



HUMAN RESOURCES AND ADMIN

Operational Procedure

EMPLOYEE CODE OF DISCIPLINE

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	Name	Position	Signature	Date
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EMPLOYEE CODE OF DISCIPLINE

Policies, Guidelines, and Procedures

This handbook belongs to:

COMPANY INFORMATION

Company Name: Citicore Power, Inc.

Office Address: 9/F 45 San Miguel, San Miguel Avenue, Ortigas Center, Pasig City

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The corporate policies and guidelines on employee discipline define the character of the company as to where it stands in its journey towards reaching its goals. This booklet, known as the Citicore Power, Inc. Code of Discipline, is intended for your personal as well as our collective benefit. Each one of you must therefore know, understand well, and faithfully abide by them.

These policies and guidelines will become effective immediately and will thereupon supersede those which are now in force.

Should you need clarification on a particular provision, consult our human resources and admin department, or your immediate supervisor, or both. They are duty-bound to give you the needed explanation.

A handwritten signature in black ink, consisting of a large 'L' shape followed by a checkmark-like flourish.

Oliver Y. Tan
President

A handwritten signature in black ink, featuring a long horizontal line followed by a complex, looped flourish.

Michael Cosiquien
Chairman

TABLE OF CONTENTS

	PRELIMINARY RESPONSE STATEMENT	1
	PURPOSE	2
	OBJECTIVE	2
	SCOPE	2
I.	DEFINITION OF TERMS	3
II.	MANAGEMENT PREROGATIVES	4
III.	ROLES AND RESPONSIBILITIES	
	HUMAN RESOURCES DEPARTMENT	5
	DEPARTMENT HEADS	6
IV.	IMPOSITION AND FORMS FOR	
	ADMINISTRATIVE SANCTIONS	7
V.	ADMINISTRATIVE PROCEDURE	8
VI.	FINALITY OF DECISION	9
VII.	SERVICE OF DECISION TO THE EMPLOYEE	10
VIII.	RESERVATION CLAUSES	11
IX.	ANNEXES	11

PRELIMINARY STATEMENT

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

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

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

PURPOSE

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

OBJECTIVE

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

SCOPE

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

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

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

I. DEFINITION OF TERMS

1.1.

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

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

1.2.

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

1.3.

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

1.4.

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

1.5.

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

II. MANAGEMENT PREROGATIVES

2.1.

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

2.2.

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

2.3.

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

2.4.

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

2.5.

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

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

THE HUMAN RESOURCE AND ADMIN DEPARTMENT

3.1.

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

3.2.

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

3.3.

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

3.4.

The HRAD, together with the department heads, managers, and supervisors shall ensure that all employees in the Company are informed on the provisions of this Code through the following:

- 341. Orientation of newly hired employees on the provisions of this code
- 342. Issuance of copies of this Code to current employees

THE DEPARTMENT HEADS AND MANAGERS

3.5.

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

3.6.

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

3.7.

It is the responsibility of the Department Heads and Managers to instill discipline on employees under their control and supervision, and they should ensure that employees abide by the provisions of this Code and the Company's other rules and regulations.

3.8.

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

IV. IMPOSITION AND FORMS FOR ADMINISTRATIVE SANCTIONS

4.1.

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

4.2.

The CIC shall be composed of the following:

- a.) EVP - Human Resources Department
- b.) Legal Counsel of the Company
- c.) Manager – HR & Admin
- d.) Department Head or Manager Concerned

4.3.

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

- a.) EVP - Human Resources Department
- b.) Legal Counsel of the Company
- c.) Manager – HR & Admin
- d.) Immediate Superior

4.4.

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

4.5.

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

4.6.

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

V. ADMINISTRATIVE PROCEDURE

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

5.1.

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

5.2.

Once it is initially determined by the Immediate Superior of the employee that the latter appears to have violated a provision of this Code or other rules and regulations of the Company, the Immediate Superior shall issue to the employee concerned a Notice to Explain (NTE). The NTE will inform the employee of the infraction that he/she committed and would require him/her to submit a written explanation within Five (5) Days from the receipt of the NTE.

5.3.

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

5.4.

Should the employee refuse to receive the NTE, a copy should be tendered and given to him/her, and the fact of his/her refusal to acknowledge receipt of the copy shall be annotated on the receiving copy as "refused to acknowledge receipt". Moreover, another copy shall be sent to the employee by registered mail at his/her last-known address as indicated in his employment application or updated employment file. In this regard, the Immediate Superior of the employee shall coordinate with the HRAD to ensure that the NTE shall be sent to the correct address of the employee.

5.5.

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

5.6.

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

5.7.

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

5.8.

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

5.9.

