

TABLE OF CONTENTS

II.	Introduction	1
III.	Objectives	2
IV.	Coverage	2
V.	Corporate Core Values	2
VI.	General Implementing Rules	3
VII.	Disciplinary and Administrative Proceedings.....	4
	1. Discovery and Reporting of Incident / Violation	
	2. Due Process	
	3. Case Evaluation	
	4. Decision	
	5. Appeal	
VIII.	Disciplinary Actions	8
	1. Written Warning / Final Warning	
	2. Suspension / Demotion	
	3. Dismissal / Termination of Services	
	4. Additional Actions	
IX.	Table of Sanctions	10
X.	Classification of Offense	11
	1. Minor Offense	
	2. Moderate Offense	
	3. Major Offense	
XI.	Policies	13
XII.	Confidential Information	24
XII.	Code of Conduct Acknowledgment.....	25

INTRODUCTION

ASIALINK FINANCE CORPORATION is one of the leading and fastest growing finance companies in the country today. To sustain this good standing, the trust and support of our clients to whom we do business with is vital to the continued growth and success of the Companies.

Employees, being the backbone of the Organization, have a big role in preserving this reputation. Not only by providing quality and efficient service to clients but also by conducting ourselves to the highest standards of professionalism, integrity and commitment in the course of doing business.

The Code of Conduct was promulgated to guide each employee and to uphold discipline and values in the performance of our duties and responsibilities. It is important that each one of us fully understand the policies and observe them with utmost diligence. We hereby enjoin everyone to read carefully its content and together let us join hands in fostering a healthy and positive work environment.

OBJECTIVES

The Code of Conduct aims to:

1. Set certain standards of discipline and business ethics to employees.
2. Provide general statements regarding company's expectations as to the acceptable behavior of employees in dealing with co-workers and clients.
3. Establish proper procedure and guidelines in handling Disciplinary and Administrative cases and ensure fair, prompt and consistent implementation of appropriate Disciplinary Actions

COVERAGE

All employees, regardless of employment status, are covered by this Code of Conduct.

The Code also covers all employees who have already resigned / separated but have not been issued a Company Clearance.

CORPORATE CORE VALUES

- We provide full support and commitment to our valued clients through sound decision / judgment.
- We strongly adhere to “can do” and “anything can be achieved” attitude towards objective and goal.
- We commit to honesty and integrity in our words and in our actions.
- We value performance on the attainment of goals and objectives in pursuit of the Company's Mission.
- We endeavor to provide rewards and recognition to those who contribute the most to the Company.

GENERAL IMPLEMENTING RULES

1. The Management reserves the right to enforce discipline to employees, terminate employment for other offenses or misconduct not listed herein, as warranted by circumstances and in accordance with the Labor Code.
2. The Management has the sole prerogative to downgrade the sanction if warranted by circumstances. In the same manner, at the sole discretion of Management, an offense or violation of the rules may be mitigated to a lower penalty by virtue of the outstanding performance record of the employee concerned, gravity of the infraction, position and rank of the employee and other relevant circumstances.
3. In cases involving damage / loss of Company property, the Company reserves the right to recover payment for the damages / losses from the offender or anybody responsible thereof, in addition to the appropriate disciplinary action prescribed in the Code of Conduct.
4. No employee shall be excused from receiving disciplinary/administrative sanctions for violation of the Code of Conduct due to ignorance of the policies, rules and regulations of the Company as well as memoranda, circulars published and disseminated to employees.
5. Whenever a single act or omission constitutes two or more infractions or offenses, the higher applicable penalty shall be imposed provided the infractions or offenses are collectively not tantamount to termination.
6. Maintaining discipline is the responsibility of each Supervisor and Department Head. The role of HR is to provide counsel and ensure the fair and consistent enforcement of the Code of Conduct.
7. Circulars, Memoranda, Operational Instructions and Procedures and Policies issued from time to time, shall form part of the Company's Code of Conduct. Any violation of the same shall be subject to such disciplinary action as may be provided for or subject to the discretion of the Management.
8. Clean Slate - For Class A and Grooming Offense, the violation will be wiped clean after the anniversary date of the said violation. Starting from the date of the latest offense, move back twelve (12) months to review the number of violations committed for the same offense within the period.
9. Class B, C, D, and E Offenses shall not be covered by the Clean Slate Rule. Violations committed under these classifications shall not be

wiped clean from the employee's record but shall be considered in determining the appropriate disciplinary action.

