



**APPROVAL OF THE AMENDMENT TO THE PSMBFI CODE OF DISCIPLINE**

**Whereas**, Board Resolution No. 2014 – 123 approved the PSMBFI Code of Discipline to establish guidelines to boost the overall morale of the personnel and to serve as guidance for the strict adherence to principles of professional behavior;

**Whereas**, Board Resolution No. 2017 – 67 approved the amendment to the Code of Discipline to align the Whistleblower Policy with the Discipline Policy;

**Whereas**, Management has proposed amendments to the Code of Discipline in order to ensure effectiveness while instilling discipline in the company, with the end in view of lifting the overall morale of its personnel and protecting their rights to labor, but without undermining the reasonable exercise of management prerogative, especially in imposing disciplinary actions on its employees;

**Whereas**, the major amendments to the Code of Discipline includes the following:

- The term “penalties” used throughout the Code of Discipline was renamed to “administrative sanctions”;
- The different types of administrative sanctions in the policy were clearly defined such as: Verbal warning (documented), Written reprimand, Suspension without pay, and Dismissal from employment;
- Circumstances attendant to the commission of the offense/infracton were added;
- The descriptions on the classification of offenses were removed as these are already identified in the Table of Offenses and Administrative Sanctions;
- The composition of the Discipline Committee was changed to be consistent with the recently approved organizational structure; and
- Enhancements in the Table of Offenses and Administrative Sanctions.

**Whereas**, after thorough discussions on the proposed amendments to the Code of Discipline, the Governance Committee and the Executive Committee have endorsed the same for approval of the Board;

**Whereas**, during the Regular Board Meeting on July 31, 2020, the Board favorably considered the proposed amendments to the PSMBFI Code of Discipline;

**Now, therefore, be it resolved, as it is hereby resolved**, that amendments to the PSMBFI Code of Discipline hereto attached be approved and to be implemented effective September 1, 2020;

**Be it resolved further**, that copies of this resolution be furnished the Chairman and the Vice Chairman of the Board of Trustees, the President, the Vice Presidents, and the PSMBFI Management for reference and information.

Done in San Juan City this 31<sup>st</sup> day of July 2020

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**PSMBFI Building**

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# PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Resolution No. 2020 – 39

## APPROVAL OF THE AMENDMENT TO THE PSMBFI CODE OF DISCIPLINE

**DIR ARCHIE FRANCISCO F GAMBOA**  
Chairman

**DIR LYNDON G CUBOS**  
Vice Chairman

**DIR MARIO A AVENIDO**  
President

**DIR ARMANDO E RAMOLETE**  
Vice President

**DIR JOSELITO M VERA CRUZ**  
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Trustee

**DIR VALFRIE G TABIAN**  
Trustee

**DIR REYNALDO G BIAY**  
Trustee

**DIR ELMO FRANCIS O SARONA**  
Trustee

**DIR LYNETTE M TADEO**  
Trustee

**DIR WARREN GASPAS A TOLITO**  
Trustee

**DIR RODOLFO A COLLADO JR**  
Trustee

Attested by:

**ATTY MATTHEW P BACCAY**  
Corporate Secretary



# PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Policy Title:

## CODE OF DISCIPLINE

Document No.: **CP-HRD-001**

Recommended for approval:


  
**MILAN ROCHELLE N. BERNARDO**  
Manager, Human Resource Department

Date Effective: **September 1, 2020**

Revision No.: **1**

Supersedes Policy No.: **PSMBFI Code of Discipline**

Approved:

  
**DIR. MARIO A. AVENIDO**  
President & CEO

### I. Statement of Policy

The PUBLIC SAFETY MUTUAL BENEFIT FUND, INC., or PSMBFI for brevity, believes in the implementation of policies and regulations that are necessary for optimum effectiveness and favorable accomplishment of organizational objectives. This policy of PSMBFI is intended to instill discipline in the company, with the end in view of boosting the overall morale of its personnel and protecting their rights to labor, but without undermining the reasonable exercise of management prerogative of the company, specifically in imposing disciplinary actions on its employee.

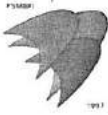
The Human Resource Department, with the guidance of management, aims to instill positive discipline with utmost impartiality in accordance with the Company Code of Discipline that will develop and maintain mutual respect and a good working relationship among PSMBFI employees.

The purpose of this Code of Discipline is to establish guidelines for the enforcement of PSMBFI policies in imposing the appropriate administrative sanctions for the infractions committed and the range of possible disciplinary sanction. The same Code of Discipline is not exclusive, and not conclusive of the appropriate administrative sanctions for the employee's infraction.

### II. Scope and Applicability

The policy and procedures set herein shall apply to all PSMBFI employees irrespective of status of employment whether the violation is committed:

- Inside Company premises/property while employee is on or off-duty;
- Outside Company premises/property while performing official work/tasks;
- Outside Company premises/property during company-sponsored or company-related activities, or while in company vehicle; or
- Outside Company premises/property while off-duty, if the incident impacts employee's work with the company.



# PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

## III. Definition of Terms

1. **Absence Without Official Leave (AWOL)** – refers to failure to report for work without official confirmation from authorized approver.
2. **Administrative Hearing** – refers to a formal investigation conducted by the Discipline Committee to assess infractions that correspond to a penalty of suspension from work without pay to dismissal from employment.
3. **Administrative Sanction** – is a penalty imposed upon an employee after an allegation of infraction is proven valid and he/she is confirmed of the act violating any items in the PSMBFI Code of Discipline.
4. **Code of Discipline** – refers to set of guidelines established for the implementation of company policies and imposing appropriate disciplinary measures for the infractions committed.
5. **Discipline Committee** – is a panel of case evaluators specifically formed to conduct administrative hearing.
6. **Dismissal from Employment** – is a termination/separation from employment because the acts or omission that the employee has committed is inconsistent with the acceptable standards of behavior and/or results in a very serious potential or actual loss or damage to the company.
7. **Erring Employee** – refers to an employee accused of an alleged violation of a Company policy.
8. **Habitual Tardiness** – refers to reporting for work past the specified starting time for more than two (2) times in a month, regardless of the number of minutes.
9. **Incident Report** – refers to a written report regarding any incident involving a perceived violation of the PSMBFI policies that is formally endorsed to the HR Department. The report contains a brief description of the act allegedly committed by an employee which includes nature of incident, date/time committed, person/s involved, and description of incident.
10. **Infraction** – refers to breach, violation or infringement of any company policy.
11. **Mitigating Circumstances** – are conditions that may warrant the reduction of the imposable penalty for the offense committed. These tend to lessen the seriousness/gravity of the offense and may merit the imposition of a lower penalty.
12. **Moral Character** – refers to certain qualities of mind and morals possessed by a person which distinguished him from the others. It is the opinion generally entertained of a person derived from the common report of the people who are acquainted with him or his reputation.
13. **Notice to Explain (NTE)** - is a memorandum issued by the HR Department to the erring or involved personnel that informs the employee of the alleged violation as identified through the Table of Offenses and Administrative Sanctions (Annex B) and affords the employee an opportunity to explain his/her side through a written response within five (5) calendar days from receipt of the NTE.
14. **Personal Information** – refers to any information from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information; or when put together with other information would directly and certainly identify an individual.