After the Department Head or Manager renders his decision based on the recommendations of the Immediate Superior, the same shall be furnished immediately to the employee concerned. Thereafter, the decision of the Department Head or Manager, whether in the form of Notice of Disciplinary Action or Memorandum, including the entire records of the administrative case, shall be transmitted immediately to the HRAD for proper recording and documentation.

VI. FINALITY OF DECISION

6.1.

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

VII. SERVICE OF DECISION TO THE EMPLOYEE

7.1.

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

7.2.

Should the employee refuse to receive the decision, the following procedures shall be observed:

- 721. If the decision was rendered by the CIC or DC, the HRAD personnel shall note in the record of the case that the employee refused to receive the decision. After which, copy of the decision shall be sent by registered mail to the employee's residence indicated in the latter's employment application or updated employment file.
- 722. If the decision was rendered by the Department Head or Manager, the latter shall indicate in the transmittal of the records of the case to the HRAD that the employee refused to receive the decision. The HRAD shall then proceed to sending a copy of the decision by registered mail to the employee's residence indicated in the latter's employment application or updated employment file.

7.3.

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

VIII. RESERVATION CLAUSE

8.1.

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

8.2.

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

8.3.

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

IX. ANNEXES

- Annex "A" - Table of Disciplinary Offenses & Penalties
- Annex "B" - Notice to Explain
- Annex "C" - Notice of Disciplinary Action
- Annex "D" - Notice of Administrative Hearing
- Annex "E" - Minutes of Administrative Hearing
- Annex "F" - Discussion Notice Form
- Annex "G" - Incident Violation Report
- Annex "H" - Termination Notice

EMPLOYEE CODE OF CONDUCT

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

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

PENALTY CATEGORIES

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

ANNEX A

Table of Disciplinary Offenses and Penalties

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

	1.9.1 Resulting in damage to machines, equipment, tools, or vehicles, or personal injury to the employee and other person	(D) 7-15 Days Suspension	Discharge			
1.10	Failure in giving due notification or in providing the known and needed information to person/s concerned, or failure to follow specific instructions resulting in damage or loss to company property					
	1.10.1 Simple neglect	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
	1.10.2 Gross neglect	(D) 7-15 Days Suspension	Discharge			
	1.10.3 Malicious neglect	(E) Discharge				
1.11	Failure to report within 72 hours after one has received and has knowledge of an erroneous payment or overpayment of salary, commission, allowance, or other forms of remuneration or reimbursement	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
1.12	Committing other acts of dishonesty, negligence, deceit, or anomaly not covered by other provisions in this chapter, which cause loss or damage to company property	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		

II. Acts or omission affecting company interest

2.1	Forging, falsifying, or altering document/s in such a way as to mislead the user/s thereof or defraud the company	(E) Discharge				
2.2	Making use of record/s or document/s known by the user to be false	(D) 7-15 Days Suspension	Discharge			
2.3	Logging in or out for another employee; falsifying/tampering with, or unauthorized altering of one's work attendance record or the work attendance record of another employee	(D) 7-15 Days Suspension	Discharge			
2.4	Soliciting or accepting money, gift, share benefit, or favor from any person, client, supplier, and others	(E) Discharge				
2.5	Favoring suppliers, clients, and other employees for personal and/or monetary gain	(E) Discharge				
2.6	Unauthorized use of company name or position to obtain personal benefits	(D) 7-15 Days Suspension	Discharge			
2.7	Offering any items, gifts, and other materials with value in exchange for a job, work assignment, and/or other favorable conditions	(D) 7-15 Days Suspension	Discharge			
2.8	Breach by the employee of the trust and confidence reposed in him by management or by a company representative	(E) Discharge				

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

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

3.14	Doing unauthorized or unofficial work/activities during official working hours	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
3.15	Engaging during working hours in horseplay, scuffling, shoving, or other similar playful activities which are time-wasting or which could be injurious to persons or property					
	3.15.1 Not resulting in damage to company property or injury to others	(B) Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge	
	3.15.2 Resulting in damage to company property or injury to others	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
3.16	Wasting time in any other way during official working hours, whether at or away from assigned work place, including but not limited to loafing, loitering, extending break period, idle chatting, lining up at the biometric before end of official working hours	(A) Verbal Reprimand	Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge
3.17	Absence from work without notice and/or without authorization					
	3.17.1 For more than 10 consecutive working days	(E) Discharge				
	3.17.2 For 7-10 consecutive working days	(D) 7-15 Days Suspension	Discharge			
	3.17.3 For 3-6 consecutive working days	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
	3.17.4 For less than 3 consecutive working days	(B) Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge	
3.18	Failure to report for work due to employee's detention or incarceration in jail for a period of six (6) months or more, or an account of formal accusation filed in court for a non-bailable offense	(E) Discharge				
3.19	Tardiness for at least five (5) times in a calendar month or an accumulation of two hundred forty (240) minutes in a calendar month	(A) Verbal Reprimand	Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge
3.20	Committing other acts of insubordination, non-attendance, or neglect of duty not covered by other provisions in this chapter	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
IV. Acts or omissions concerning harmony and good order, safety, and decency at work						
4.1	Threatening, intimidating, coercing, provoking to a fight, fighting with another within company premises or while on duty, or outside the company premises but for duty-connected reasons					
	4.1.1 If there is actual fighting	(D) 7-15 Days Suspension	Discharge			
	4.1.2 Threatening, intimidating, coercing, provoking a fight	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		

