior authorization, extending the original period of sick leave previously authorized.</p>	<p>1st offense : First warning 2nd offense : Final warning 3rd offense : 5 days suspension 4th offense : 10 days suspension 5th offense : DISMISSAL</p>
<p>iii. Refusal/failure, without justifiable reason, to report to the Medical Department as instructed by the Company physician or superior on sick leave.</p>	<p>1st offense : First warning 2nd offense : Final warning 3rd offense : 5 days suspension 4th offense : 10 days suspension 5th offense : DISMISSAL</p>
<p>iv. Leaving house confinement while on sick leave except for valid reasons like consulting a physician.</p>	<p>1st offense : 5 days suspension 2nd offense : 15 days suspension 3rd offense : DISMISSAL</p>

9.15 UNIFORM AND ID CARD

9.15.1 All employees subject to a prescribed uniform must wear their uniforms during official working hours/days in accordance with the schedule set for each uniform cut/style. Company-issued identification cards must also be worn at all times while an employee is in the Company premises. Failure to abide by this rule shall constitute an offense and shall incur the following penalties:

- 1st offense : First warning
- 2nd offense : Final warning
- 3rd offense : 5 days suspension
- 4th offense : 10 days suspension
- 5th offense : Same penalty for insubordination

9.16 USE OF COMPANY PROPERTY

9.16.1 All employees are responsible for the proper use of all Company property. These include, but are not limited to, information, facilities, equipment, software, vehicles and supplies owned or leased by the Company that are otherwise in the possession of the Company. Sanctions and possible legal action shall be imposed upon any employee who steals or removes such property without proper authorization.

Penalty: Final WARNING to DISMISSAL depending upon the extent of the damage.

9.17 SECURITY AND SAFETY

9.17.1 Employees of the Company must promote safety and preserve security within the Company premises. They are expected at all times to abide by the safety rules and regulations of the Company.

9.17.2 Penalties for violations of this provision shall range from warning to immediate dismissal depending upon the gravity of the offenses against this provision but not limited to the following:

i. Unauthorized possession of firearms, explosives, long knives and other deadly weapons within the Company premises.	1 st offense : 10 days SUSPENSION to DISMISSAL depending on the purpose and/or intent to cause harm or injury. 2 nd offense : DISMISSAL
ii. Refusal to submit for inspection/ investigation to the authorized security personnel of the Company while in the premises of the Company.	1 st offense : Final WARNING to DISMISSAL depending on the intent/reason for refusal 2 nd offense : DISMISSAL

9. 18. OTHER OFFENSES

<p>i. Conviction of a crime involving moral turpitude.</p>	<p>DISMISSAL</p>
<p>ii. Commission of five (5) or more different acts or omissions listed in this Code within a period of twelve (12) months.</p>	<p>Final WARNING to DISMISSAL depending upon the gravity of the offenses committed.</p>
<p>iii. Unauthorized posting leaflets, posters, messages. Propaganda materials on the walls, bulletin boards, or similar places within the Company premises, and/or the unauthorized removal of Company memos, posters, circulars, etc. from the bulletin boards of the Company.</p>	<p>1st offense - Final warning 2nd offense - 3 days suspension 3rd offense - 5 days suspension DISMISSAL 4th offense : Same penalty for insubordination</p>