



CODE OF CONDUCT AND DISCIPLINE (Table of Infractions)

I. Statement of Policy

The Code of Conduct and Discipline is designed to ensure healthy and positive working environment, and hopes to maintain and uphold professionalism among iPloy Inc. employees. The established norms herein set forth are geared towards the attainment of the Company's goals and objectives. It is worthy to emphasize that the Code is not meant to be oppressive nor it is intended to threaten and intimidate employees. Indeed, it serves as the guiding principles on what is expected of its' employees to conduct during the entire employment here in iPloy Inc.

II. Doctrines to govern the Company's Code of Conduct and Discipline

1. The right to discipline and discharge employees for just and proper causes is management's prerogative enshrined from the 1987 Philippine Constitution.

2. Fairness and justice shall always govern the imposition of disciplinary actions. Existing Labor Laws, Implementing Rules and Jurisprudence will always be observed.

3. The full and strict maintenance of discipline is the management's responsibility. Thus, it shall be the primary concern of immediate superiors and department heads to initiate any disciplinary actions against their subordinates whenever a violation of the rule is committed.

4. Administrative investigations and other proceedings shall be conducted expeditiously.

5. Corrective Action should happen immediately after the infraction is observed and/or reported to the Immediate Supervisor.

The Immediate Supervisor is expected to serve the NTE (Notice to Explain) form to the concerned employee within two (2) weeks from discovery of the alleged infraction.

6. Imposition of penalties when warranted, shall not be canceled, nor delayed for any reason.

7. The rights of the respondent as provided for by Law shall be guaranteed.

8. The management may mitigate the penalty to be imposed, subject however to management's approval and upon compliance to the conditions set forth by the latter.

9. In cases of multiple violations of this Code, the following rule shall apply as to the penalty to be imposed:

Category	Minor offense + Serious offense =	The higher penalty shall be imposed.
	2 or more offenses under the same category =	Penalty for the next schedule of offense shall be imposed

III. GENERAL BEHAVIORAL STANDARDS

As an iPloy employee we expect that you will meet the following behavioral standards:

- a. Proper Conduct and Decorum is expected from you within the office and outside when representing the Company. This includes appropriate dress, attending the office ready to work, use of proper and decent language, observance of proper office and work decorum, maintaining proper relationships with your colleagues, customers and other individuals not in the employ of the Company, observance of and compliance with existing laws of the Philippines.
- b. Enhancing Company Productivity the Company expects the proper care and utilization of Capital available to the Company; turning up for work ready to work on time all the time, following the appropriate

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break and finish times, getting on with the job and performing the job to the best of your ability, positive attitude and dedication to one's work assignments, supporting supervisors and those in management.

c. Following rules on customer and client relations and always maintaining a professional helpful attitude with customers.

d. Maintenance of Health and Safety of the office and people around you. A proper attitude toward cleanliness and proper housekeeping in the office, good health of yourself and others around you, assist in the security of the office, following basic safety procedures.

e. Proper Use of Company Property, Facilities and Security to protect Company and employee assets. Secure handling and maintenance of Company records, keep confidential and protect the integrity of all Company operating data and information, appropriate use if all Company equipment for work related purposes, properly account for all Company funds received.

IV. Applicability

This Code shall apply to all !Ploy employees, regardless of status or position held.

V. Types of Offenses

Level 1 – Infractions which are minor in nature but which may become habitual and disruptive if not corrected. It has no detrimental impact of the business.

Level 2 – Serious offense which causes delay in operations, may pose threat, harm, or danger to Company property and/or lives of individuals.

Level 3 - Infractions which will destroy the company's image and reputation. It causes substantial loss to the company & can result to critical operational disruption. A critical offense that has compromised the security of the employees, the integrity of Client, the safety of customer's information and the stability of the business as a whole.

