

CONTENTS


PRELIMINARY RESPONSE STATEMENT	4
PURPOSE	5
OBJECTIVE	5
SCOPE	5
I. DEFINITION OF TERMS	6
II. MANAGEMENT PREROGATIVES	7
III. ROLES AND RESPONSIBILITIES	8
HUMAN RESOURCES DEPARTMENT	8
DEPARTMENT HEADS & PROJECT MANAGERS	9
IV. IMPOSITION AND FORMS OF ADMINISTRATIVE SANCTIONS	10
V. ADMINISTRATIVE PROCEDURE	11
VI. FINALITY OF DECISION	12
VII. SERVICE OF DECISION TO THE EMPLOYEE	13
VIII. RESERVATION CLAUSES	14
IX. ANNEXES	14

EMPLOYEE

CODE OF DISCIPLINE

POLICIES, GUIDELINES & PROCEDURES

This handbook belongs to



THE CORPORATE POLICIES AND GUIDELINES ON EMPLOYEE DISCIPLINE DEFINES THE CHARACTER OF THE COMPANY AS TO WHERE IT STANDS IN ITS JOURNEY TOWARDS REACHING ITS GOALS. THIS BOOKLET KNOWN AS THE MEGAWIDE CONSTRUCTION CORPORATION CODE OF DISCIPLINE IS INTENDED FOR YOUR PERSONAL AS WELL AS OUR COLLECTIVE BENEFIT. EACH ONE OF YOU MUST THEREFORE KNOW, UNDERSTAND WELL, AND FAITHFULLY ABIDE BY THEM.

THESE POLICIES AND GUIDELINES WILL BECOME EFFECTIVE IMMEDIATELY AND WILL THEREUPON SUPERSEDE THOSE WHICH ARE NOW IN FORCE.

SHOULD YOU NEED CLARIFICATION ON A PARTICULAR PROVISION, CONSULT OUT HUMAN RESOURCES DEPARTMENT, OR YOUR IMMEDIATE SUPERIOR, OR BOTH. THEY ARE DUTY-BOUND TO GIVE YOU THE NEEDED EXPLANATION.

EDGAR SAAVEDRA
PRESIDENT/COO

MICHAEL COSIQUEN
CHAIRMAN/CEO



PRELIMINARY STATEMENT

Employees are human beings with different feelings, thoughts and aspirations. No human relationship in any organization is perfect such that misunderstandings and complaints naturally occur. In fact, some members of the organization may even deviate, deliberately or otherwise, from the standard code of conduct which might affect the relationships of the individuals in a workplace.

To minimize the occurrence of any incident detrimental to the productivity of the employees and to the operations of the company, Megawide Construction Corporation (Company) hereby promulgates this Employee Code of Discipline (Code). Some of the provisions contained herein are imposed by law while some are based on the business practices and philosophy of the Company.

However, it must be pointed out that this Code and the Table of Disciplinary Offenses & Penalties are not enacted for the purpose of restricting rights but rather, it is intended to define and protect the rights of all employees in the Company. Thus, the penalties prescribed for various infractions that might be committed by an employee or the actual imposition of the said penalties should not be understood as a punitive measure of the management.

PURPOSE

The purpose of this Code is to standardize the procedure in the handling of administrative cases and the imposition of administrative sanction for violations committed by all employees.

OBJECTIVE

1. To equip all department heads, supervisors and project managers with the required knowledge and skill in handling administrative cases of their subordinates and require them to be involved in the disposition of the said administrative cases.
2. To orient all employees on the Disciplinary Action Procedure.
3. To foster mutual respect, fairness and maintain a highly motivated work environment in the company.

SCOPE

The provisions of this Code including the violations/infractions enumerated herein, the outlined procedure and the penalties to be imposed shall apply to all employees of the Company regardless of position, employment and payroll status.

Any infraction not included in this Code but constitutes an offense or violation against established policies, systems, procedures, rules and regulations shall be punishable depending on the gravity of said offense and its impact to the Company.

Any violation incurred by an employee has a corresponding penalty which may range from verbal or oral reprimand to termination from employment depending on the gravity, magnitude and/or frequency of violations as prescribed in this Code Of Discipline, its effect or damage to the Company, the employees, the business, and to the public.

I. DEFINITION OF TERMS

1.1.

A **VERBAL REPRIMAND** is a warning or a reminder given by an immediate superior to the erring employee for his act(s) and/or behavior(s) affecting other employees, the company, its resources and business interest.

This is documented using Discussion Notice Form that will serve as a proof that the penalty of verbal reprimand was imposed and that the employee was made aware on how to improve his behavior. Repetition of the same offense shall be penalized with a heavier penalty as prescribed herein.

