

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 iPlay 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 iPlay, 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. Imposition of penalties when warranted, shall not be cancelled, nor delayed for any reason.
6. The rights of the respondent as provided for by Law shall be guaranteed.
7. 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.
8. In cases of multiple violations of this Code, the following rule shall apply as to the penalty to be imposed:

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

III. PROCEDURE

IV. GENERAL BEHAVIORAL STANDARDS

As an iPlay 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 a 100% 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 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 towards 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 of all Company equipment for work related purposes, properly account for all Company funds received.



I. Applicability

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

II. 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 and can result to critical operations 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.

III. Table of Infractions

1. Rules on Proper Conduct and Decorum

| | | | | | | | | |
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| | | | | | | | | |
| 1 | Creating unnecessary noise or disturbance within the Company Premises. | Level 1 | Documented Verbal Warning | Written Warning | Final Written Warning | Suspension - 3 Days | Dismissal | |
| 2 | Failure to comply - iPlay Dress Code Policy. | Level 1 | Documented Verbal Warning | Written Warning | Final Written Warning | Suspension - 3 Days | Dismissal | |
| 3 | Non-participation in compulsory company activity or group work. | Level 1 | Documented Verbal Warning | Written Warning | Final Written Warning | Suspension - 3 Days | Dismissal | |
| 4 | Failure to maintain orderliness or cleanliness in the assigned work station. Failure to practice Clean As You Go Policy for all areas in the office. | Level 1 | Documented Verbal Warning | Written Warning | Final Written Warning | Suspension - 3 Days | Dismissal | |

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| | | | | | | | | |
| 5 | In proper or unjury conduct as to cause disorder or disrupt work | Level 1 | Documented Verbal Warning | Written Warning | Final Written Warning | Suspension - 3 Days | Dismissal | |
| 6 | Bringing of personal mobile phones deliberately to the operations or training areas other than those authorized. Bringing of non-work related electronic gadgets (laptops, flash/portable drives, cameras, etc.) inside the company premises without prior approval from the immediate supervisor. | Level 1 | Documented Verbal Warning | Written Warning | Final Written Warning | Suspension - 3 Days | Dismissal | |
| 7 | Eating in unauthorized areas (operations, management & support area) within the company premises especially while taking calls. | Level 1 | Documented Verbal Warning | Written Warning | Final Written Warning | Suspension - 3 Days | Dismissal | |
| 8 | Speaking in another language or dialect other than English within the company-designated area | Level 1 | Documented Verbal Warning | Written Warning | Final Written Warning | Suspension - 3 Days | Dismissal | |
| 9 | Failure to log-in/out in Biometrics and other required attendance monitoring tool. Failure to punch in/out for breaks and lunch per day considered as one (1) instance. | Level 1 | Documented Verbal Warning | Written Warning | Final Written Warning | Suspension - 3 Days | Dismissal | |
| | 3 manual edits in a month from Easydocking tool will merit 1 instance. | | | | | | | |



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| 10 | Tardiness: | Level 1 | Documented Verbal Warning | Written Warning | Final Written Warning | Suspension - 3 Days | Dismissal |
| | a. 3 Counts of Tardiness of less than an hour in a month is considered 1 instance. b. 1 Count of Tardiness of more than an hour in a month is considered 1 instance. | | | | | | |
| 11 | Undertime - left early and failed to complete the 8 hour shift. | Level 1 | Documented Verbal Warning | Written Warning | Final Written Warning | Suspension - 3 Days | Dismissal |
| 12 | Unscheduled Absence/Absence without office at leave (AWOL) for 3 consecutive days. | Level 1 | Documented Verbal Warning | Written Warning | Final Written Warning | Suspension - 3 Days | Dismissal |
| 13 | Failure to wear ID inside office at all times, Non-adherence to the No ID, No Entry Policy | Level 1 | Documented Verbal Warning | Written Warning | Final Written Warning | Suspension - 3 Days | Dismissal |
| 14 | No Call/No Show. | Level 2 | Written Warning | Final Written Warning | Suspension n - 5 Days | Dismissal | |
| 15 | Failure to report back for work on time from scheduled breaks. | Level 2 | Written Warning | Final Written Warning | Suspension n - 5 Days | Dismissal | |
| 16 | Withholding vital information necessary during investigation or any official inquiry. | Level 2 | Written Warning | Final Written Warning | Suspension n - 5 Days | Dismissal | |
| 17 | Taking part in any gambling, lottery or any other game of chance on company time and/or with n company premises. | Level 2 | Written Warning | Final Written Warning | Suspension n - 5 Days | Dismissal | |
| 18 | Malingering to escape work. | Level 2 | Written Warning | Final Written Warning | Suspension n - 5 Days | Dismissal | |