For Tardiness and Attendance violation, all Punctuality records shall be wiped clean beginning January 1 of the succeeding year.

DISCIPLINARY AND ADMINISTRATIVE PROCEEDINGS

1. Discovery and reporting of Incident / Violation

Any employee who wishes to file a complaint against a co-employee, or who requests for an investigation on any violation of Company Policies may do so in a written complaint, Memorandum or Incident Report. The complaint, memorandum or Incident Report must contain the date, time, place of incident, name of the person/s concerned, and detailed description of the complained incident. For major cases, report must be properly validated or notarized, if necessary, with supporting documents or written statements of witnesses.

2. Due Process

The right of the employee to be heard, to defend himself/herself and to present evidences in support of one's defense shall at all times be respected in accordance with the law.

No sanction shall be imposed to the employee unless the following rules in administrative due process are followed:

- In compliance with the Due Process requirement, the employee being charged of infraction shall be notified in writing through issuance of **Notice to Explain (NTE)**. The HRD, General Manager or Audit Department shall ensure the issuance of NTE. The employee shall be required to submit his/her written explanation within five (5) days upon receipt of the Notice. The employee's Immediate Superior, Auditor or HR representative shall facilitate the actual serving of the Notice to the employee. In case of non-acknowledgment, HRD will require two (2) witnesses who will attest of the service of the notice and indicate,
- *"Issued original copy but refused to acknowledge receipt"*. HRD shall likewise send a copy via registered mail to the last known/latest address of the employee on record. In case the employee is no longer reporting for work, NTE will be served via Registered Mail (RM) at his/her last known/ latest residence address.

- The employee charged of a Major Offense may be temporarily relieved of his/her regular duties pending investigation. The employee may be placed under **Preventive Suspension (PS)** without pay for a serious infraction and his/her continued presence inside the Company premises poses an imminent threat to the interests of the Company, its property, or the safety of other employees.

The Preventive Suspension (PS) shall not exceed the maximum period of thirty (30) calendar days from receipt of the Notice of Suspension, unless another starting date of the Preventive Suspension is indicated in the Notice. During which time, the salary of the employee shall be withheld pending the resolution of the investigation. On or before the end of the thirty-day period, final resolution of the case (reinstatement, suspension, termination) will be established. If after the thirty (30)-day period, the investigation has not yet finished and if warranted by circumstances, the suspension may be extended. However, the employee shall be paid the wages and other benefits due him during the extended period of Preventive Suspension unless the Investigation Committee was constrained to extend the period due to fault of employee.

Instances where Preventive Suspension may be effected:

1. When the property of the Company is in danger of loss / destruction;
2. When the continued employment of the employee will impede the investigation;
3. When the lives of employees may be endangered; and
4. When moral issues are involved.

Only the following Officers of the Company may impose and implement Preventive Suspension to the employee:

1. President
2. General Manager
3. In-house Legal Counsel
4. HRD

If the employee has been placed under Preventive Suspension by any Officer other than those mentioned above, he / she shall report the same immediately to the General Manager or the HRD for proper clarification, otherwise, the employee concerned shall be deemed to have failed to report to work or abandoned his post.

The HRD or the General Manager in coordination with the HRD shall ensure the implementation of the Preventive Suspension.

- **Written Explanation** should be prepared and submitted by the employee in legal size, legible handwriting with his/her signature

over printed name and date. The prescriptive period for submission of the Written Explanation is within five (5) days upon receipt of the Notice to Explain.

- An **Administrative Hearing** is conducted to employee being charged of a Major Offense. The purpose of the Hearing is to provide the employee an opportunity to be heard and to present relevant evidence or testimony with the assistance of his/her Counsel or representative (if he/she desires).

The Administrative Hearing is conducted by the Investigation Committee composed of the Legal Counsel, if necessary, General Manager, Group HR Head or HR Head, Audit Head and representative from HR-Employee Relations Section. The administrative hearing is facilitated by the HRD. A Notice of Administrative Hearing will be issued by the HRD to the subject employee concerning the schedule and venue.