1.2.

A **WRITTEN REPRIMAND** is a formal document that notifies the erring employee of his/her infraction and the reason why he is being administratively sanctioned.

1.3.

SUSPENSION is a forced and temporary absence from work without pay and is imposed as a penalty for grave misconduct or repeated infractions. The number of days of suspension shall refer to the number of working days wherein an employee is required to be out from work.

1.4.

PREVENTIVE SUSPENSION is the forced absence from work for a period not exceeding thirty (30) consecutive working days imposed upon an employee on account of the ongoing investigation being conducted for alleged infractions committed in violation of this Code and such infractions poses serious or imminent threat to life, security and/or property of the Company or any employee.

1.5.

TERMINATION OR DISCHARGE is a penalty imposed when the employee's infraction is punishable as such or if the record of the employee clearly shows that the previous warnings and other disciplinary sanctions imposed upon the employee failed to make the latter understand the error of his ways.



II. MANAGEMENT PREROGATIVES

2.1. Management is mandated to run the business enterprise profitably and in the interest of all the parties concerned: investors, employees, creditors and the government. In discharging this obligation management must seek efficiency in all aspects of operation of the Company and must prevent all forms of losses, whether in the form of low productivity, wastage of materials, loss of man-hours or machine-hours. Management must also safeguard all the assets and interest of the Company and must ensure the growth and continued existence of the enterprise.

2.2. Management reserves the right to issue working guidelines, rules and regulations which may supersede, amend, alter, change and/or render obsolete any or part of all listed rules and regulations herein within the legal boundaries prescribed by the Constitution, Labor Code and all other applicable and existing laws.

2.3. The Company has the right to exercise all its rights under the law and take such actions as it may deem necessary to enforce and implement this Code and other rules and regulations of the Company including new issuances and those that have been amended, altered and/or changed.

2.4. Management shall exercise the **RIGHT** and **PREROGATIVE TO DISCIPLINE** all employees. In the exercise of such right, a thorough and careful investigation of all facts and circumstances pertinent to the infraction shall be done with **DUE PROCESS** and with the objective of deciding the merits of the case.

2.5. Management may **TRANSFER** any employee from one department to another or from one project to another in the interest of the business.

III. ROLES AND RESPONSIBILITIES OF THE HUMAN RESOURCES DEPARTMENT, DEPARTMENT HEADS, PROJECT MANAGERS AND SUPERVISORS

THE HUMAN RESOURCES DEPARTMENT

3.1. Although the Human Resources Department (HRD) is not directly responsible for the proper implementation of this Code in every department of the Company, it oversees and monitors such implementation. As such, the HRD can call the attention of the Department Heads or Project Managers concerned on cases or situations which the latter may not be aware of. The HRD is likewise tasked to remind Department Heads or Project Managers concerned of disciplinary cases that they have yet to resolve or acted upon.

3.2. The HRD likewise advises other Departments of the Company as to how the policies and guidelines under this Code shall be implemented. If required, the HRD shall explain the meaning and applicability to specific cases of each policy and guideline. In appropriate cases or when requested, it may provide assistance in handling actual disciplinary cases in other Departments of the Company.

3.3. In case an employee seeks the help of or is referred to the HRD, the latter shall provide appropriate counsel and/or explanation.

3.4. The HRD together with the Department Heads, Project Managers and Supervisors shall ensure that all employees in the Company shall be informed on the provisions of this Code through the following:

3.4.1. Orientation of newly hired employees on the provisions of this Code; and

3.4.2. Issuance of copies of this Code to current employees.



THE DEPARTMENT HEADS AND PROJECT MANAGERS

3.5. The Department Heads, Project Managers, Department Managers and Supervisors are tasked to familiarize themselves with the provisions of this Code more importantly on the different offenses that an employee may commit, the procedure to be followed before imposing any form of administrative sanction to an employee and the table of penalties for various infractions.

3.6. The Department Heads and Project Managers see to it that all supervisors and managers under their control and supervision are fully aware of their responsibilities in maintaining discipline within their respective units. Department Heads and Project Managers are also tasked to ensure that the supervisors and managers know and understand all the relevant policies, rules and regulations of the Company pertaining to employee discipline.

3.7. It is the responsibility of the Department Heads and Project Managers to instill discipline on the employees under their control and supervision and they should see to it that the said employees abide with the provisions of this Code and the Company's other rules and regulations.