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

4.11	Stealing, concealing, or deliberately misplacing another employee's property within company premises, or at assigned jobsite, or during official working hours without justifiable purpose	(D) 7-15 Days Suspension	Discharge			
4.12	Participating in money lending, selling tickets or whatever kind, buying or selling of goods, making or collecting payment for such goods within company premises or during official working hours	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
4.13	Gambling, placing or collecting bets, or participating in any game of chance during official working hours and/or within company premises	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
4.14	Attempting or bringing and/or possession of explosives, firearms, bladed, or other deadly weapon in company premises	(E) Discharge				
4.15	Using, bringing, selling, or possession of prohibited drugs inside or outside the company premises	(E) Discharge				
4.16	Entering or being under the influence of alcohol and/or other intoxicants during work or in company premises	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
4.17	Smoking in prohibited area/s					
	4.17.1 In premises where there are flammable materials	(E) Discharge				
	4.17.2 Other premises	(B) Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge	
4.18	Unauthorized cooking within the company premises					
	4.18.1 In premises where there are flammable materials	(E) Discharge				
	4.18.2 Other premises	(B) Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge	
4.19	Unauthorized entry into restricted areas or areas off-limits to the employee concerned and/or unauthorized use of such place; also assisting or allowing another person to commit the act	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
4.20	Holding within the company premises a meeting, conference, or similar gathering which is not allowed under prevailing company policies and practices, nor permitted by a company officer or his duly authorized representative	(C) 3-6 Days Suspension	7-15 Days Suspension	Discharge		
4.21	Creating or contributing to the creation of unclean, unsanitary condition inside company premises	(A) Verbal Reprimand	Written Reprimand	3-6 Days Suspension	7-15 Days Suspension	Discharge
4.22	Failure or refusal to comply with sanitation or housekeeping rules					

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

NOTICE TO EXPLAIN

DATE _____

TO
DESIGNATION
GROUP/DEPARTMENT
SUBJECT

Violation of Employee Code of Discipline

Dear _____

The matter of your _____ has been brought to our attention for appropriate disciplinary action. Pursuant to company _____ your attendance for the month of _____ that you reported late during your work schedule. Please see below details for your information and reference.

Employee Name	Position	Group/Department	Shift Code	DTR Date	In1	Out f	Late

It must be stressed that the act of _____ constitutes gross and habitual neglect of duties which is a ground for termination of your employment with the Company under the Labor Code of the Philippines. Likewise, you violated the _____ under _____, which specifically states that:

In view of the foregoing, you are hereby required to submit your written explanation and supporting documents or evidence **WITHIN FIVE (5) WORKING DAYS** from receipt of this notice on why no administrative sanction should be imposed against you for violation of our Employee Code of Discipline.

Your failure to submit written explanation within the given reasonable period of time will tantamount to as a waiver of your right to due process. Hence, our Company will proceed to decide based on the merit and sufficiency of all documents and evidence available to us.

FOR YOUR INFORMATION AND STRICT COMPLIANCE.

Prepared By:

SUPERVISOR - HR

Approved By:

Noted By:

MANAGER – HR & ADMIN

EVP - HR

ANNEX C

Notice of Disciplinary Action



NOTICE OF DISCIPLINARY ACTION

TO:

DATE:

FROM: HUMAN RESOURCES & ADMIN

SUBJECT: REPLY TO NOTICE OF _____

Dear Mr./Ms. _____,

Our records reveal the following facts:

In response to our show cause memo, you submitted your explanation on the notice to explain you received on _____. However, your explanation is unacceptable, therefore your _____ is considered unauthorized. You failed to inform your Immediate Superior regarding the said matter.