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15. **Preventive Suspension** – is a temporary disassociation from work/employment imposed upon erring employee at the inception of the administrative hearing/ proceedings conducted by the Discipline Committee, under the following circumstances: (1) If the employee's continued employment poses a serious and imminent threat to life or property of the employer or of his co-workers, or (2) Where the employee's continued employment/presence will adversely affect the administrative investigation being undertaken.
16. **Prohibited Drugs** – includes opium and its active components and derivatives, such as heroin and morphine; coca leaf and its derivatives, principally cocaine; alpha and beta eucaine; hallucinogenic drugs, such as mescaline, lysergic acid diethylamide (LSD) and other substances producing similar effects; Indian hemp and its derivatives; all preparations made from any of the foregoing; and other drugs, whether natural or synthetic, with the physiological effects of a narcotic drug.
17. **Rectification Period for Offenses** – is the time within which any similar infraction committed by an employee will be dealt with following the next higher-level penalty based on the Table of Offenses and Administrative Sanctions. Once period has lapsed, a subsequent infraction shall be treated as first offense.
18. **Retaliatory Action** – refers to any discriminatory conduct or policies which affect promotion or job assignment including undue negative performance appraisals, unwarranted discriminatory actions, reprimands, criticisms or workplace ostracism, unnecessary close monitoring by supervisors, blacklisting from other job opportunities or prejudicial/punitive transfers, by reason of a disclosure made under the PSMBFI Whistleblower Policy.
19. **Suspension from Work**– refers to temporary disassociation from work/employment of an employee for a designated period of time without salary and benefits. During such period, the suspended employee shall be restricted from entering the premises of the department without Management approval.
20. **Unauthorized Undertime**– means leaving work on a particular day earlier than the specified end of working hours, without the approval of the superior and the HR Department. This should be evidenced by an approved gate pass or undertime filing.
21. **Written Warning** – refers to a corrective action/admonition to the erring employee for the infraction of the PSMBFI policies, rules and regulations, including this Code of Discipline, taken immediately by the HR Department. Normally, a one-on-one meeting between the HR personnel and the concerned employee to discuss the problem or issue at work and the ways of improvement. The concerned employee shall also be reminded of possible consequences should the problem persist.
22. **Whistleblower** – is any officer or employee who has knowledge of an infraction of company policies, illegal, dishonest, or fraudulent activities or any "act constituting improper conduct" committed by another and reports such to authorized entities within the organization.
23. **Written Explanation** – refers to written response of an employee to the Notice to Explain (NTE) to express his/her side of the matter particularly the circumstances surrounding his/her involvement on the incident.
24. **Written Reprimand** – refers to a written administrative sanction imposed upon an erring employee for repeated infraction of an offense subject of the verbal warning.



# PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

## IV. Responsibility

### A. Management

1. PSMBFI management shall ensure that all cases concerning employee discipline are dealt with in an efficient and objective manner.
2. It shall take action on any policy infraction with the proper disciplinary action as specified in the Code of Discipline.

### B. Employees

1. All employees shall assume their role in ensuring that all PSMBFI policies are correctly implemented, faithfully adhered to and strictly observed. Thus, it is the responsibility of every employee to report violations/infractions against PSMBFI policies.
2. Employees shall perform their assigned tasks/responsibilities with professionalism and deference for PSMBFI policies, rules and regulations at all times.
3. When necessary, employees are required to participate in any official investigation/inquiry and shall not pose any hindrance and/or obstacle to the effective implementation of the PSMBFI disciplinary process.

## V. Policy Implementation

### A. Types of Administrative Sanctions

1. **Written Warning** - a corrective action/admonition to the erring employee for the infraction of the PSMBFI policies, rules and regulations, including this Code of Discipline, undertaken immediately by the HR Department. Normally, a one-on-one meeting between the HR personnel and the concerned employee to discuss the problem or issue at work and the ways of improvement. The concerned employee shall also be reminded of possible consequences should the problem persist. This shall be documented and will form part of the employee's 201 file.
2. **Written Reprimand** - a written reprimand is imposed upon an erring employee for repeated infraction of an offense subject of the verbal warning. Such written reprimand shall include a statement that a subsequent infraction of the same offense, a heavier administrative sanction shall be imposed.
3. **Suspension from Work** - a temporary disassociation from work/employment of an employee for a designated period of time without salary and benefits. During such period, the suspended employee shall be restricted from entering the premises of the department without Management approval. The penalty of suspension must take effect within fifteen (15) calendar days from issuance of the Disciplinary Action Memo to the employee, unless otherwise ruled.
4. **Dismissal from Employment** - a termination/separation from employment because the acts or omission that the employee has committed is inconsistent with the acceptable standards of behavior and results in a very serious potential or actual loss or damage to the PSMBFI.

A dismissed employee forfeits all his benefits and privileges without prejudice to whatever legal action that PSMBFI may take against him/her.



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Separation pay may be allowed except for the following cases: (a) serious misconduct; (b) willful disobedience; (c) gross and habitual neglect of duty; (d) fraud or willful breach of trust; (e) commission of crime against the employer or his family or those reflecting on his moral character. (*Manila Water Company vs Del Rosario*, G.R. No. 188747, January 29, 2014/*Justice Perez citing the case of Toyota Motor Phils. Corp Workers Association (TMPCWA) vs NLRC*, 562 Phil. 759 [2007])

The following are just causes under Art 282 of the Labor Code (Termination or Dismissal from Employment):

- a) Serious misconduct or willful disobedience by the employee of the lawful orders of his employer or representative in connection with his work;
- b) Gross and habitual neglect by the employee of his duties;
- c) Fraud or willful breach by the employee of the trust reposed in him by his employer or duly authorized representative;
- d) Commission of a crime or offense by the employee against the person of his employer or any immediate member of his family or his duly authorized representatives; and
- e) Other causes analogous to the foregoing.

## B. Classification of Offenses/Infractions and their Corresponding Administrative Sanction

Classification	Offense	Corresponding Penalty
Class A (Minor Infractions)	1 <sup>st</sup> Offense	Written Warning
	2 <sup>nd</sup> Offense	Written Reprimand
	3 <sup>rd</sup> Offense	Minimum of 3 Days up to a maximum of 10 Days Suspension from work
	4 <sup>th</sup> Offense	Minimum of 11 Days up to a maximum of 15 Days Suspension from work
	5 <sup>th</sup> Offense	Dismissal from Employment
Class B (Less Serious Infractions)	1 <sup>st</sup> Offense	Written Reprimand
	2 <sup>nd</sup> Offense	Minimum of 3 Days up to a maximum of 10 Days Suspension from work
	3 <sup>rd</sup> Offense	Minimum of 11 Days up to a maximum of 15 Days Suspension from work
	4 <sup>th</sup> Offense	Dismissal from Employment
Class C (Serious Infractions)	1 <sup>st</sup> Offense	Minimum of 11 Days up to a maximum of 15 Days Suspension from work
	2 <sup>nd</sup> Offense	Dismissal from Employment
Class D (Severe Infractions)	1 <sup>st</sup> Offense	Dismissal from Employment



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Note: *Infractions involving habitual tardiness and unauthorized absences* will be treated with a different set of sanctions as indicated:

*Corresponding Administrative Sanctions for Attendance-related infractions/offenses:*

- 1<sup>st</sup> Offense – Written Warning
- 2<sup>nd</sup> Offense – Written Reprimand
- 3<sup>rd</sup> Offense – 3 Days Suspension from work
- 4<sup>th</sup> Offense – 5 Days Suspension from work
- 5<sup>th</sup> Offense – 10 Days Suspension from work
- 6<sup>th</sup> Offense – Dismissal from Employment

### C. Circumstances Attendant to the Commission of the Offense/Infraction

The above-mentioned disciplinary sanctions shall be applied by the Company consistently, uniformly, positively, and constructively. Opportunity for the erring employee to correct himself/herself is provided by the progressive nature of the disciplinary steps. Progressive nature of the administrative sanctions, however, may not apply to grave offenses for which the employee may be administratively sanctioned with dismissal from employment after compliance with due process.