3.8. The Department Heads and Project Managers concerned shall review, approve or disapprove the recommendations of the supervisors on disciplinary action cases except those penalized by suspension or termination from employment. In so doing, the Department Heads and Project Managers must see to it that objectivity and fairness are strictly observed. Moreover, they should ensure that the procedures outlined in this Code are strictly followed.

IV. IMPOSITION AND FORMS FOR ADMINISTRATIVE SANCTIONS

4.1. If the violation committed by the employee is punishable by dismissal or if the penalty to be imposed is dismissal the Corporate Infraction Committee (CIC) will render the decision.

4.2. The CIC shall be composed of the following:

- a.) Vice President - Human Resources Department
- b.) Legal Counsel of the Company
- c.) Employee Relations Manager and
- d.) Department Head or Project Manager Concerned

4.3. If the violation committed by the employee is punishable by suspension or if the penalty to be imposed is suspension the decision shall be rendered by the Disciplinary Committee (DC) composed of the following:

- a.) Vice President - Human Resources Department
- b.) Legal Counsel of the Company
- c.) Employee Relations Manager

4.4. If the violation committed by the employee is punishable by a verbal reprimand the decision shall be rendered and signed by the Department Head or Project Manager concerned.

4.5. Decisions rendered by the CIC and DC shall be in the form of Sanction Memorandum while those rendered by the Department Head or Project Manager shall be in the form of Notice of Disciplinary Action.

4.6. In the event that no disciplinary sanction will be imposed upon an employee after conducting the administrative investigation, the employee will be informed of such fact by the CIC, DC, Department Head or Project Manager, as the case may be, in the form of a Memorandum.

V. ADMINISTRATIVE PROCEDURE

If an employee commits or omits to perform an act in violation of the provisions of this Code, the following procedures shall be strictly followed before sanctions are imposed upon the erring employee:

5.1. The immediate supervisor of the employee concerned shall immediately conduct an initial investigation on the case and determine the offense or violation committed by the employee based on the provisions of this Code, the Table of Disciplinary Offenses and Penalties and other Company policies, rules and regulations. In this regard, the supervisors are tasked to familiarize themselves with the Guidelines for Conducting an Initial Investigation.

5.2. Once it is initially determined by the immediate supervisor of the employee that the latter violated a provision of this Code or other rules and regulations of the Company, the immediate supervisor shall issue to the employee concerned a Notice to Explain (NTE). The NTE will inform the employee of the infraction that he committed and would require him to submit his written explanation within a reasonable time upon receipt of the NTE.

5.3. During the period within which the employee is supposed to submit his written explanation, the employee concerned shall be allowed to report for work unless he is preventively suspended by the HRD of the Company. It must be pointed out that only the HRD has the authority to issue a preventive suspension order.

5.4. Should the employee refuse to receive the NTE, the same shall be sent by registered mail to the address of the employee indicated in his employment application or updated employment file. In this regard, the immediate supervisor of the employee shall coordinate with the HRD to ensure that the NTE shall be sent to the correct address of the employee.



5.5. After the employee submits his written explanation or after the expiration of the explanation period and no written explanation is submitted by the employee, the entire record of the investigation conducted by the immediate supervisor of the employee concerned including the notice to explain, evidence, written testimonies of other employees including the written explanation of the employee under investigation shall be transmitted immediately to the HRD for appropriate action and decision if the penalty imposable is suspension or termination.

5.6. Upon receipt of the record of the investigation, the HRD shall immediately convene the CIC or the DC to determine whether the employee shall be held administratively liable based on his written explanation and the evidence against him. In the event that the CIC or DC deems it proper to conduct an administrative hearing, the employee shall be informed in writing at least three (3) days before the scheduled hearing.

5.7. The CIC or DC shall render its decision within ten (10) working days from the time the administrative hearing is actually convened.

5.8. If the penalty imposable is verbal reprimand or written reprimand, the immediate supervisor of the employee shall prepare a report addressed to the Department Head or Project Manager, as the case may be, stating therein his recommendation as to whether or not the employee under investigation should be sanctioned. The Department Head or the Project Manager has three (3) working days from receipt of the recommendation to approve, disapprove or revise the same.

5.9. After the Department Head or Project Manager renders his decision based on the recommendations of the immediate supervisor, the same shall be furnished immediately to the employee concerned. Thereafter, the decision of the Department Head or Project Manager whether in the form of NDA or Memorandum including the entire records of the administrative case shall be transmitted immediately to the HRD for proper recording and documentation.

VI. FINALITY OF DECISION

6.1. The decisions of the CIC, DC, Department Head or Project Manager, as the case may be, is final and immediately executory.