WHEREFORE, premises considered and after recommendation of your Immediate Superior, the acts complained of are hereby AFFIRMED. The penalty of **WRITTEN REPRIMAND** is hereby imposed against you for violation of our Employee Code of Discipline, specifically under Article III, Paragraph (3.17.4), which specifically states that:

ARTICLE III –

Paragraph (3.17.4)– _____

This incident will be recorded in your 201-File and must be prevented from happening again. Should you commit the same infraction in the future, rest assured that a more serious penalty will be imposed against you.

For your information and strict compliance.

Prepared By:


SUPERVISOR – HR

Approved By:

MANAGER – HR & ADMIN

ANNEX D

Notice of Administrative Hearing



CITICORE
RENEWABLE
ENERGY

NOTICE OF ADMINISTRATIVE HEARING

Date: _____

Name: _____

Position: _____

Address: _____

Dear Mr./Ms. _____

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

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

You are also informed of your right to get a counsel.


Prepared By:

SUPERVISOR – HR

Received by: _____

Date: _____

Minutes of Administrative Hearing



CITICORE
RENEWABLE
ENERGY

MINUTES OF ADMINISTRATIVE HEARING

Date: _____
Time: _____
Name: _____ Position: _____
() Respondent () Witness () Others (Please Specify) _____
Alleged Infraction:

Signature over Printed Name: _____

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

Prepared By:

SUPERVISOR – HR

Approved By:

MANAGER – HR & ADMIN

Noted By:

EVP - HR

ANNEX F

Discussion Notice



**CITICORE
RENEWABLE
ENERGY**

DISCUSSION NOTICE

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

We have discussed and agreed upon that the incident pertaining on the infraction is described below which are all violation of the established Company policies, quality systems and procedures as well as rules and regulations. Thus, such incident is considered unacceptable.

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


For your strict compliance,

Department Head/Immediate Superior

Acknowledged by: _____

Date : _____

Incident Violation Report Form



**CITICORE
RENEWABLE
ENERGY**

INCIDENT VIOLATION REPORT FORM

Reported by: _____ Date: _____

INFORMATION ABOUT THE REPORT:

Complete Name of Employee Involved: _____
Position of Employee Involved: _____
Place of Work/Project Site: _____
Date of Incident: _____
Place of Incident: _____
Subject: _____

STATEMENT OF FACTS:

Prepared by:

(Signature above Printed Name)

Approved by:

(Signature above Printed Name)

Noted By:

(Signature above Printed Name)

517 45 San Miguel, San Miguel Avenue, Ortigas Center, Pasig City | 470-8900

ANNEX H

Termination Notice

TO: _____

DATE: _____

FROM: HUMAN RESOURCES & ADMIN

SUBJECT: NOTICE OF TERMINATION

Dear Mr/Ms _____,

This is with regard to the Notice to Explain (NTE) which you received last _____ and your written explanation dated _____.

Upon due consideration of all the circumstances and after careful evaluation of the pieces of evidence submitted and available on hand, we regret to inform you that sufficient grounds have been established to justify our decision to terminate your employment for cause. You are hereby found guilty of committing the following acts:

1. _____
2. _____
3. _____

The foregoing acts constitute _____ and gross disregard of company rules and regulations. Further, you are violative of _____ and _____ of the Labor Code of the Philippines.

In view of the foregoing, you are hereby **TERMINATED** from CPI effective _____.

You are hereby directed to surrender your company ID and to return any property issued to you by CPI to HR & Admin.

Very truly yours,

EVP – HR & ADMIN

ACKNOWLEDGEMENT RECEIPT

I, the undersigned, acknowledge receipt of the Citicore Power, Inc. Employee Code of Discipline Handbook. I have fully read and understood the contents thereof and rest assured that I will strictly cooperate, abide, and agree with all the contents and provisions of the company handbook.

I further understand that my employment with Citicore Power, Inc. is governed by the following terms and conditions:

- That I agree to diligently perform the duties and responsibilities pertaining to the job which I have been hired for and other such duties that the Company or any of its authorized representatives may assign from time to time
- That I fully understand the policies, guidelines, procedures, offenses, and penalties stated in the company handbook and that all or other provisions thereof are subject to amendments or revisions; and may be done so by the Company at any reasonable time, based on any grounds and depending upon the particular circumstances
- That I need to return this handbook to the Human Resource and Admin Department, including my company Identification Card (I.D.) upon separation from the Company whether voluntary or involuntary. Otherwise, a corresponding amount shall be charged against my final accountability pay.

CONFIDENTIAL INFORMATION

I understand that all company-related information proprietary and critical to the operation of Citicore Power, Inc. shall not be copied, given out, or used outside the company premises or with any other non-company employees/personnel.

In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company. Otherwise, the Company reserves its right to file any criminal and/or civil action which it may deem proper under the circumstances.

Employee Signature
(Printed Name Above Signature)

Designation

Department/Project

Date and Time