The rule of progression shall always be observed on the imposition of corrective actions.

- All offenses committed shall be treated on a cumulative basis.
- Succeeding offenses shall be meted with the next higher corrective action.
- Two or more offenses emanating from a single act shall be dealt with in accordance with the offense with stricter or more stern sanction.

#### Mitigating Circumstances

Mitigating Circumstances are conditions that **may** warrant the reduction of the imposable penalty for the offense committed that shall include:

- Employee's past good performance in the Company
- Employee's voluntary admission of culpability/responsibility of the infraction/violation
- Employee's degree of participation in the violation/infraction of the offense

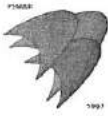
### D. Rectification Period

The rectification period for offenses is the time within which any similar infraction committed by an employee will be dealt with following the next higher-level penalty based on the Table of Offenses/Infractions. Once period has lapsed, such subsequent infraction shall be treated as first offense.

Cleansing/write-off of offenses shall be as follows:

1. **Minor Infraction** – shall be considered written-off after one (1) year from the time the administrative sanction/penalty is served.
2. **Less Serious Infraction** – shall be considered written-off after two (2) years from the time the administrative sanction/penalty is served.
3. **Serious Infractions** - shall be considered written-off after five (5) years from the time the administrative sanction/penalty is served.





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## E. Guidelines in the Application of Penalties

The imposition of the penalty shall be made in accordance with the manner herein below provided:

- a) Like penalties shall be imposed for like offenses.
- b) If the respondent is found guilty of two (2) or more charges or counts, the penalty to be imposed should be that corresponding to the most serious charge or count.
- c) In the appreciation of any mitigating circumstance in favor of the respondent the same must be invoked by him/her, otherwise, such circumstances shall not be considered in the determination of the penalty to be imposed.

## F. Implementing Procedure

1. Any incident involving a perceived violation of the PSMBFI policies shall be formally endorsed to the HRD as an Incident Report that contains a brief description of the act allegedly committed by an employee. The Incident Report Form (Annex A) will be specifically used for this purpose. Details contained in the form are:

- ✓ Nature of Incident
- ✓ Date/Time Committed
- ✓ Person/s Involved
- ✓ Description of Incident

The IRF shall be forwarded to the HRD for evaluation and appropriate action within three (3) working days from date of infraction. However, with regard to infractions arising from findings during post activity audit of the Office of the Internal Auditor (OIA), the IRF and supporting documents may be turned over to HRD once these are approved for endorsement by the President, not necessarily within three (3) days from actual infraction.

Any employee, regardless of rank/position or status of employment, may complete and submit an IRF if:

- a. He/She personally witnessed/saw the commission of said infraction;
  - b. He/She is officially working/while on duty in the area/location where the infraction was committed or is undertaking a review of activity where a violation was discovered;
  - c. He/She personally received reliable information or similar reports from principals/suppliers/other business affiliates regarding an infraction committed by any employee. Said reports should be in writing and easily verifiable with the source/s.
2. Once the information in the IRF is checked, the HRD shall issue a Notice to Explain (NTE) to erring employee, ideally, within five (5) working days upon receipt of the report. The Notice to Explain informs the employee of the alleged violation as identified through the Table of Offenses and Administrative Sanctions (Annex B) and affords the employee an opportunity to explain his/her side through a written response within five (5) calendar days from receipt of the NTE. Should there be involvement of other employees as identified in the written explanation, they shall likewise be issued a Notice to Explain and given reasonable time to respond in writing



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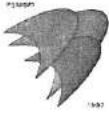
3. Upon receipt of the written explanation of employee/s, the HRD shall conduct initial inquiry/ investigation and gather/collect data and other relevant documents/information, if any.
4. Facts/data gathered in the course of inquiry/investigation shall be compiled to form part of the basis for evaluation/assessment. For offenses/infractions where the applicable disciplinary sanction is Written Warning or Written Reprimand, the HRD shall undertake final assessment. However, in all cases where the applicable administrative sanction to the offense committed ranges from SUSPENSION FROM WORK to DISMISSAL FROM EMPLOYMENT, it shall be evaluated through an administrative hearing to be conducted by the Discipline Committee.
5. Once administrative hearing/investigation is completed and violation/infraction to PSMBFI policies is ascertained, the Discipline Committee shall conclude its evaluation and recommendation for disciplinary sanction. Seven (7) working days thereafter, the DC shall endorse its findings/evaluation and recommendation for approval/appropriate action of the President or the Chairman of the Board of Trustees through the Governance Committee for discipline cases at the managerial level. For cases involving monetary concerns, including negligence resulting to damage to/loss of PSMBFI property or errors involving any form of overpayment to members, recommendations for disallowance or reimbursement of amount in question shall form part of the proposed disciplinary action in addition to the administrative sanction corresponding to the infraction committed.
6. Upon approval of recommendation, a Notice of Disciplinary Action (NDA) shall be issued to the concerned employee/s. Copies shall be forwarded to concerned department for information, especially in cases involving suspension from work without pay or dismissal from employment as well as in cases involving monetary awards for restoration or restitution.
7. All consolidated documentations related to the case shall be filed in employee/s' 201 for reference.

Note: A process flowchart (Annex C) provides a visual representation of above enumerated steps.

### **G. Administrative Hearing**

1. The Administrative Hearing is a formal investigation conducted to assess infractions that correspond to a penalty of SUSPENSION FROM WORK to DISMISSAL FROM EMPLOYMENT.
2. The Discipline Committee is a panel of case evaluators specifically formed to conduct administrative hearing. The Committee, in case the erring personnel is a supervisory or rank & file employee, shall be composed of three (3) members: the Vice President for Corporate Services as the Chairman, and two (2) appointed managers as members. In the absence or inhibition of the chairman, one of the two members shall sit as chairman while a third member shall be selected from the remaining managers to complete the committee.

Each manager shall have the responsibility to participate in the discipline process as a member of a Discipline Committee. A draw lot system shall be adopted to determine which case a manager shall be assigned. The draw lots shall exclude those who have already acted on their duty as Discipline Committee member until such time that all managers have already performed such. By then all managers will undergo the same random assignment procedure.



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On the other hand, a manager whose staff is implicated or involved in the incident shall also be excluded from the pool of selection options for such particular discipline case. His name, however, shall be included in the draw lots for the succeeding cases.

The Legal Officer shall sit as resource person in all administrative hearings and may be consulted in terms of the sanctions to be imposed. On the other hand, the Manager, HR Department shall also serve as resource person, unless appointed as member of the Discipline Committee.

In case erring employee is of managerial level/capacity, the composition of the Discipline Committee shall be as follows: the President as Chairman and two (2) Vice Presidents as members. The Vice President to whom the erring employee is directly reporting to shall not be part of the Discipline Committee.

In the event that a member of the Committee is a party to the complaint either as a complainant or a respondent or even as a witness, he shall inhibit himself from hearing and investigating the case and shall be replaced by a manager as appointed by the President or the Chairman of the Board of Trustees.