VII. SERVICE OF DECISION TO THE EMPLOYEE

7.1. Decisions rendered in administrative cases regardless of whether or not sanctions were imposed shall be served personally upon the employee concerned who shall acknowledge receipt thereof by affixing his signature on the decision.

7.2. Should the employee refused to receive the decision, the following procedures shall be observed:

7.2.1. If the decision was rendered by the CIC or DC, the HRD personnel shall note in the record of the case that the employee refused to receive the decision. After which, copy of the decision shall be sent by registered mail to the employee's residence indicated in the latter's employment application or updated employment file.

7.2.2. If the decision was rendered by the Department Head or Project Manager, the latter shall indicate in the transmittal of the records of the case to the HRD that the employee refused to receive the decision. The HRD shall then proceed to send a copy of the decision by registered mail to the employee's residence indicated in the latter's employment application or updated employment File.

7.3. Decisions rendered by CIC, DC, Department Head or Project Manager shall be immediately executory once the same is served upon the employee irrespective of whether or not the latter receives the same. The act of mailing the decision is only for the purpose of complying with due process requirement and must not be construed as a condition precedent for implementing or actually executing the decision rendered.

VIII. RESERVATION CLAUSE

8.1. Other rules and regulations in the form of a regular or general memorandum pertaining to employee discipline may be promulgated from time to time as conditions may warrant. In addition, the Company reserves the right to impose administrative sanction on any act or omission not covered by the provisions of this Code and/or Table of Disciplinary Offenses and Penalties if said act or omission, by their very nature, is contrary to the policies being imposed by the Company. Furthermore, the Company reserves the right whenever necessary to modify the provisions of this Code, the corresponding penalties to be imposed for every infraction and to formulate additional rules and regulations.

8.2. Company reserves the right to impose a higher or lower penalty than what is specified for a particular offense if the damage caused and the aggravating and/or mitigating circumstances attending its commission so warrant.

8.3. The Company also reserves the right to file appropriate criminal or civil action against any employee in addition to the administrative action should the circumstances warrant the same.

IX. ANNEXES

ANNEX "A" - Table of Disciplinary Offenses & Penalties

ANNEX "B" - Written explanation form

ANNEX "C" - Notice of Disciplinary Action

ANNEX "D" - Notice of Administrative Hearing

ANNEX "E" - Minutes of Administrative Hearing

ANNEX "F" - Discussion Notice Form

ANNEX "G" - Incident Violation Report

ANNEX "H" - Termination Form



EMPLOYEE CODE OF CONDUCT

Discipline is very important in an organization. This code aims to provide explicit and uniform guidelines in order to inculcate and maintain positive discipline, to avoid situations of doubt or offensive conduct and prevent or discourage commission of acts against the Company, the members of the organization and the public in general. Likewise, this is to ensure and foster harmonious relationships between the Management and employees as well as among themselves.

The following guidelines prescribe the schedule of administrative penalties and sanctions for various offenses and the rules on the administration of disciplinary actions. All employees are therefore advised to read, understand, internalize and abide by these established rules in order to create and maintain a conducive atmosphere for work and development.

PENALTY CATEGORIES

A	1st offense	Verbal Reprimand
	2nd offense	Written Reprimand
	3rd offense	3-6 Days Suspension
	4th offense	7-15 Days Suspension
	5th offense	Discharge
B	1st offense	Written Reprimand
	2nd offense	3-6 Days Suspension
	3rd offense	7-15 Days Suspension
	4th offense	Discharge
C	1st offense	3-6 Days Suspension
	2nd offense	7-15 Days Suspension
	3rd offense	Discharge
D	1st offense	7-15 Days Suspension
	2nd offense	Discharge
E	1st offense	Discharge

TABLE OF DISCIPLINARY OFFENSE AND PENALTIES

Category/Offense		First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
I. ACTS OR OMISSION CONCERNING COMPANY FUNDS OR PROPERTY						
1.1	Stealing, misappropriating or embezzling Company funds or property	(E) - Discharge				
1.2	Fraudulent or unauthorized withdrawal, acquisition or release to other persons of Company funds or property					
	1.2.1 Not resulting in damage or loss	(D) 7-15 Days Suspension	Discharge			
	1.2.2 Resulting in damage or loss	(E) - Discharge				
1.3	Removing from Company premises, concealing or deliberately misplacing Company property without justifiable purpose for doing so or without authority from the superior concerned	(D) 7-15 Days Suspension	Discharge			
1.4	Unauthorized possession or unauthorized substitution of Company materials, supplies, tools or equipment with another.					
	1.4.1 Not resulting in damage to Company materials, tools, or equipment	(D) 7-15 Days Suspension	Discharge			
	1.4.2 Resulting in damage to Company materials, tools, or equipment	(E) - Discharge				
1.5	Committing an act of sabotage	(E) - Discharge				
1.6	Deliberately causing loss or damage to Company property	(E) - Discharge				
1.7	Any act of vandalism such as, but not limited to, unauthorized painting, marking, or defacing of Company property	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
1.8	Allowing unauthorized persons to use Company supplies, materials, facilities, tools or equipment	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
1.9	Operating, using, meddling 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					
	1.9.1 Not resulting in damage to machines, equipment, tools or vehicles or personal injury to the employee and other person	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		