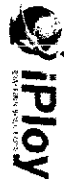
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| 19 | Loafing, doing very little and spending time in a lazy, wasteful way; loafing during working hours. | Level 2 | Written Warning | Final Written Warning | Suspension n - 5 Days | Dismissal | |
| 20 | Flagrant discourtesy, either by acts or words, use of disrespectful language, impolite or obscene language in addressing or speaking with superiors and other employees. | Level 2 | Written Warning | Final Written Warning | Suspension n - 5 Days | Dismissal | |
| 21 | Leaving work assignments or company premises during official work hours without prior permission and approval from the immediate supervisor or HDD/ Abdornment of post. | Level 2 | Written Warning | Final Written Warning | Suspension n - 5 Days | Dismissal | |
| 22 | Insubordination - Failure to comply any directive and/or instructions from Superiors and/or Management/Wilful disobedience. | Level 2 | Written Warning | Final Written Warning | Suspension n - 5 Days | Dismissal | |
| 23 | Neglect of Duty - Failure to implement policies and procedures. | Level 2 | Written Warning | Final Written Warning | Suspension n - 5 Days | Dismissal | |
| 24 | Failure to comply - iPlay Gift Policy. | Level 2 | Written Warning | Final Written Warning | Suspension n - 5 Days | Dismissal | |
| | a. Offering, soliciting or accepting favors or anything of value in exchange for a task, job, work, or favorable employment condition. b. Accepting "gifts" of more than 200php in value without prior approval or notification to the Management. (Key Personnel - Management, Admin, IT, TIs etc). | | | | | | |
| 24 | | Level 2 | Written Warning | Final Written Warning | Suspension n - 5 Days | Dismissal | |



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| 25 | Tattling and uttering unauthorized visitors. | Level 2 | Written Warning | Final Written Warning | Suspension n - 5 Days | Dismissal | |
| | | iPLAY Social Media Policy. | | | | | |
| | | a. Publishing material that is defamatory, abusive or offensive in relation to any employee, manager, office holder, shareholder, customer or client of the company. | | | | | |
| 26 | b. Publishing any confidential or business-sensitive information about iPlay. c. Publishing material that might reasonably be expected to have the effect of damaging the reputation or professional standing of the company. | Level 2 | Written Warning | Final Written Warning | Suspension n - 5 Days | Dismissal | |
| | | 27 | | | | | |
| | | Sleeping on the job during working hours. | | | | | |
| 28 | Encouraging, inducing, instigating or threatening other employees to perform an act constituting a violation of this Code another company policies, rules and regulations. | Level 3 | Suspension - 5 Days | Dismissal | | | |
| | | 29 | | | | | |
| | | Borrowing/lending of money/ LOAN sharking inside the company premises. | | | | | |
| 30 | Solicitation or collecting contribution from employees and suppliers for any purpose which whatsoever unless chartered and authorized by senior management. | Level 3 | Suspension - 5 Days | Dismissal | | | |