3. Case Evaluation

The evaluation of the Case for Minor and Moderate Offense shall be facilitated by the HRD, while for Major Offense, evaluation shall be done by the Investigation Committee immediately following the Administrative Hearing (See IX for the Classification of Offenses to Minor, Moderate or Major). The following are considered in the evaluation of a case:

1. Review of Incident Report
2. Written explanation
3. Result of Administrative Hearing (for Major Cases)
4. Mitigating and aggravating circumstances
5. Past records of employee, excluding those wiped clean by the Clean Slate Rule
6. Case summary and recommendations

4. Decision

The decision on the case must be based on substantial and sufficient evidence to support a conclusion. The HRD shall issue the Notice (Notice of Disciplinary Action) informing the employee about the decision of the Investigation Committee on the case. This will be served to the employee personally at his/her workplace and/or through Registered Mail to his/her residence address on record in cases where the employee is under Preventive Suspension or is no longer reporting for work.

If warranted by evidence, the corresponding civil or criminal liability (ies) of the charged employee shall be determined by the concerned General Manager who shall forthwith endorse it to the Legal Department for the filing of the appropriate civil or criminal action, as the case may be.

All original documents and papers, except audit reports, subject of the investigation shall be at the custody of the HRD. These records, documents and papers shall be kept strictly confidential and shall be accessible only to personnel and Officers of the Company holding confidential position and acting in their official capacities.

All communications relative to the violations and sanctions shall form part of the employee's 201 File.

5. Appeal

If the employee would like to appeal or seek reconsideration on the decision rendered, a Letter of Appeal/Reconsideration addressed to the HRD should be submitted not later than two (2) days from the date the employee received the Notice of Disciplinary Action.

The HRD and the Investigation Committee shall conduct reinvestigation within a maximum period of five (5) calendar days unless there is no sufficient ground for reopening the case. The results will be communicated to the employee through a memorandum.

DISCIPLINARY ACTIONS

1. Written Warning / Final Warning

This is a documented stern warning that repetition of same offense in the future shall deserve a more severe penalty.

2. Suspension

A temporary, enforced absence from duty without pay applied to habitual violations of minor offenses or repeated violations of moderate offenses. While under Suspension, the employee shall not be allowed to enter the premises of the company or work. The employee shall surrender his/her Company ID, keys, documents and the like.

Suspension as a penalty is separate and distinct from Preventive Suspension. However, the period served during the Preventive Suspension may be credited to the Suspension as penalty upon recommendation of the Investigation Committee.

Demotion

A reduction in rank or position in an organizational hierarchy as a result of inefficiency in performance or a Disciplinary Action.

3. Dismissal / Termination of Services

The permanent separation of employment with the Company for a cause. This penalty is imposed on an employee who commits serious offense or habitual violations (of offenses) resulting to adverse effect or damage to the Company, its employees and property or the employee's continued employment is detrimental to the interest of the Company.

4. Additional Actions

CLASSIFICATION OF OFFENSE	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	6 th Offense
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Payroll Deduction - For cases involving money, collection, loss or damage to property, the cost of damage shall be deducted from the employee's salary by way of payroll deduction.

Forfeiture of Incentives/Profit Sharing - The employee will not be entitled to receive his/her proportionate share in the profit of the Company/incentives for the applicable month with due regard to the gravity of the offense committed and the corresponding amount of loss/damage incurred by the Company, in cases sanctioned by Suspension or higher.

Right to Search - While on Company premises conducting business, employees are subject to search and surveillance, at the sole discretion of the Company and even without notification.

Right to Legal Action - Any violation of the foregoing Company's Code of Conduct resulting in losses due to dishonesty, damage to Company property, or disruption of business operations may, if the Company deems it warranted, aside from the institution of the appropriate Disciplinary Action, be prosecuted in the proper court of justice for the protection of the interest of the Company.

TABLE OF SANCTIONS

The Offenses are classified as **Class A** for Minor Offense, **Class B and C** for Moderate Offense and **Class D and E** for Major Offense.