	1.9.2 Resulting in damage to machines, equipment, tools or vehicles or personal injury to the employee and other person	(D) 7-15 Days Suspension	Discharge			
1.10	Failure in giving due notification or in providing the known and needed information to person/s concerned, or failure to follow specific instructions resulting in damage or loss to company property					
	1.10.1 Simple neglect	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
	1.10.2 Gross neglect	(D) 7-15 Days Suspension	Discharge			
	1.10.3 Malicious neglect	(E) - Discharge				
1.11	Failure to report within 72 hours after one has received and has knowledge of an erroneous payment or overpayment of salary, commission, allowance or other forms of remuneration or reimbursement	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
1.12	Committing other acts of dishonesty, negligence, deceit, or anomaly not covered by other provisions in this chapter which causes loss or damage to Company property	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
II. ACTS OR OMISSION AFFECTING COMPANY INTEREST						
2.1	Forging, falsifying or altering document/s in such a way as to mislead the user/s thereof or defraud the Company	(E) - Discharge				
2.2	Making use of record/s or document/s known by the user to be false	(D) 7-15 Days Suspension	Discharge			
2.3	Logging in or out for another employee; falsifying/ tampering with, or unauthorized altering of one's work attendance record or the work attendance record of another employee	(D) 7-15 Days Suspension	Discharge			
2.4	Soliciting or accepting money, gift, share benefits or favor from any person, client, supplier and others	(E) - Discharge				
2.5	Favoring suppliers, clients and other employees for personal and/or monetary gain	(E) - Discharge				
2.6	Unauthorized use of Company name or position to obtain personal benefits	(D) 7-15 Days Suspension	Discharge			
2.7	Offering any items, gifts and other materials with value in exchange for a job, work assignment and/ or other favorable conditions.	(D) 7-15 Days Suspension	Discharge			
2.8	Breach by the employee of the trust and confidence reposed in him by Management or by a Company representative.	(E) - Discharge				

2.9	Damaging or jeopardizing Company interest/s through acts or omissions which affect Company clients/s, guest/s official visitors of the Company.					
2.9.1	Stealing from said client/s, guest/s, visitor/s while on duty or within Company premises.	(C) - Discharge				
2.9.2	Uttering words, doing acts or making gestures to said client/s, guest/s, visitor/s which are manifestly insulting or grossly disrespectful/discourteous	(E) - Discharge				
2.9.3	Other culpable acts or omissions that offend Company client/s, guest/s and visitor/s	(D) 7-15 Days Suspension	Discharge			
2.10	Making false or malicious statements about the Company, its officers, facilities, products or services.					
2.10.1	Malicious statements	(E) Discharge				
2.10.2	False statements	(D) 7-15 Days Suspension	Discharge			
2.11	Engaging in any activity which is directly competitive with the Company's business or any part of its operation.	(E) - Discharge				
2.12	Revealing, releasing or divulging confidential information and other trade secrets of the company to individuals other than authorized person without previous authorization.	(D) 7-15 Days Suspension	Discharge			
2.13	Distributing matters whether printed or otherwise unfavorable or detrimental to the interest of the Company	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
2.14	Unauthorized posting of materials on Company premises or unauthorized removal of officially posted notices, announcements or similar matters	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
2.15	Inciting or participating in concerted work stoppage, slowdown, mass leave, sit-down, riot or other similar disruptive activities.	(E) - Discharge				
2.16	Deliberately holding back, slowing down, hindering or limiting work or disrupting of work or Companies activities and/or influencing others to do so.	(E) - Discharge				
2.17	Committing other culpable acts or omissions not covered by other provisions in this chapter which cause damage to Company interest.	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
III. ACTS OR OMISSIONS CONCERNING RELATIONSHIPS WITH SUPERIOR/S, ATTENDANCE AND PERFORMANCE OF ASSIGNED DUTIES						
3.1	Threatening, intimidating, coercing, provoking to a fight, assaulting or attacking a superior for reasons directly connected with the superior/s discharge of his official duties.					