3. Prior to the administrative hearing, the Committee shall be furnished with all pertinent documents and testimonials on the case. Should a need for additional information/documents arise during the course of the hearing, the Committee may require concerned persons/departments to provide such.
4. The committee, at its discretion, may require the employee/s who allegedly incurred the infraction, as well as witnesses or other personalities who bear material evidences, to appear before the panel for inquiry. Respondents, in respect of their individual rights, shall be allowed to bring their personal counsel, should they wish to do so.
5. All administrative hearings shall be recorded. Committee members shall be furnished with transcripts/records of proceedings.

### **H. Other Implementing Guidelines**

1. All proceedings involving policy violation by employees shall be in compliance with the requirements of law and the PSMBFI Code of Discipline.
2. The items defined herein are in anticipation of specific circumstances that may arise throughout the PSMBFI's operation. Items other than those incorporated in the Code may be determined from time to time and disseminated in the form of office memoranda, eventually forming part of the Code.
3. The discipline of any employee under these rules shall not be a bar to his prosecution in the proper court of justice if the same act constitutes a violation of the Revised Penal Code or other special penal laws. Management reserves its legal right to file administrative, civil and/or criminal action/s against any offender when warranted.
4. The President retains the prerogative, through the recommendation of the Discipline Committee, to place the erring employee under preventive suspension without pay for a maximum of thirty (30) days while the investigation of a case is ongoing in its discretion. Reinstatement shall depend on the outcome of investigation. If alleged employee is cleared of infraction, the total salaries due for the duration of the preventive suspension shall be paid back to him/her on top of reinstatement.



## PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Preventive Suspension may be imposed upon erring employee at the inception of the administrative hearing/ proceedings conducted by the Discipline Committee, under the following circumstances:

- a. If the employee's continued employment poses a serious and imminent threat to life or property of the employer or of his co-workers, or
- b. Where the employee's continued employment/presence will adversely affect the administrative investigation being undertaken

The Preventive Suspension shall not last longer than 30 days, otherwise, the employer shall (1) reinstate the worker/employee to former or substantially equivalent position; or (2) pay the wages and other benefits to the worker/employee that he/she is not bound to reimburse in case he/she is finally dismissed. (*Sections 8 & 9, Rule XXIII, Book V, Rules to Implement The Labor Code, as amended by Article 1, DOLE Department Order No. 9, s. 1997*).

5. The above procedure shall be applied in all cases of policy infraction except in the case of offenses involving habitual tardiness and unauthorized absences where erring employee may be sanctioned outright as evidenced by employee's attendance records.

### VI. Rescission

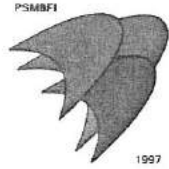
All other previously issued policies, procedures and guidelines contrary to or inconsistent with the above are hereby rescinded and superseded as prescribed in this policy.



# PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Annex A

## INCIDENT REPORT FORM



Date : \_\_\_\_\_

To : Human Resource Department

From : \_\_\_\_\_

Nature of Incident Report :  Actual witnessed  Covered by area of responsibility  
 Audit Findings  Reported by 3rd Party  
 Others (Please specify) \_\_\_\_\_

Details of Incident :

Nature of Incident	
Date/Time Committed	
Person/s Involved & Department	

**Description of Incident**  
 (attach supporting documents and additional sheets, if necessary)

\_\_\_\_\_

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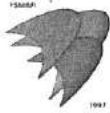
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Attestation : I, _____, of the _____ Department, voluntary endorse above facts and declare further that the foregoing is true and correct. I attest that, in completing this form, I am not acting under duress, menace, fraud, or the undue influence of any person.  _____ Employee's name and signature	Received by/Date :  Human Resource Department Noted by/Date :  Manager, HR Department
_____	_____
Date	



# PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Annex B

**Table of Offenses and Administrative Sanctions**

<b>Legend:</b>	
<b>WW</b> - Written Warning	<b>WR</b> - Written Reprimand
<b>3 DS</b> - 3 Days Suspension from Work Without Pay	<b>5 DS</b> - 5 Days Suspension from Work Without Pay
<b>3-10 DS</b> - Minimum of 3 Days up to a maximum of 10 Days Suspension from Work Without Pay	<b>10 DS</b> - 10 Days Suspension from Work Without Pay
<b>11-15 DS</b> - Minimum of 11 Days up to a maximum of 15 Days Suspension from Work Without Pay	<b>DE</b> - Dismissal from Employment

Items	Class	Imposable Administrative Sanctions					
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense	6 <sup>th</sup> Offense
1. Intentional interfering with or obstructing other employees in the performance of their duties	B	WR	3-10 DS	11-15 DS	DE		
2. Staring or leering at a co-employee	B	WR	3-10 DS	11-15 DS	DE		
3. Spreading gossip that maligns and/or prejudices the integrity of another employee or dissemination of false, vicious, malicious statements concerning any employee	C	11-15 DS	DE				
4. Any form of discourtesy in speech or acts to officials and co-employees, as well as clients and guests	C	11-15 DS	DE				
5. Addressing abusive and/or profane language or obscene acts to a fellow employee or Management representative, or a client, or in a client's presence	C	11-15 DS	DE				
6. Challenging or provoking co-employees, clients or guests to a fight or initiating fights with co-employees, clients or guests	C	11-15 DS	DE				
7. Engaging in a fight/quarrel with co-employees, clients or guests inside company premises or during company activities	C	11-15 DS	DE				
8. Abusive, vulgar, demeaning language	C	11-15 DS	DE				
9. Repeated demeaning green jokes	C	11-15 DS	DE				
10. Unwelcome or improper gestures of affection, flirtations or propositions	C	11-15 DS	DE				
11. Sexually colored remarks	C	11-15 DS	DE				
12. Offensive text messages	C	11-15 DS	DE				
13. Indecent letters, messages or telephone calls	C	11-15 DS	DE				
14. Revealing information about the identity of a whistleblower, or any person who is involve in any case being investigated on without the consent of such person/s	C	11-15 DS	DE				
15. Filing/submitting an official disclosure against another for the purpose of	C	11-15 DS	DE				



# PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Items	Class	Imposable Administrative Sanctions					
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense	6 <sup>th</sup> Offense
unduly imputing a crime or the commission of an offense punishable under this code against another and/or for the purpose of evading responsibility for the commission of the crime/offense punishable under this code							
16. Performing any retaliatory action against a whistleblower	C	11-15 DS	DE				
17. Coercing/threatening, directly or indirectly, an employee in terms of supporting/ joining the union	C	11-15 DS	DE				
18. Threatening behavior, and assault against fellow employees, superiors or other company officers, guests or clients	D	DE					
19. Inflicting bodily harm or causing serious physical injury to any employee as determined by the PSMBFI Medical Consultant, guest or client within the company premises at any time	D	DE					
20. Planting evidence against another for the purpose of unduly imputing a crime or the commission of an offense punishable under this Code against another and/or for the purpose of evading responsibility for the commission of the crime/offense punishable under this Code	D	DE					
21. Stalking	D	DE					
22. Acts of lasciviousness	D	DE					
23. Unwelcome physical contact and/or sexual advances	D	DE					
24. Request or demand for sexual favor	D	DE					
25. Other analogous offenses against persons		Application of administrative sanction shall be based on a particular item on the above offenses commensurate to the specific act committed.					
1. Removing company property from its designated place and placing the same in another place within the premises without proper written authorization from the management	A	WW	WR	3-10 DS	11-15 DS	DE	
2. Bringing out Company's minor items (such as office supplies etc.) without verbal or written permission from concerned Department Manager	A	WW	WR	3-10 DS	11-15 DS	DE	
3. Unauthorized possession or use of company property and/or a fellow employee's property	B	WR	3-10 DS	11-15 DS	DE		
4. Defacing, removal or unauthorized placing of notices, signs or writings in any form on Company premises at any time	C	11-15 DS	DE				
5. Deliberate misuse or removal from company premises without proper authorization of:							
a. Company records (not confidential)	C	11-15 DS	DE				



# PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Items	Class	Imposable Administrative Sanctions					
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense	6 <sup>th</sup> Offense
b. Confidential documents/ records/ information of any nature	D	DE					
6. Unauthorized use/ misappropriation/ deliberate wastage of Company's funds, supplies, facilities and property not in relation with official business transactions	D	DE					
7. Theft /attempted theft within company premises or during company activities	D	DE					
8. Destroying, vandalizing, or damaging the Company's property or any property for which the Company may be held liable including equipment and/or device through deliberate acts, carelessness or negligence	D	DE					
9. Deliberate destruction of company property with the intention of disrupting the operation, paralyzing equipment, machineries and similar acts	D	DE					
10. Other analogous offenses against company property		Application of administrative sanction shall be based on a particular item on the above offenses commensurate to the specific act committed.					
1. Lending money to co-employees or to entities doing business with the Company with intent of earning interest for himself or making business for himself	A	WW	WR	3-10 DS	11-15 DS	DE	
2. Collecting monetary contribution for any purpose from anyone within the company premises without authority from the management.	A	WW	WR	3-10 DS	11-15 DS	DE	
3. Unauthorized disclosure, alteration or destruction of Class C2 company documents (disclosure, alteration or destruction of such would not pose any risk to the company and its members)	A	WW	WR	3-10 DS	11-15 DS	DE	
4. Inciting or participating in any unauthorized meeting or assembly or any disorder of any kind within the Company's premises	B	WR	3-10 DS	11-15 DS	DE		
5. Borrowing or encouraging employees to borrow money or property from clients, suppliers, contractors or other service providers of the Company	B	WR	3-10 DS	11-15 DS	DE		
6. Failure to report loss, pilferage, fraud or deceit despite having official knowledge thereof	B	WR	3-10 DS	11-15 DS	DE		
7. Unauthorized disclosure, alteration or destruction of Class C1 company documents (disclosure, alteration or destruction of such would result with little risk to the company, its employees, members, consultants, applicants and 3 <sup>rd</sup> party service providers)	B	WR	3-10 DS	11-15 DS	DE		
8. Use of company name, goodwill, products and other intellectual property	C	11-15 DS	DE				





# PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Items	Class	Imposable Administrative Sanctions					
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense	6 <sup>th</sup> Offense
for personal gain, profit or deceit without the company's authority							
9. Favoring or giving preference to transactions involving one's personal interest or that of one's family, friends and relatives within the 3rd degree of consanguinity or affinity to the prejudice of the Company	C	11-15 DS	DE				
10. Interceding/intervening for personal or 3rd party interest in transactions with PSMBFI	C	11-15 DS	DE				
11. Unauthorized use of Company name or misrepresentation for personal gain	C	11-15 DS	DE				
12. Procuring/obtaining items/services for the Company under terms and conditions that are disadvantageous to the Company	C	11-15 DS	DE				
13. Disseminating any personal information of employees, vendors, contractors, or officers without prior approval	C	11-15 DS	DE				
14. Unauthorized disclosure, alteration or destruction of Class B (private) company documents (disclosure, alteration, or destruction of such could result in a moderate level of risk to the company and its employees, stakeholders and members, consultants, applicants, and 3 <sup>rd</sup> party service providers)	C	11-15 DS	DE				
15. Expressing undue threat of filing unfair labor practice against the company or its authorized representatives to elicit favorable treatment	C	11-15 DS	DE				
16. Participation in illegal strike, walkout, boycott, or any other form of interference in the operations of the Company	C	11-15 DS	DE				
17. Engaging in picket line misconduct, such as threatening, assaulting, or barring non-strikers from the employer's premises	C	11-15 DS	DE				
18. Refusing to engage in good-faith collective bargaining	C	11-15 DS	DE				
19. Disseminating any confidential information about the Company, its officers, employees or customers	D	DE					
20. Unauthorized disclosure, alteration or destruction of Class A (restricted) company documents (disclosure, alteration or destruction of such could cause a significant level of risk to the company and its employees, stakeholders and members, consultants, applicants, and 3 <sup>rd</sup> party service providers)	D	DE					
21. Violation of any Copyright, Trademark, Patent or other Intellectual property, whether owned by the Company or not	D	DE					
22. Refusing to testify, orally or in writing, when required by the Company, during an official investigation	D	DE					
23. Asking, requesting or directing another not to testify, or preventing another	D	DE					



# PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Items	Class	Imposable Administrative Sanctions					
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense	6 <sup>th</sup> Offense
from testifying during an official investigation of the Company							
24. Asking, requesting or directing another to give false testimony during an official investigation of the Company	D	DE					
25. Making or publishing of false, vicious or malicious statements concerning the Company or its products	D	DE					
26. Concealing material information or intentionally losing documents, which are of interest to the Company during an investigation, or at any time, where the Company is, or its employees are, or may be, involved	D	DE					
27. Falsifying a document upon which payment or reimbursement is based, by making it appear to be of an amount more than that what was actually spent or disbursed or submitting wrong/inappropriate, fictitious, padded or tampered documents in support of claims for reimbursement or liquidation of expenses	D	DE					
28. Misrepresentation of facts and submission of spurious or falsified documents required by the Company with intent to deceive	D	DE					
29. Conduct detrimental to the image, performance or profitability of the Company	D	DE					
30. Deliberately making false reports or making false entries on any official company documents or records	D	DE					
31. Divulging information concerning the Company's business without proper authorization	D	DE					
32. Conveying/selling of any confidential company information to third parties or co-employees who are not authorized to receive such information, which shall include information in respect of wages and other substantive conditions of employment	D	DE					
33. Any conduct prejudicing the integrity of the Company's products	D	DE					
34. Disposing of or concealing defective work or workmanship, either directly or indirectly, and/or any other deception in regard to defective work or workmanship	D	DE					
35. Directly or indirectly engaging in activities which may conflict with the interest of the Company	D	DE					
36. Conspiring with others to commit any injurious or damaging act against persons or properties of the Company, whether such act is consummated or not	D	DE					
37. Swindling or other deceits or defrauding the company through	D	DE					



# PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Items	Class	Imposable Administrative Sanctions					
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense	6 <sup>th</sup> Offense
unfaithfulness, abuse in confidence, false pretenses, or other means resulting in damage and prejudice to the company							
38. Other analogous offenses against company interest		Application of administrative sanction shall be based on a particular item on the above offenses commensurate to the specific act committed.					
<b>A. On Attendance &amp; Punctuality</b>							
1. Failure to register in the biometrics attendance system upon arrival at or departure from Company premises	A	WW	WR	3-10 DS	11-15 DS	DE	
2. Failing or neglecting to advise your employer of your unplanned/emergency absence or tardiness within the first hour of the working day, at the latest	A	WW	WR	3-10 DS	11-15 DS	DE	
3. Failure to immediately report to department or area of work after registering time in at the biometrics unit, if cause of delay is not work-related	A	WW	WR	3-10 DS	11-15 DS	DE	
4. Absence from the workstation without permission	A	WW	WR	3-10 DS	11-15 DS	DE	
5. Habitual unauthorized tardiness/undertime (three or more times a month)	A	WW	WR	3 DS	5 DS	10 DS	DE
6. Failure to immediately return to work without justifiable reason upon the expiration of one's leave of absence	A	WW	WR	3-10 DS	11-15 DS	DE	
7. Absence without permission/Absence Without Official Leave (AWOL)							
a. ½ to 1 day	A	WW	WR	3 DS	5 DS	10 DS	DE
b. 2 to 4 consecutive working days	B	WR	3 DS	5 DS	10 DS	DE	
c. 5 to 7 consecutive working days	C	10 DS	DE				
d. 8 to 10 consecutive working days	C	15 DS	DE				
e. more than 10 consecutive working days	D	DE					
<p>* On the 5th day of AWOL, a formal notice shall be sent to the last known address (on record) of the employee via registered mail or courier. Employee shall be advised to report to the PSMBFI office (HRD) on or before a specific date to address the concern on unauthorized absence.</p> <p>** On the 8th day of AWOL, a second formal notice shall be sent to the employee similarly bearing instructions to appear at the PSMBFI office. This is treated as a conditional case wherein the offense is still categorized under Class C but the first infraction shall correspond to a penalty of 15 days. This shall supersede all previously prepared Notice to Explain documents for the same offense that were not acknowledged by the employee.</p> <p>*** On the 11th day of AWOL, a formal Letter of Termination shall be sent to the employee for abandonment of work.</p>							
<b>B. On Conduct &amp; Behavior</b>							
1. Acting in an indecent manner, or using profane and indecent language	B	WR	3-10 DS	11-15 DS	DE		
2. Horseplaying, scuffling, running or throwing objects at any time on Company premises	B	WR	3-10 DS	11-15 DS	DE		
3. Unruly behavior causing unnecessary distractions to fellow employees or causing unnecessary confusion in the work place	B	WR	3-10 DS	11-15 DS	DE		
4. Willful refusal to accept work, shift assignment, or specific instructions (verbal or written) or perform assigned work and other lawful orders given by a superior without justifiable reason	D	DE					



# PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Items	Class	Imposable Administrative Sanctions					
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense	6 <sup>th</sup> Offense
5. Gross insubordination or blatant disrespect to superiors, management or clients	D	DE					
<b>C. On Work Responsibilities &amp; Accountabilities</b>							
1. Failure of a supervisor/manager to rate the performance appraisal of a subordinate fairly and in accordance with the standards and criteria therein	B	WR	3-10 DS	11-15 DS	DE		
2. Requiring an employee to do a job that is not related to his job duties and responsibilities using Company's time and property	B	WR	3-10 DS	11-15 DS	DE		
3. Failure to report for overtime work without just cause, especially if the overtime is for special projects that specifies timeframe and quantifiable output	B	WR	3-10 DS	11-15 DS	DE		
4. Failure of a supervisor/manager to take steps to prevent, rectify, and/or report his/her knowledge of any violation committed by a subordinate of any of the provisions of the rules and regulations of the company	B	WR	3-10 DS	11-15 DS	DE		
5. Leaving the department or office during working hours without permission	B	WR	3-10 DS	11-15 DS	DE		
6. Failure to submit reports, memoranda, letters, presentations or any work-related on a given timeframe or deadline	B	WR	3-10 DS	11-15 DS	DE		
7. Failure to submit reports, memoranda, letters, presentations or any work-related as required by the Company	B	WR	3-10 DS	11-15 DS	DE		
8. Failure to uphold the terms and conditions of the CBA in effect	C	11-15 DS	DE				
9. Willful abandonment of work and functions	C	11-15 DS	DE				
10. Allowing oneself to be relieved by another, who is known to be under the influence of alcoholic beverages or drugs	C	11-15 DS	DE				
11. Unauthorized granting of cash advances. In this case, both the processor and the recipient of the cash advance will be penalized	C	11-15 DS	DE				
12. Issuance of erroneous official documents to officers or clients	C	11-15 DS	DE				
13. Deliberate restricting of output or slowing down of work	C	11-15 DS	DE				
14. Conducting personal activities within the Company's premises that impair, compete and conflict with the performance of the employee's official duties with the Company	C	11-15 DS	DE				
15. Abuse of authority in treatment of employees resulting in an undue embarrassment or humiliation done on an employee	C	11-15 DS	DE				
16. Neglect of duty causing delay of output, loss of pertinent documents, hamper to the operations timeline that may result	C	11-15 DS	DE				



# PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Items	Class	Imposible Administrative Sanctions					
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense	6 <sup>th</sup> Offense
to disservice/disfavor to our members, co-employees, officers of the Company and/or possible losses to the company							
17. Neglect of duty resulting in loss, damage, fine or penalty to the company amounting to P10,000.00 or less	C	11-15 DS	DE				
18. Neglect of duty resulting in loss, damage, fine or penalty to the company amounting to more than P10,000.00	D	DE					
19. Failure of the employee to live up to the reasonable standards of his job as evidenced by 2 consecutive UNSATISFACTORY job performance ratings	D	DE					
20. Gross negligence in the performance of duties or functions that resulted in substantial financial or opportunity losses and lawsuits/civil liabilities against the company	D	DE					
21. Usurping the authority of another or other similar acts that may cause any damage to the Company.	D	DE					
<b>D. On Honesty &amp; Integrity</b>							
1. Lying or deliberately giving inaccurate information on facts regarding work	A	WW	WR	3-10 DS	11-15 DS	DE	
2. Malingering to avoid reporting for work or doing assigned tasks	A	WW	WR	3-10 DS	11-15 DS	DE	
3. Unauthorized use of job titles/designation	B	WR	3-10 DS	11-15 DS	DE		
4. Charging calls to Company account without proper authorization	B	WR	3-10 DS	11-15 DS	DE		
5. Providing false statements about himself in the company records with intent to mislead, misrepresent or conceal incriminatory information	C	11-15 DS	DE				
6. Falsifying, altering, making unauthorized entries or tampering with the records of attendance	C	11-15 DS	DE				
7. Making false entries or untrue statements in any record, memo, document or report	D	DE					
8. Bribery/accepting bribes in exchange for any favor and other acts of dishonesty	D	DE					
9. Falsification of Company records or submission of false records or documents with deliberate intent to defraud the company of cash, materials and stocks and other properties	D	DE					
10. Giving false or misleading information to seek or qualify for any benefit or favor from the Company	D	DE					
<b>E. On Office Protocol &amp; Decorum</b>							
1. Failure to wear the prescribed uniform; not wearing one's ID; coming to work in improper work attire	A	WW	WR	3-10 DS	11-15 DS	DE	
2. Deliberate destruction, mutilation, alteration or concealment of one's or that of another's ID card	A	WW	WR	3-10 DS	11-15 DS	DE	
3. Unauthorized and improper use of the company ID card	A	WW	WR	3-10 DS	11-15 DS	DE	



# PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Items	Class	Imposable Administrative Sanctions					
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense	6 <sup>th</sup> Offense
4. Refusal to acknowledge or sign-off on any official communications (e.g. memoranda, accountability forms, etc.)	A	WW	WR	3-10 DS	11-15 DS	DE	
5. Failure to attend required trainings/seminars/meeting whether conducted in-house or out of office without coordinating with HRD and/or his/her superior	A	WW	WR	3-10 DS	11-15 DS	DE	
6. Engaging or entertaining unauthorized/ personal visitors or attending to personal matters during work hours	A	WW	WR	3-10 DS	11-15 DS	DE	
7. Failure to maintain proper standards of personal hygiene	A	WW	WR	3-10 DS	11-15 DS	DE	
8. Sleeping during office hours	A	WW	WR	3-10 DS	11-15 DS	DE	
9. Unauthorized taking of extended lunch or coffee breaks	A	WW	WR	3-10 DS	11-15 DS	DE	
10. Excessive use of telephones for non-work-related purposes (personal)	A	WW	WR	3-10 DS	11-15 DS	DE	
11. Wasting time or loitering on company premises during working hours	A	WW	WR	3-10 DS	11-15 DS	DE	
12. Using Company time, material, equipment and/or property to do unauthorized or personal work	B	WR	3-10 DS	11-15 DS	DE		
13. Excessive and/or habitual borrowing of money from co-employees	C	11-15 DS	DE				
14. Taking part in any gambling, game of chance or unauthorized lottery within the Company's premises	C	11-15 DS	DE				
15. Soliciting or receiving, directly or indirectly, money, gifts, shares, benefits or favors from any person or through the intercession of another as a condition for the performance of one's duty	D	DE					
16. Bribery and accepting bribe in any form in exchange for any favor	D	DE					
17. Violations on RA 9165 or Comprehensive Dangerous Drugs Act of 2002							
a. Use of prohibited drugs *	D	(See note)	DE				
b. Possession of prohibited drugs	D	DE					
18. Selling, pushing or engaging in the trade of prohibited drugs as defined under the Comprehensive Dangerous Drugs Act	D	DE					
<p>Note:  * In reference to the Company's Drug Free Workplace Policy, an officer/employee who, for the first time, is found positive of drug use, shall be referred for treatment and/or rehabilitation in a DOH accredited center. If the person refuses to undergo such treatment/program or is assessed to be unfit after rehabilitation, the appropriate disciplinary action shall be imposed.</p>							
19. Other analogous offenses against Company Rules and Regulations		Application of administrative sanction shall be based on a particular item on the above offenses commensurate to the specific act committed.					
1. Showing or exhibiting pornographic or indecent materials, pictures or literatures	C	11-15 DS	DE				
2. Immoral conduct or indecency on company premises and/or while on duty and/or while in activities representing the Company such as	C	11-15 DS	DE				



# PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Items	Class	Impossible Administrative Sanctions					
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense	6 <sup>th</sup> Offense
lascivious acts or those prejudicial to the good name of the company							
3. Engaging in scandalous relationship such as maintaining relationship with another employee when being validly married	D	DE					
4. Having sexual intercourse within the company premises	D	DE					
5. Exhibitionism	D	DE					
6. Commission of a crime involving moral turpitude such as seduction, rape, abduction and acts of lasciviousness	D	DE					
7. Other analogous offenses against Public Morals		Application of administrative sanction shall be based on a particular item on the above offenses commensurate to the specific act committed.					
<b>Section 2</b>							
1. Failure to observe directives related to proper housekeeping in the workplace like failure to maintain general cleanliness, that is, littering, smudging, smearing, no orderly stuffing of files, or violating other conditions of cleanliness and sanitation.	A	WW	WR	3-10 DS	11-15 DS	DE	
2. Non-compliance with the rules on place of dining areas or pantry use	A	WW	WR	3-10 DS	11-15 DS	DE	
3. Creating or contributing to unsanitary conditions on Company premises	A	WW	WR	3-10 DS	11-15 DS	DE	
4. Other analogous offenses against sanitation practices of the company		Application of administrative sanction shall be based on a particular item on the above offenses commensurate to the specific act committed.					
<b>Section 3</b>							
1. Failure to put out lights/plugs after office hours	A	WW	WR	3-10 DS	11-15 DS	DE	
2. Refusing to submit to security and safety inspection and protocols	A	WW	WR	3-10 DS	11-15 DS	DE	
3. Smoking in prohibited areas and/or at prohibited times	A	WW	WR	3-10 DS	11-15 DS	DE	
4. Unauthorized accessing of any Company data / information / document classified as Class C2 documents (accessing of such would not pose any risk to the company and its members)	A	WW	WR	3-10 DS	11-15 DS	DE	
5. Staying or loitering in Company premises during non-working days/off work hours without proper authorization	B	WR	3-10 DS	11-15 DS	DE		
6. Entering restricted areas in the Company's premises without authority or assisting others to enter restricted areas without authority	B	WR	3-10 DS	11-15 DS	DE		
7. Disregarding office regulations relating to safety and security	B	WR	3-10 DS	11-15 DS	DE		
8. Failure to report any accident or destruction of Company property resulting in injury to any employee	B	WR	3-10 DS	11-15 DS	DE		
9. Unauthorized accessing of any Company data / information / document classified as Class C1 documents (accessing of such would result with little risk to the company, its employees, members, consultants, applicants and 3 <sup>rd</sup> party service providers)	B	WR	3-10 DS	11-15 DS	DE		
10. Reckless use of company vehicle resulting in damage thereon	C	11-15 DS	DE				



# PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Items	Class	Impossible Administrative Sanctions					
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense	6 <sup>th</sup> Offense
11. Unauthorized accessing of any Company data / information / document classified as Class B (private) documents (accessing of such could result in a moderate level of risk to the company and its employees, stakeholders and members, consultants, applicants, and 3 <sup>rd</sup> party service providers)	C	11-15 DS	DE				
12. Unauthorized taking of intoxicating substances within company premises	D	DE					
13. Using the Company transportation or any other facility while under the influence of alcohol, drugs or other intoxicating substances	D	DE					
14. Possession of a firearm or dangerous weapon inside Company premises	D	DE					
15. Unauthorized possession, use/ discharge of firearms or any prohibited/ deadly weapons/ banned/ hazardous objects within Company premises or during company-sponsored activities	D	DE					
16. Accessing any Company resource or asset that is not within the scope of the user's normal work and job functions. Examples include but are not limited to: customer or customer information, personnel files and data, payroll data or any other documents not required for the proper execution of the user's normal job functions or duties	D	DE					
17. Unauthorized accessing of any Company data / information / document classified as Class A (restricted) documents (accessing of such could cause a significant level of risk to the company and its employees, stakeholders and members, consultants, applicants, and 3 <sup>rd</sup> party service providers)	D	DE					
18. Other analogous offenses against sanitation, safety and security practices of the company		Application of administrative sanction shall be based on a particular item on the above offenses commensurate to the specific act committed.					
1. Sharing of employee's own username and password for company's e-facility which contains his personal information to person not authorized to have access to such information	A	WW	WR	3-10 DS	11-15 DS	DE	
2. Using the Internet for personal commercial purposes	B	WR	3-10 DS	11-15 DS	DE		
3. Sending bulk, unsolicited email (Spam)	B	WR	3-10 DS	11-15 DS	DE		
4. Sharing of employee's own username and password for company's e-facility which contains information about the company or its members and employees that does not concern the employee to whom the data is shared to	B	WR	3-10 DS	11-15 DS	DE		
5. Engaging in file sharing or Peer-to-Peer Networking (P2P)	B	WR	3-10 DS	11-15 DS	DE		





# PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Items	Class	Impossible Administrative Sanctions					
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense	6 <sup>th</sup> Offense
6. Downloading any file, system, application games, etc. from the Internet or using excessive amounts of bandwidth of streams of data for non-essential, non-work-related activities	B	WR	3-10 DS	11-15 DS	DE		
7. Downloading programs or software that have not been authorized	B	WR	3-10 DS	11-15 DS	DE		
8. Installing software on a Company computer or other asset without prior approval from one's department head	B	WR	3-10 DS	11-15 DS	DE		
9. Use, operation, and other similar acts of unauthorized, unlicensed or pirated computer software in company's computer, laptop or other devices	B	WR	3-10 DS	11-15 DS	DE		
10. Knowingly causing a disruption or interference with any network or user, whether associated with the Company or not	C	11-15 DS	DE				
11. Competing in or entering contests or other competitions in which Company assets or resources are used or in which email addresses that identify the company are displayed; or any other identification or indication of relationship between the user and the Company of which the Company may not approve	C	11-15 DS	DE				
12. Displaying Company projects, screenshots, materials, references, descriptions, or intellectual property publicly or in personal portfolios or resumes, including the use of Company and Company's Customer trademarks, copyrights, or any other marks or materials that may be deemed in violation of the Company's nondisclosure agreements	D	DE					
13. Intentionally infecting company systems and databases with virus and other types of malwares	D	DE					
14. Compromising the security of the Company network, company computers, or any other company resource by engaging in unacceptable usage of the Internet	D	DE					
15. Knowingly causing someone to view content that may be deemed as obscene, immoral, or illegal, or that may cause the Company to be held liable for discrimination or obscenity	D	DE					
16. Searching for, requesting, acquiring, storing, or disseminating images, text, or data that are pornographic (whether legal or not)	D	DE					
17. Using Company e-facility in conducting third-party business or personal business enterprise not benefiting the Company, political or religious activity, engaging in illegal or fraudulent activities, or knowingly disseminating false or otherwise libelous materials	D	DE					



# PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Items	Class	Impossible Administrative Sanctions					
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense	6 <sup>th</sup> Offense
18. Engaging in online gaming or any form of online gambling within company premises	D	DE					
19. Displaying a Company email address or URL on an inappropriate web site that may lead to a loss of reputation for the Company (examples: Adult, Dating, Political, Religious, or other unauthorized or inappropriate web sites)	D	DE					
20. Referencing or hyper-linking (linking) of any Company resource, document, or web site content that may be objectionable to the Company or in violation of the Company's Internet and Asset Usage Policy	D	DE					
21. Failure to communicate any breach of network security or malfunction to the Department Manager or IT Administrator immediately	D	DE					
22. Any other illegal purpose, whether listed here or not, that would encourage or conduct criminal activity, offense, exposure to civil liability, or otherwise violate any Philippine Law	D	DE					
23. Other analogous offenses against Company's e-facility		Application of administrative sanction shall be based on a particular item on the above offenses commensurate to the specific act committed.					
When an employer, employee, manager, supervisor, agent of the employer or any other person who, having authority, influence or moral ascendancy over another in a work environment, demands, requires or otherwise requires any sexual favor from the other regardless of whether the demand, request or requirement for submission is accepted by the object of said act:							
1. When the sexual favor is made as a condition in the hiring, or in the employment, or continued employment, or the engagement, or continued engagement, of the services of such other person	D	DE					
2. When the sexual favor is made as a condition in granting of favorable compensation, contractual fees, terms, conditions promotions, or privileges	D	DE					
3. When the refusal to grant the sexual favor results in the limiting, segregating, or classifying the employee, agent or such other person, which in any way would discriminate, deprive, or diminish employment or contract opportunities, or otherwise adversely affect such other person	D	DE					



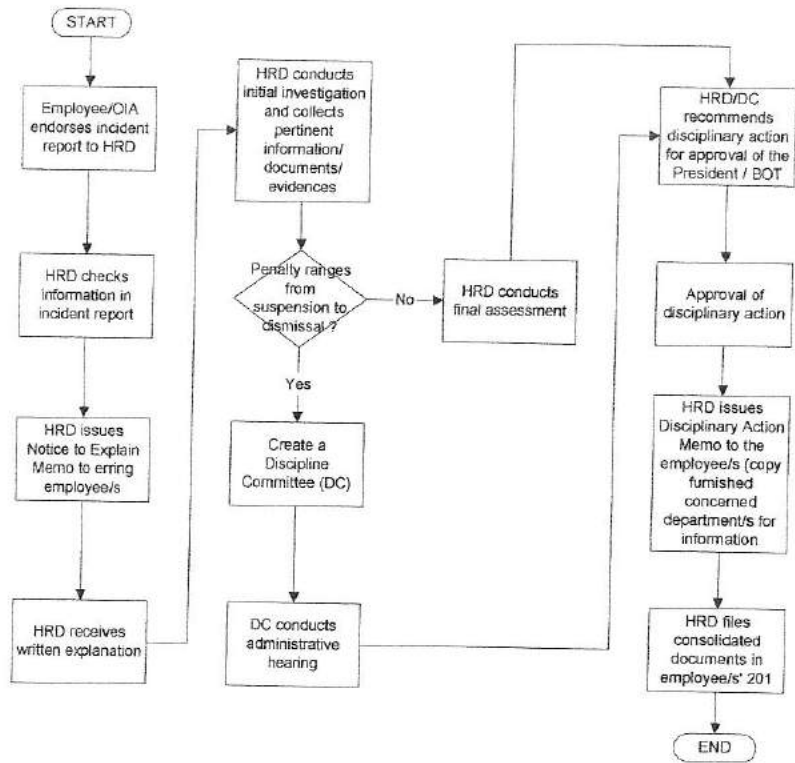
# PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

Items	Class	Impossible Administrative Sanctions					
		1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense	6 <sup>th</sup> Offense
4. When any of the above acts would impair the employee's rights or privileges under existing labor laws	D	DE					
5. When any of the above acts or any other inappropriate body contact would result in an intimidating, hostile, or offensive environment for the employee	D	DE					
6. Any other act or conduct of a sexual nature or for purposes of sexual gratification, which results in an offensive, hostile or intimidating environment	D	DE					
7. Other analogous offenses against Anti-Sexual harassment Policy		Application of administrative sanction shall be based on a particular item on the above offenses commensurate to the specific act committed.					
<b>Multiple infractions against different policies within the prescription period resulting in varying penalties on record shall constitute an offense sanctioned as follows:</b>							
1. Three (3) "Written Warnings" across varying offenses within a period of six (6) months		WR					
2. Three (3) "Written Reprimands" across varying offenses across within a period of six (1) months		3 DS					
3. Two (2) "Suspensions" across varying offenses within a period of one (1) year		15 DS					
4. Three (3) "Suspensions" across varying offenses within a period of one (1) year		DE					

The above list is not exclusive and the Company reserves the right to impose the appropriate penalty for offenses



### Employee Discipline Process





# PUBLIC SAFETY MUTUAL BENEFIT FUND, INC.

PHASES	RESPONSIBILITY	TIMELINE
1. Case endorsement to HRD via Incident Report (IR)	Employee-witness / OIA	Within 3 working days from date of actual infraction/final result of audit findings
2. Validation of IR data and issuance of Notice to Explain (NTE)	HRD	Within 5 working days from receipt of IR
3. Submission of written explanation to HRD	Erring employee/s	Within 5 calendar days from receipt of NTE
4. Investigation proper (includes formation of Discipline Committee and conduct of administrative hearing, if necessary)	HRD / DC	Within 15 working days from receipt of written explanation from employee/s
5. Endorsement of recommendation for action to President / BOT	HRD / DC	7 working days after completion of evaluation / investigation
6. Approval / disapproval of recommendation	President / BOT	Estimated at 5 working days upon endorsement of final recommendation by the HRD / DC
7. Issuance of Notice of Disciplinary Action (NDA) or Termination Letter	HRD	Within 3 working days from receipt of approved final decision
Total estimated timeline for the discipline process is a maximum of 40 working days from the commission of the infraction or approximately 2 months		