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| 31 | Rumor-mongering or creating intrigues that will cause damage to the reputation of the employees or the company as a whole. | Level 3 | Suspension - 5 Days | Dismissal | | | |
| | | 32 | | | | | |
| | | Submission of false or fraudulent money claims, medical certificates, other documents/engaging in bogus transactions with the intent to gain. | | | | | |
| 33 | Conducting oneself in a grossly indecent or immoral nature in company premises, while on duty or doing business for the Company. | Level 3 | Suspension - 5 Days | Dismissal | | | |
| | | 34 | | | | | |
| | | Commission of a crime or violation by the employees against the company or its' members, customers and third parties. | | | | | |
| 35 | Engaging in violence whether physical or serious verbal threats within company premises or during official company activities. | Level 3 | Suspension - 5 Days | Dismissal | | | |
| | | 36 | | | | | |
| | | Drinking alcoholic beverages while on duty or reporting for duty while intoxicated. | | | | | |

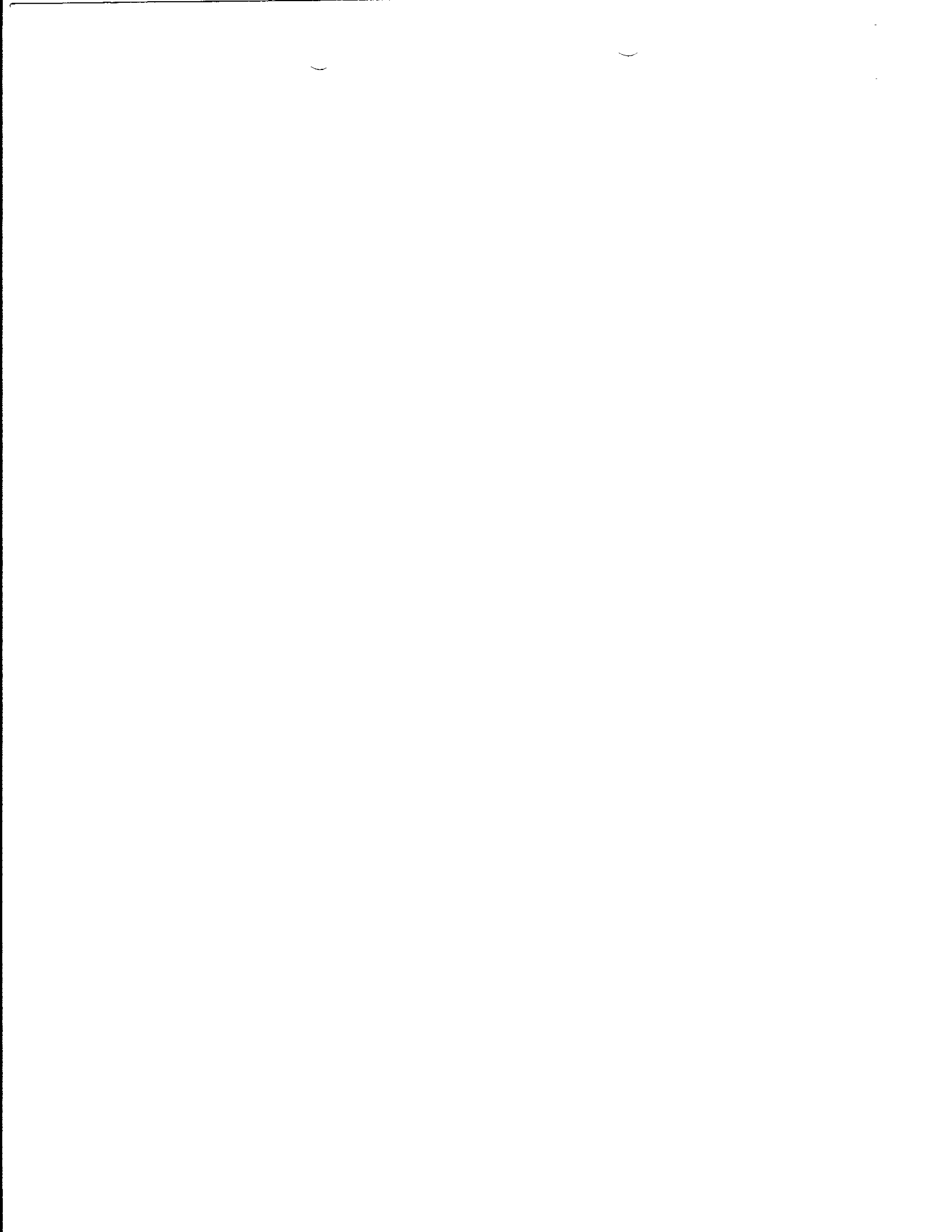


II. Rules on Productivity

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|---|---|---------|---------------------|-----------------------|---------------------|-----------|
| 1 | Compliance to Performance Plan (P/P) | Level 2 | Written Warning | Final Written Warning | Suspension - 5 Days | Dismissal |
| 2 | 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. b. Any act of harassment including but not limited to Sexual Harassment. | Level 3 | Suspension - 5 Days | Dismissal | | |
| 3 | Out or similar or analogous offenses to the foregoing. | Level 3 | Suspension - 5 Days | Dismissal | | |
| 4 | Willful 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 | Level 3 | Suspension - 5 Days | Dismissal | | |
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| 5 | d. Constantly failing to meet business commitments or promises that have significant business impact. e. Falsification of personal records; f. Falsification 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 | Suspension - 5 Days | Dismissal | | |
| 6 | Stealing or attempting to steal from the Company or from its customers, or from others on Company premises or job sites 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 malice and with intention to hide discrepancies. d. Willful and deliberate destruction of Company property, sabotage and vandalism. e. Withholding or misappropriation of Company funds. | Level 3 | Suspension - 5 Days | Dismissal | | |





III. Customer Client Relations

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

IV. Health and Safety