3.1.1	If there is actual physical assault or attack	(E) - Discharge				
3.1.2	Otherwise	(D) 7-15 Days Suspension	Discharge			
3.2	Uttering words, doing acts, or making gestures to a superior which are manifestly insulting, or grossly disrespectful to the latter					
3.2.1	Manifestly insulting/Grossly Disrespectful	(D) 7-15 Days Suspension	Discharge			
3.2.2	Otherwise	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
3.3	Other acts committed by a subordinate for reasons directly connected with his superior's discharge of official duties, which acts clearly prejudice said superior's interest/s	(D) 7-15 Days Suspension	Discharge			
3.4	On the part of the superior, deliberately condoning, tolerating or participating in an offense committed by a subordinate.	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
3.5	On the part of the superior, clear abuse of status, power or discretion.	(D) 7-15 Days Suspension	Discharge			
3.6	Gross and habitual neglect of assigned duties.	(E) - Discharge				
3.7	Gross inefficiency or continuing unsatisfactory performance not attributable to factors beyond the employee's control.					
3.7.1	Gross inefficiency or continuing unsatisfactory performance	(E) - Discharge				
3.7.2	Otherwise	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
3.8	Insubordination, refusal or failure to do assigned task or to obey official orders/instruction, or to follow established procedures.					
3.8.1	Insubordination/Refusal	(D) 7-15 Days Suspension	Discharge			
3.8.2	Failure	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
3.9	Failure to report for overtime, holiday, or rest day work without justifiable reason after having been scheduled and informed about it, and after having agreed to do such work	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
3.10	Refusal to report for overtime, holiday, or rest day work after having been informed about it without justifiable reasons for doing so.	(D) 7-15 Days Suspension	Discharge			
3.11	Leaving work assignment or Company premises during official working hours without logging out and or without prior permission from the Department Head or immediate supervisor	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
3.12	Malingering or pretending to be sick; making or giving false excuse/s for a leave or absence	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
3.13	Sleeping on duty	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		

3.14	Doing unauthorized or unofficial work/activities during official working hours	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
3.15	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.					
	3.15.1 Not resulting in damage to Company property or injury to others.	(E) Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge	
	3.15.2 Resulting in damage to company property or injury to others.	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
3.16	Wasting time in any other way during official working hours, whether at or away from assigned work place including but not limited to loafing, loitering, extending break periods, idle chatting, lining up at the biometric before end of official working hours.	(A) Verbal Reprimand	Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge
3.17	Absence from work without notice and or without authorization					
	3.17.1 For more than 10 consecutive working days	(E) Discharge				
	3.17.2 For 7 to 10 consecutive working days	(D) 7-15 Days Suspension	Discharge			
	3.17.3 For 3 to 6 consecutive working days	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
	3.17.4 For less than 3 consecutive working days	(B) Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge	
3.18	Failure to report for work due to employee's detention or incarceration in jail for a period of six (6) months or more, or an account of formal accusation filed in court for a non-bailable offense.	(E) Discharge				
3.19	Tardiness for at least four (4) times in a calendar month or an accumulation of one hundred eighty (180) minutes in a calendar month	(B) Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge	
3.20	Committing other acts of insubordination, non-attendance, or neglect of duty not covered by other provisions in this chapter	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
IV. ACTS OR OMISSIONS CONCERNING HARMONY AND GOOD ORDER, SAFETY AND DECENCY AT WORK						
4.1	Threatening, intimidating, coercing, provoking to a fight, fighting with another within Company premises or while on duty, or outside the Company premises but for duty connected reasons.					
	4.1.1 If there is actual fighting	(D) 7-15 Days Suspension	Discharge			
	4.1.2 Threatening, intimidating, coercing, provoking to a fight	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		