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VII. Table of Infractions

Section	Description of Infraction	Type of Offense	Written Warning	Final Warning	Suspension	Dismissal
1	Creating unnecessary noise or disturbance within the Company premises.	Level 1	Written Warning	Final Warning	Suspension	Dismissal
2	Failure to wear prescribed office attire or non - adherence to dress code policy as required and specified by the company.	Level 1	Written Warning	Final Warning	Suspension	Dismissal
3	Non-participation in compulsory company activity or group work.	Level 1	Written Warning	Final Warning	Suspension	Dismissal
4	Failure to maintain orderliness or cleanliness of assigned work stations	Level 1	Written Warning	Final Warning	Suspension	Dismissal
5	Improper or unruly conduct as to cause disorder or disrupt work.	Level 1	Written Warning	Final Warning	Suspension	Dismissal

I. Rules on Proper Conduct and Decorum



Section	Level	Description	Written Warning	Final Written Warning	Suspension	Dismissal
6	Level 1	Bringing of personal mobile phones deliberately to the operations or training areas other than those authorized	Written Warning	Final Written Warning	Suspension	Dismissal
7	Level 1	Bringing of non-work related electronic gadgets (laptops, flash/portable drives, cameras etc.) inside the company premises without prior approval from the immediate superior	Written Warning	Final Written Warning	Suspension	Dismissal
8	Level 1	Being in unauthorized areas (operations, management & support area) within the company premises especially while taking calls	Written Warning	Final Written Warning	Suspension	Dismissal
9	Level 2	Speaking in another language or dialect other than English within the company-designated area	Written Warning	Final Written Warning	Suspension	Dismissal
10	Level 1	Failure to log-in and log-out in biometrics and other required attendance monitoring tool	Documented Coaching / Verbal Warning	Written Warning	Final Written Warning	Suspension
11	Level 1	Tardiness	Documented Coaching / Verbal Warning	Written Warning	Final Written Warning	Suspension
12	Level 1	Unscheduled Absence	Documented Coaching / Verbal Warning	Written Warning	Final Written Warning	Suspension
13	Level 1	No Call No Show	Documented Coaching / Verbal Warning	Final Written Warning	Suspension	Dismissal
14	Level 2	Failure to report back for work on time from scheduled breaks	Written Warning	Final Written Warning	Dismissal	
15	Level 2	Withholding vital information necessary during investigation or any official inquiry	Written Warning	Final Written Warning	Dismissal	
16	Level 2	Taking part in any gambling, lottery or any other game of chance on company time and/or within company premises	Written Warning	Final Written Warning	Dismissal	
17	Level 2	Sleeping on the job during working hours	Written Warning	Final Written Warning	Dismissal	
18	Level 2	Attempting to escape work	Written Warning	Final Written Warning	Dismissal	
19	Level 2	Leaving, doing very little and spending time in a lazy, wasteful way; loitering during working hours	Written Warning	Final Written Warning	Dismissal	
20	Level 2	Frivolous, disrespectful language, improper or obscene language in addressing or speaking with superiors	Written Warning	Final Written Warning	Dismissal	
21	Level 2	Leaving work assignment or company premises during official work hours without prior permission and approval from the immediate superior or HRD/Abandonment of post	Written Warning	Final Written Warning	Dismissal	
22	Level 3	Offering, soliciting or accepting favors or anything of value in exchange for a task, job, work, or favorable employment condition	Dismissal			
23	Level 3	Encouraging, inducing, instigating or threatening other employees to perform an act constituting a violation of the Code of Ethics, company policies, rules, and regulations	Dismissal			
24	Level 3	Borrowing/lending of money/loan sharking inside the company premises	Dismissal			
25	Level 3	Solicitation or collecting contribution from employees and suppliers for any purpose with whatsoever unless channeled and authorized by senior management	Dismissal			
26	Level 3	Reputation-damaging or creating intrigues that will cause damage to the reputation of the employees or the company	Dismissal			
27	Level 3	Submission of false or fraudulent money claims, medical certificates, other documents/engaging in bogus transactions with the intent to gain	Dismissal			