Except for Attendance, Punctuality and Grooming, below is the Table of Sanction used by the Management as a guideline in the imposition of penalties:

MINOR	CLASS A	Written Warning	1 Day Suspension	5 Days Suspension	15 Days Suspension	30 Days Suspension	Dismissal
MODERATE	CLASS B	1 Day Suspension	5 Days Suspension	15 Days Suspension	30 Days Suspension	Dismissal	
	CLASS C	5 Days Suspension	15 Days Suspension	30 Days Suspension	Dismissal		
MAJOR	CLASS D	30 Days Suspension	Dismissal				
	CLASS E	Dismissal					

CLASSIFICATION OF OFFENSE

Minor Offense

An act or omission involving simple violation of Company Policies and Procedures with no adverse effect or damage to the Company, its employees or property, but only results in minor inconvenience or delays.

- Committed without malicious, criminal or fraudulent intent
- No loss to Company or exposure to risk of loss.
- Committed by oversight, and the like even after exercising due diligence.

Moderate Offense

An act or omission that is habitual or repetitive within a short period of time with adverse effect or damage, no matter how temporary.

- Those bordering on simple negligence and misconduct and failure to exercise due diligence.
- Resulting to serious embarrassment, inconvenience or minor loss to another person or to the Company.
- Willful disobedience by the employee of the lawful orders of the Company.

Major Offense

Infractions against standard procedures, rules or norms of conduct; company personnel, company property (material or intellectual), clients, guests and/or general public with a long lasting adverse effect and/or damage.

- a. Commission of malicious, fraudulent or criminal act against the Company, its Officers, co-employees, clients, visitors and other stakeholders regardless of amount involved and the extent of damage
- b. Serious misconduct/misbehavior committed against Officers, co-employees, clients, visitors and other stakeholders
- c. Willful dishonesty in relation to the discharge of one's function and in one's qualification for employment.
- d. Gross or habitual neglect of duty which resulted to loss or damage to Company

POLICIES

MINOR OFFENSE

- A. Committed without malicious, criminal or fraudulent intent*
- B. No loss to Company or exposure to risk of loss.*
- C. Committed by oversight, and the like even after exercising due diligence.*

CLASS A

- 1. Failure to follow the prescribed work schedule.
- 2. Unauthorized deviation from one's normal duties and responsibilities: systems, procedures or flow of operations without authorization from the immediate superior.
- 3. Delay in the performance of assigned task without loss to the Company or exposure to risk of loss.
- 4. Cash shortage / overage or mingling of funds.
- 5. Non-completion of a job within specified time without any reasonable cause.
- 6. Unauthorized shifting of work schedules.
- 7. Leaving work areas during regular work hours without the permission of Immediate Superior or Department Head.
- 8. Unauthorized opening or reading of, or browsing over official or personal communications, documents, and the like.
- 9. Loafing, loitering, or wasting Company time.

10. Allowing unauthorized outsiders or visitors to stay, loiter or sleep inside the premises of the Company.
11. Reading materials, surfing / browsing the internet, not in any way related to an employee's work during Company time
12. Receiving private visitors (for reasons not related to business activities) during office hours without the approval of Superior.
13. Sleeping during office hours.
14. Unauthorized break periods which are prolonged, unscheduled or in excess of prescribed time.
15. Hiding one's attendance record or those of others.
16. Smoking inside office premises or in strictly prohibited areas.
17. Unauthorized and/or excessive use of company phone, cellphone, computer and the like (without prejudice to the charging of actual expenses incurred).
18. Improper conduct in correspondence like yahoo messenger, e-mail and the like.
19. Not answering official text message or phone call in relation to the work without justifiable reason.
20. Any defective work resulting in wastage of materials, man-hours, or any of the other Company resources.

MODERATE OFFENSE

- A. *Those bordering on simple negligence and misconduct and failure to exercise due diligence.*
- B. *Resulting to serious embarrassment, inconvenience or minor loss to another person or to the Company.*
- C. *Willful disobedience by the employee of the lawful orders of the Company.*

CLASS B

1. Refusal to render overtime when the exigency of the service so requires.
2. Bickering, petty rivalry, gossiping and / or injuring the reputation of other employees through false statements (rumor mongering).