4.2	Encouraging, assisting or deliberately providing occasions to non-employee third parties to threaten or physically attack and or harm a co-employee for reasons which are directly work connected.	(D) 7-15 Days Suspension	Discharge			
4.3	Participating in loud and heated verbal arguments during official working hours and or within the Company premises which disturb the work of others.	(E) Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge	
4.4	Using indecent, abusive, derogatory or indecorous language while on duty or within Company premises.	(B) Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge	
4.5	Engaging in immoral or unethical acts or practices or offering immoral or unethical goods or services to employees or Company guest/s within Company premises.	(D) 7-15 Days Suspension	Discharge			
4.6	Sexual harassment involving unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of sexual nature made directly or indirectly when:	(E) Discharge				
	a. such conduct might reasonably be expected to cause insecurity, annoyance, discomfort or humiliation to another person or group; OR					
	b. such conduct has the purpose or the effect of interfering with a person's work performance, or creating an intimidating, hostile or unhealthy work environment					
4.7	Rumor-mongering, unnecessary disclosure of somebody else's personal affairs to others, or deliberate distortion of facts or statements in such a way as to enhance one's status or reputation, or discredit, embarrass or endanger another employee.	(D) 7-15 Days Suspension	Discharge			
4.8	Any employee who knowingly and deliberately gives false testimony or offers false testimony or offers false evidence in an official inquiry or investigation conducted by the Company.	(C) Discharge				
4.9	Coercing, bribing or inducing others to violate Company rules.					
	4.9.1 If there is an actual violation	(E) 7-15 Days Suspension				
	4.9.2 If there is no violation	(D) 7-15 Days Suspension	Discharge			
4.10	Extortion or any form of oppressive exaction of money or anything of value from co-employee or from Company customer/s, guest/s, supplier/s, contractor/s, applicant/s or any other third party whom the Company has business relations.	(D) 7-15 Days Suspension	Discharge			

4.11	Stealing, concealing or deliberately misplacing another employee's property within Company premises, or at assigned jobsite, or during official working hours without justifiable purpose.	(D) 7-15 Days Suspension	Discharge			
4.12	Participating in money lending, selling tickets of whatever kind, buying or selling goods, making or collecting payments for such goods within Company premises or during official working hours.	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
4.13	Gambling, placing or collecting bets, or participating in any game of chance during official working hours and/or within Company premises.	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
4.14	Attempting or bringing and/or possession of explosives, firearms, bladed or other deadly weapon on company premises	(F) Discharge				
4.15	Using, bringing, selling or possession of prohibited drugs inside or outside the Company premises	(E) Discharge				
4.16	Entering or being under the influence of alcohol and/or other intoxicants during work or in company premises.	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
4.17	Smoking in prohibited area/s					
	4.17.1 In premises where there are flammable materials	(E) Discharge				
	4.17.2 Other premises	(B) Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge	
4.18	Unauthorized cooking within the Company premises					
	4.18.1 In premises where there are flammable materials	(E) Discharge				
	4.18.2 Other premises	(B) Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge	
4.19	Unauthorized entry into restricted areas or areas off-limits to the employee concerned and or unauthorized use of such place; also assisting or allowing another person to commit this act.	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
4.20	Holding within the 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) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
4.21	Creating or contributing to the creation of unclean unsanitary condition inside the Company premises	(A) Verbal Reprimand	Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge
4.22	Failure or refusal to comply with sanitation or house-keeping rules.					

	4.22.1 Refusal	(B) Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge	
	4.22.2 Failure	(A) Verbal Reprimand	Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge
4.23	Failure or refusal to report to the Company Medical Officer or to any form of physical medical examination when instructed to do so by Management.					
	4.23.1 Refusal	(B) Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge	
	4.23.2 Failure	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
4.24	Failure or refusal to comply with the Company's safety and security requirements					
	4.24.1 Refusal	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
	4.24.2 Failure	(B) Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge	
4.25	Failure or refusal to wear official Company ID, uniform, shoes and or grooming prescribed for certain jobs for purpose of their safety, security, or presentability, or wearing those which are explicitly prohibited					
	4.25.1 Refusal	(B) Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge	
	4.25.2 Failure	(A) Verbal Reprimand	Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge
4.26	Failure to follow prescribed procedures in cases of sickness or personal injuries sustained at work or in cases of accidents involving Company vehicle, equipment or other Company property					
	4.26.1 Refusal	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
	4.26.2 Failure	(B) Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge	
4.27	Committing a crime or any serious misconduct or misdemeanor not covered by other provisions in this chapter within Company premises or during official Company activities.					
	4.27.1 If the offense materially or substantially affects Company interest/s	(E) Discharge				
	4.28.1 Otherwise	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
4.28	Committing offenses which are penalized with suspension for a total of twenty six (26) working days during a 12-month period.	(E) Discharge				

NOTICE TO EXPLAIN

MEGAWIDE
H.R.D.
HUMAN RESOURCES DEPARTMENT

NOTICE TO EXPLAIN

TO : _____
FROM : _____
DATE : _____
RE : _____

Please submit a written explanation to the Human Resources Department within a period of five (5) days from receipt of this Notice to Explain as to why no administrative sanction will be imposed upon you based on the infraction /s described below which are all violation of the Employee Code of Conduct of Megawide Construction Corporation:

INFRACTION:
ARTICLE :

With respect to this infraction,

Should you fail to submit your written explanation within the period mentioned above, would mean waiver of your right to explain and that you are giving the Management the option to decide on your case without having heard your side.