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Section	Description	Type of Offense	Level	Discipline	1st Instance	2nd Instance	3rd Instance	4th Instance
1	All grave acts of dishonesty which cause or tend to cause prejudice to the Company such as but not limited to the following: a. knowingly giving false or misleading information to qualify for a Company benefit, promotion, salary increase, transfer, and job assignment	Level 3	Dismissal					
2	Any act of harassment including but not limited to Sexual Harassment	Level 3	Dismissal					
3	Other similar or analogous offenses to the foregoing	Level 3	Dismissal					
4	Verbal breach by an employee of the trust reposed in him/her by the Company such as but not limited to the following: a. Abuse of position with the company to gain profit or advantage from employees b. Using the Company's name in private transactions or business for personal profit c. Deliberately removing, concealing, or destroying in whole or in part any Company documents without authority or with malicious intent d. Constantly failing to meet business commitments or promises that have significant business impact e. Fabrication of personal records f. Fabrication of Company documents such as reports, forms, etc. g. Commission of fraudulent acts against the Company h. Willful breach of confidentiality and (or) any violations analogous to the foregoing	Level 3	Dismissal					
5	Stealing or attempting to steal from the Company or from its customers, or from others on Company premises or job site at any time a. robbery, theft, pilferage or its attempts in any form, manner or shape from the Company, team members or customers. b. Concealing defective work which directly results in prejudice to the Company. c. Other acts with male and with intention to hide discrepancies and vandalism. d. Willful and deliberate destruction of Company property; sabotage e. Withholding or misappropriation of Company funds	Level 3	Dismissal					

II. Rules on Productivity

Section	Description	Type of Offense	Level	Discipline	1st Instance	2nd Instance	3rd Instance	4th Instance
28	Conducting oneself in grossly indecent or immoral nature in Company premises, while on duty or doing business for the Company	Level 3	Dismissal					
29	Commission of crime or violation by the employees against the Company or its members, customers and third parties.	Level 3	Dismissal					
30	Engaging in violence whether physical or serious verbal threats within company premises or during official company activities.	Level 3	Dismissal					
31	Drinking alcoholic beverages while on duty or reporting for duty while intoxicated.	Level 3	Dismissal					



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Section	Description of Infraction	Type of Offense	1st Instance	2nd Instance	3rd Instance	4th Instance
1	Non observance of proper housekeeping	Level 3	Dismissal			
2	Failure to undergo annual physical examinations as required by the Company and the government.	Level 3	Dismissal			
3	Smoking in prohibited areas.	Level 3	Dismissal			
4	Creating unsanitary conditions inside the Company premises.	Level 3	Dismissal			
5	Violating safety rules, regulations, or procedures of the Company causing accident or damage to person or property.	Level 3	Dismissal			
6	Non-disclosure of contagious disease which may endanger the lives or health of other employees.	Level 3	Dismissal			
7	Using, possessing, manufacturing, distributing, selling illegal drugs and drug paraphernalia while on duty or in the Company premises. Conviction of a crime involving illegal drugs.	Level 3	Dismissal			
8	Reporting for work while under the influence of illegal drugs.	Level 3	Dismissal			
9	Unauthorized carrying and possession of deadly weapons and explosives inside the Company premises, while on duty or doing business for the Company.	Level 3	Dismissal			

IV. Rules on Health and Safety

Section	Description of Infraction	Type of Offense	1st Instance	2nd Instance	3rd Instance	4th Instance
1	Willful and premeditated form of fraud or deceit committed against the customer and clients	Level 3	Dismissal			
2	Engaging in business that competes with the Company, or working with a competitor.	Level 3	Dismissal			
3	Threatening to inflict harm on the person, property or reputation of customer or clients and third party.	Level 3	Dismissal			
4	Extortion or bribery against a customer or third party.	Level 3	Dismissal			
5	Engaging in indecent or offensive behavior towards customers or clients.	Level 3	Dismissal			
6	Deliberately mishandling a customer transaction, service, or need.	Level 3	Dismissal			
7	Deliberately giving false, inaccurate or misleading information to the customer or loss of revenue or additional cost to the Company	Level 3	Dismissal			
8	Substituting Company products, materials or equipment with any other product with the intent to defraud.	Level 3	Dismissal			