3. Willful and deliberate refusal to carry out a reasonable order or instruction to perform a designated work given by an officer of the company.
4. Any act that would delay, obstruct or impede the speedy investigation, disposition or resolution of cases.
5. Any other form of negligence and/or inefficiency that may prejudice the interest of the Company, including negligence in the servicing of clients or undue delegation of one's primary and exclusive function to others.
6. Failure to report the loss of Company property (including records) under one's accountability within 24 hours from discovery of the loss or failure to discover losses within a reasonable period.
7. Furnishing false, misleading or inaccurate data / information as a result of employee's neglect or failure to discharge his duty to make proper research, investigation or verification, which act causes prejudice to the Company.
8. Failure of the supervisor / manager or designate, who has acquired knowledge of a violation of Company Policies prejudicial to the interest of the Company, to take steps to prevent and / or report the violation.
9. Writing, posting unauthorized memorandum or removing / destroying announcement in the company's bulletin board.
10. Soliciting for any purpose without Management's approval, selling anything during work hours or in work areas when such actions adversely affect work performance.
11. Receiving personal gifts (cash or kind) from suppliers, clients and other parties doing business with the Company, without the knowledge and permission of the Management.
12. Borrowing money / goods from clients, agents, suppliers, visitors and other parties doing business with the Company.
13. Favoring or giving preference to transactions involving one's personal interest or that of one's family, friends and relatives within the second degree of consanguinity.
14. Requiring subordinates or co-employees to perform work for personal interest during office hours.
15. The use of Company Letterhead for any personal or non-business purpose is prohibited.

16. Violating safety and security rules and practices in the performance of work for the Company or in the use of company's facilities for any purpose.
17. Unauthorized entering of, or presence in the office of Executives, restricted areas or unauthorized stay within the Company premises including holding unauthorized meeting within the Company premises at any time.
18. Giving Company identification materials to any person not entitled to enter the Company premises.
19. Refusal to comply with, or submit to inspection, or security regulations.
20. Failure to submit valid NBI Clearance/Police Clearance or Physical/Medical Examination when required by the Company without justifiable reason. In addition to the appropriate sanction, the employee concerned shall not be permitted to return-to-work unless he / she submits the documents.
21. Other unauthorized activities or acts inimical to the security and safety of the Company properties, its officers, employees and other persons.
22. Wastage of company resources like electricity, water and the like.

CLASS C

1. Humiliating company officers, personnel, clients or visitors such as shouting and making unnecessary noise to embarrass or humiliate them.
2. Using insulting, abusive or profane language, or provoking, challenging or threatening fellow employees, and other form of misconduct or misbehavior within the premises of the Company.
3. Making unauthorized repairs or improper use of Company resources such as equipment, machines, or other properties which resulted to loss or damage.

MAJOR OFFENSE

- A. *Commission of malicious, fraudulent or criminal act against the Company, its Officers, co-employees, clients, visitors and other stakeholders regardless of amount involved and the extent of damage*
- B. *Serious misconduct / misbehavior committed against Officers, co-employees, clients, visitors and other stakeholders*

- C. Willful dishonesty in relation to the discharge of one's function and in one's qualification for employment.*
- D. Gross or habitual neglect of duty which resulted to loss or damage to Company*

CLASS D

1. Conspiring to commit an offense under the established rules and regulations of the Company.
2. Causing, provoking others to disturbance, disorders or plots which will result in disruption of Company business.
3. Attempting to inflict bodily harm or injury on any person while inside the premises of the Company.
4. Insult, discourtesy, rudeness, or any unlawful aggression to any Company client.
5. Concealing or hiding one's defective work or damaged property to escape liability.
6. Flashing / exhibition, distribution and posting of pornographic material within Company premises.
7. Installing software or using disk from unreliable source which causes damage to company's file.
8. Drinking liquor or alcoholic beverage though outside of working hours but inside the premises of the Company.

CLASS E

1. Any act of vandalism or willful destruction of Company property or records.
2. Possession or being under the influence of prohibited drugs while inside the premises of the Company.
3. Inflicting physical harm to superior officers, employees or clients.
4. Working under the influence of, or drinking liquor while on duty.
5. Gross insubordination to officials of the Company or Superior Officers.
6. Any act that tends to destroy, or actually destroys the image or the goodwill of the Company.