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|---|---|---------|---------------------------|-----------------------|-----------------------|---------------------|-----------|
| 1 | Non-observance of proper housekeeping. | Level 1 | Documented Verbal Warning | Written Warning | Final Written Warning | Suspension - 3 Days | Dismissal |
| 2 | Smoking in prohibited areas. | Level 1 | Documented Verbal Warning | Written Warning | Final Written Warning | Suspension - 3 Days | Dismissal |
| 3 | Creating unsanitary conditions inside the Company premises. | Level 2 | Written Warning | Final Written Warning | Suspension - 3 Days | Dismissal | |
| 4 | Failure to undergo annual physical examinations as required by the Company and the government. | Level 2 | Written Warning | Final Written Warning | Suspension - 3 Days | Dismissal | |
| 5 | Violating safety rules, regulations, or procedures of the Company causing accident or damage to person or property. | Level 4 | Dismissal | | | | |
| 6 | Non-disclosure of contagious disease which may endanger the lives or health of other employees. | Level 4 | 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 4 | Dismissal | | | | |
| 8 | Reporting for work while under the influence of illegal drugs. | Level 4 | Dismissal | | | | |
| 9 | Un-authorized carrying and possession of deadly weapons and explosives inside the Company premises, while on duty or doing business for the Company. | Level 4 | Dismissal | | | | |



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| 14 | 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 | Suspension - 5 Days | Dismissal | | |
| 15 | Purposely sharing privileged and confidential information to anyone in the company or external parties. | Level 3 | Suspension - 5 Days | Dismissal | | |
| 16 | Unauthorized possession or bringing out of Company property, supplies or equipment. | Level 3 | Suspension - 5 Days | Dismissal | | |
| 17 | Unauthorized copying of licensed software application packages and all acts that violates intellectual property rights. | Level 3 | Suspension - 5 Days | Dismissal | | |
| 18 | Deliberate locking-out or hacking of another employee's user name in any server. | Level 3 | Suspension - 5 Days | Dismissal | | |
| 19 | Placement of computer virus, trojan horse, and other damaging electronic files or physical accessories on servers or workstations. | Level 3 | Suspension - 5 Days | Dismissal | | |

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 Giss nger
 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 and 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 PAUL VEAR KADORA
 DATE 3/16/2020
 AND HAVE READ AND UNDERSTAND ITS ENTIRE CONTENTS.
 EMPLOYEE SIGNATURE _____