PLEASE BE GUIDED ACCORDINGLY.

Prepared by:

HRD

30 N. Domingo Street, Barangay Valerico 1112, Quezon City, Philippines +632 835 1111 www.megawide.com.ph

*COPY MAY BE REQUESTED FROM HRD

NOTICE OF DISCIPLINARY ACTION

MEGAWIDE
H.R.D.
HUMAN RESOURCES DEPARTMENT

SANCTION MEMORANDUM

FR : HUMAN RESOURCES DEPARTMENT
TO : _____
RE : _____
DATE : _____

After a thorough evaluation of your case, HRD has decided to give you _____ effective _____ because you have committed a violation against our company rules and regulations by the following:

1. reason 1
2. reason2, etc.

This is in reference to the Corporate Handbook and/or Employee Code of Conduct page/s _____ respectively. Article _____ Section: _____
Wit: _____

You are expected not to commit any similar incident in the future. Any repeated incident of the same nature of offense or the same offense shall be dealt with a more serious penalty.

For your strict compliance,

By:

HRD Manager

ACKNOWLEDGEMENT

I hereby accept the disciplinary sanction given to me.

Signature over Printed Name and Date

or

I cannot accept the disciplinary sanction given to me. I would like to appeal my case. I will provide necessary documents and evidence to prove my case.

Signature over Printed Name and Date

30 N. Domingo Street, Barangay Valerico 1112, Quezon City, Philippines +632 835 1111 www.megawide.com.ph

*COPY MAY BE REQUESTED FROM HRD

NOTICE OF ADMINISTRATIVE HEARING

MEGAWIDE
H.R.D.
HUMAN RESOURCES DEPARTMENT

NOTICE OF ADMINISTRATIVE HEARING

Date : _____

Name : _____

Position : _____

Address : _____

Dear Mr./Ms. _____

This is to inform you that the HRD shall conduct an Administrative Hearing on your alleged infraction to our rules and regulations i.e. " _____ " (_____) on _____ at _____.

Your presence is required; otherwise, your absence will be an assumption that you have waived your right for your defense.

You are also informed of your right to get counsel.

By: _____

HRD

Received by : _____

Date : _____

25 H. Domingo Street, Barangay Valencia 1112, Quezon City, Philippines +632 455 1111 www.megawide.com.ph

*COPY MAY BE REQUESTED FROM HRD

MINUTES OF ADMINISTRATIVE HEARING

MEGAWIDE
H.R.D.
HUMAN RESOURCES DEPARTMENT

MINUTES OF ADMINISTRATIVE HEARING

Date : _____

Time : _____

Name : _____

Position : _____

() Respondent () Witness () Others (Please specify) _____

Alleged Infraction _____

Signature over Printed Name : _____

Nature of Infraction:		CIC Recommendation:	
Degree of Infraction:		Disciplinary Action:	
Sanction Approval			
Remarks:			

Prepared by: _____

HRD Assistant

Noted By: _____

CIC Chairman

25 H. Domingo Street, Barangay Valencia 1112, Quezon City, Philippines +632 455 1111 www.megawide.com.ph

*COPY MAY BE REQUESTED FROM HRD

DISCUSSION NOTICE FORM

MEGAWIDE
H.R.D.
HUMAN RESOURCE DEPARTMENT

Date: _____

Name of Employee: _____
Position: _____
Department/Project: _____

DISCUSSION NOTICE

We have discussed and agreed upon that the incident pertaining to _____ is considered an abuse of the established Company policies, quality systems and procedures as well as rules and regulations. Thus, such incident/act is considered unacceptable.

You are expected not to commit any similar incident in the future. Any repeated incident of the same nature shall compel the undersigned to consider the matter further and elevate it to the HRD Department for proper disciplinary action.

For your strict compliance,

Department/Project Manager


Acknowledged by: _____

Date: _____

2014, Domingo Street, Stratego, Valencia 4112, Quezon City, Philippines - 432 452 7111 - www.megawide.com.ph

*COPY MAY BE REQUESTED FROM HRD

INCIDENT VIOLATION REPORT FORM



DATE

INCIDENT VIOLATION REPORT

Date Prepared: _____

Reported By: _____

BASIC INFORMATION ABOUT THE REPORT:

Date of Violation/Offense : _____

Location / Scene : _____

Complete Name of Offender : _____

DETAILS:

Signature : _____

RECEIVED BY : _____

DATE : _____

20-H Doloriego Street, Barangay Valerico 1112, Quezon City, Philippines 4332 435 1111 www.megawide.com.ph

*COPY MAY BE REQUESTED FROM HRD