7. Possession of firearms, explosives or any deadly weapon while on duty; or attempting to bring the same inside the premises of the Company.
8. Abandonment of work. Failure to report to work for five (5) consecutive working days without notice shall be considered abandonment of work.
9. Allowing unauthorized user / person to gain access to the Company System by use of own account and password.
10. Accepting or demanding directly or indirectly money or anything of value or any consideration or service in relation to any Company transactions.
11. Demanding any amount in excess of the financial, non-financial charges or other charges prescribed by the Company.
12. Falsification of or attempt to falsify Company records, receipts, reports, documents or the like; or any attempt to misrepresent or misrepresentation in this regard.
13. Forging the signatures of Company Officers or those of other employees whether for gain or not.
14. Withdrawing / bringing home for personal use of entrusted company funds, materials, property, and the like.
15. Stealing of property, records, documents, of the Company, or those of fellow employees or of other persons within the premises of the Company, including those of Company clients or suppliers; or obtaining any of such properties, records, documents or effects in a fraudulent manner.
16. Fraudulent statements or concealment of information with the intent to deceive the Company in the application for employment.
17. Misappropriation of funds/ collections or other property due to the company, deliberately mis-posting accounts to favor oneself or another person and making any other false entries on systems, records and reports.
18. A false expense claim is considered to be theft of Company fund. A Supervisor who knowingly approves a false expense claim is considered accomplice to the theft of Company funds.
19. Committing a crime and / or being accused by somebody of crime involving moral turpitude under the law of the Philippines.
20. Conviction in a criminal case involving moral turpitude (affecting the moral character).

21. Incompetence or gross negligence, resulting to injury to personnel and / or damage / loss of property belonging to the Company or third party or otherwise causing an expense to be incurred by the Company.
22. Participating in, or soliciting bets or any form of gambling activities or games, fabrication of deadly weapons within Company premises.
23. Substituting Company property with another or obtaining / releasing them through fraud and deceits.
24. Granting sexual favors for advancement or personal gain.
25. Indecency or acts of lasciviousness committed within company premises.
26. Sexual Harassment as defined by law.
27. Conducting personal activities or engaging in activities that may impair, compete or be in conflict with the business of the Company.
28. Holding a secondary job/employment with another company without the knowledge and approval of the Management.
29. Installing/downloading unlicensed software or system.
30. Giving vital information, revealing the contents of, or furnishing confidential records, data, documents, and the like, to unauthorized employees or third persons including competitors.
31. Tampering of Attendance Record such as erasing / altering entries in own or another employee's attendance record, unauthorized time entries, punching of another employee's time card, requesting another employee to time in in their behalf, defacing / destroying one's timecard / attendance record or those of others and other similar acts whether for profit or not.
32. Other acts of dishonesty and fraudulence.
33. Fighting inside the premises of the Company.
34. Random drug test with positive result/ Refusal to undergo random drug test without justifiable reason.

PUNCTUALITY AND UNAUTHORIZED UNDERTIME

1. Frequent or excessive tardiness is not acceptable. Employee who incurs a total of sixty (60) minutes or five (5) instances of tardiness in a month, whichever comes first, shall be sanctioned accordingly.
2. Unauthorized under time – Leaving the work premises earlier than the official closing time without proper notification and approval of the Immediate Superior / Department Head. (See Policy on under time)

PENALTY:	1st Offense	Counseling
	2nd Offense	Written Warning
	3rd Offense	Final Warning
	4th Offense	1 Day Suspension
	5th Offense	5 Days Suspension
	6th Offense	15 Days Suspension
	7th Offense	30 Days Suspension
	8th Offense	Dismissal

ATTENDANCE

1. Unauthorized Absences:
 - a. When the absence is not duly covered by an approved leave application.
 - b. When prior notice of absence is not given within the regulation period (11:00 AM each day of absence).
 - c. When approved leave is extended without due notice.
 - d. When employee fails to file leave form application (in case of emergency or sickness) upon his/her return to work.
 - e. When the reason for leave is not considered justified and therefore, the leave application is disapproved by the Department Head.
 - f. When the employee fails to time in/out and fails to obtain the approval of the Department Head and HR Head for “no entry” or fails to submit duly approved Official Business Form for the dates without time entries.
2. In case of illness, a notification for absence whether through phone call or SMS, must be done on the first day of sickness, and received by the Department Head/Immediate Superior. For three-day absence due to illness/sickness, a Medical Certificate from his attending physician must be provided upon return to work.
3. An indefinite leave of absence for any cause is not allowed. Absence of more than seven (7) days at any given time shall be subject to the approval of the General Manager prior to the effectivity thereof. In case of approval, a duly signed leave form must be filed with HRD, likewise prior to the effectivity of said approved leave.