III. Rules on Customer and Client Relations





V. Rules on Company Property, Facilities and Security

Section	Description of Infraction	Type of Offense	1 st Infraction	2 nd Infraction	3 rd Infraction	4 th Infraction
1	Mishandling of company property and unauthorized transfer of furniture and equipment without proper authorization from management.	Level 1	Written Warning	Final Written Warning	Suspension	Dismissal
2	Unauthorized use of computers of information technology resources to access sites or download files, which are network related.	Level 1	Written Warning	Final Written Warning	Suspension	Dismissal
3	Accessing websites or bringing provocative or pornographic materials.	Level 1	Written Warning	Final Written Warning	Suspension	Dismissal
4	Unauthorized installation of wallpapers, themes and the like into computers / email accounts/ not adhering the prescribed company email signature.	Level 1	Written Warning	Final Written Warning	Suspension	Dismissal
5	Improper or incorrect use of Company tools or equipment.	Level 1	Written Warning	Final Written Warning	Suspension	Dismissal
6	Refusal to submit to any inspection within Company premises by authorized security personnel or Company representative.	Level 1	Written Warning	Final Written Warning	Suspension	Dismissal
7	Unauthorized email broadcast or spamming	Level 1	Written Warning	Final Written Warning	Suspension	Dismissal
8	Entering restricted areas in the Company without proper authorization.	Level 1	Written Warning	Final Written Warning	Suspension	Dismissal
9	Exploiting Company resources for personal gain.	Level 1	Written Warning	Final Written Warning	Suspension	Dismissal
10	Damaging or destroying any Company property through negligence.	Level 1	Written Warning	Final Written Warning	Suspension	Dismissal

Section	Description of Infraction	Type of Offense	1 st Infraction	2 nd Infraction	3 rd Infraction	4 th Infraction
11	Lossing or misplacing Company records which may prejudice the Company.	Level 1	Written Warning	Final Written Warning	Suspension	Dismissal
12	Unauthorized sharing of personal passwords or log-in information.	Level 3	Dismissal			
13	Unauthorized access to networks resulting in any one or a combination of the following: a. Deliberate alteration of files including but not limited to the padding or reducing of files. b. Creating unauthorized user names or password change on the server/network c. Unauthorized changing server/network rights of users d. Unauthorized attachment of computers, storage media/drives or any other computer peripheral to servers, workstations or any network segment/cable whether remote or on site e. Consenting to, tolerating or allowing another employee to use your user number, access, and/or password to gain access to a server, directory or files to which the accessing employee has not been authorized. f. Negligence or carelessness of the employee by leaving the computer unattended and risking the network to a possible security violation. g. Tampering of company server/network configuration.	Level 3	Dismissal			
14	Purposefully sharing privileged and confidential information to anyone in the Company or external parties.	Level 3	Dismissal			
15	Unauthorized possession or bringing out of Company property, supplies, or equipment.	Level 3	Dismissal			
16	Unauthorized copying of licensed software application packages and all acts that violates intellectual property rights.	Level 3	Dismissal			
17	Deliberate locking-out or hacking of another employee's user name in any server.	Level 3	Dismissal			
18	Electronic files or physical accessories or servers or workstations infected with computer viruses, Trojan horse, and other damaging	Level 3	Dismissal			

Approved



VI. Saving Clause

1. Termination of an employee shall automatically bar him/her from re-employment.
2. The penalty of dismissal shall not prejudice the right of the company to initiate court action against the erring employee.
3. This Code shall supersede all other existing policies, rules, memos, and the like, and all policies to be implemented, if the same is found to be inconsistent with the Code of Conduct.

VII. Approval

Jay Gissinger
Owner and Chief Executive Officer

RECEIPT OF THE CODE OF CONDUCT AND DISCIPLINE POLICY

This is to acknowledge that I have read the Company's Code of Conduct and Discipline and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities, and obligations of employment with the Company.

I also acknowledge that the Company reserves the right to revise, delete, and add to the provisions of this Code of Conduct and Discipline, or condition of employment can be established by any other statement, conduct, policy, or practice.

NAME Theresa Marie Abad
DATE Sep. 23 2016
EMPLOYEE SIGNATURE [Signature]
AND HAVE READ AND UNDERSTAND ITS ENTIRE CONTENTS.