PENALTY:	1st Offense	Written Warning
	2nd Offense	Final Warning
	3rd Offense	1 Day Suspension

4th Offense	5 Days Suspension
5th Offense	15 Days Suspension
6th Offense	30 Days Suspension
7th Offense	Dismissal

4. Absences without leave of more than five (5) consecutive days at any given time may be construed as abandonment of work. In this case, a Notice to Report to Work to the employee shall be issued by the HRD that shall be sent via registered mail to the employee's last known/latest address. The employee shall report within five (5) days from receipt of said notice. After the lapse of the five (5) days period and the employee fails to report to work or submit a justifiable explanation for his absence or his continued absence, the Management may terminate said employee for abandonment of work and shall have the option to hire a replacement.

GROOMING

1. Employees are required to wear the proper company uniform on prescribed days and occasions. The Company ID is considered part of the prescribed uniform and must be worn at all times within company premises.
2. Uniform should not be worn over colored shirts with short or long sleeves.
3. Our Dress Code does not allow provocative clothing such as backless, tube, spaghetti-strapped blouse, sleeveless blouse, blouse or shirt without blazer/jacket, hanging blouse, shirts or blouse with revealing neckline, shorts, mini skirt, leggings and tattered pants.
4. Slippers are strictly prohibited during office hours and/or while within company premises.
5. Reporting to work in unclean and untidy clothing/uniform is not acceptable.
6. Reporting to work in "house clothes"
7. Not maintaining neat and clean haircut.
8. Wearing of earrings for male employees is not allowed.
9. Cleanly shaven face must be maintained all the time.
10. Unsanitary acts in the use of toilets or in any of the premises of the Company is not acceptable.

PENALTY: 1st Offense Written Warning

2nd Offense	Final Warning
3rd Offense	1 Day Suspension
4th Offense	5 Days Suspension
5th Offense	15 Days Suspension
6th Offense	30 Days Suspension
7th Offense	Dismissal

CONFIDENTIAL INFORMATION

Employees are not allowed to disclose or share confidential information with their co-employees or third parties about their employment.

All employees are required to sign the “Employees Undertaking Not To Disclose Confidential Information”, an addendum to their Employment Contract. Signing of the Undertaking should be primarily facilitated by the Department Head/Immediate Superior or in his absence, the HRD.

“Confidential Information refers to any secret or propriety information relating to the Company’s business and that of the Company’s affiliated companies, including but not limited to employment records of either yourself or other employees, the amount of salary or any compensation received by or payable to you, client or customer lists, private and confidential data of customers and clients, operational methods, marketing and development plans and strategies, business acquisition plans, new personnel acquisition plans, methods of investigations, information on persons or company investigated, marketing feedback and data, business contracts of the Company or its affiliated companies, business contacts acquired in the course of work, trade “know how”, trade secrets, software used by the Company or its affiliates, loan data of clients or borrowers, credit information on clients, financial statements involving the Company and its affiliates and their clients and borrowers, documents or information concerning borrowers or clients of Company products and services, contracts involving the Company, records in court cases involving the Company and its affiliates or their employees or clients, Company finances, Company researches, audit investigations and recommendations, banking records of the Company and its affiliated companies and their directors, officers, stockholders and employees, passwords in software or computer data that are work related, and personal information on company directors, officers and stockholders, and other related matters.”

PENALTY: **1st Offense 30 Days Suspension**
 2nd Offense Dismissal

If the disclosure of confidential information has resulted to damage or has besmirched the reputation of the Company and/or has made the subject of legal suit, the penalty shall be:

PENALTY: **1st Offense Dismissal**