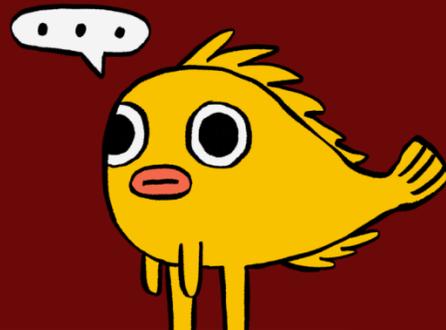


# EMPLOYEE RELATIONS REMINDERS



MARCH 5, 2026

# COMPANY CODE OF DISCIPLINE

## CRR 030 (REV. 09)

**EFFECTIVE: FEB 15, 2026**

# I. OFFICE DECORUM

## SECTION 5

Failure to time in/out shall mean:

·Failure to punch timecard and/or swipe on the biometrics.

Failure to log in/out on the log sheet whether or not the biometrics malfunctions.

## SECTION 7

Failure to properly shut down company equipment, machinery, or facilities after use.

## SECTION 9

Performing personal activities during office hours, including but not limited to printing non-office documents, watching television, reading newspapers, using mobile phones, and similar non-work-related activities.

## SECTION 14

Vandalism of company office premises and announcement display; vandalism also includes destruction of company property.

●  
1ST  
FINAL  
WARNING

●  
2ND  
3 DAYS  
SUSPENSION

●  
3RD  
10 DAYS  
SUSPENSION

●  
4TH  
DISMISSAL



# II. PUNCTUALITY , SECTION 1:

HABITUAL TARDINESS IN THIS CONTEXT SHALL MEAN A MINUTE AFTER THE FIVE (5) MINUTES GRACE PERIOD OF THE NORMAL WORK SCHEDULE SET BY THE DEPARTMENT



6 TIMES PER 1 MONTH  
5 TIMES PER 5 MONTHS  
4 TIMES PER 8 MONTHS

# III. ABSENCES, SECTION 2:

## UNAUTHORIZED ABSENCE MEANS:

A. INCUR AN ABSENCE WITHOUT FILING FOR APPROVAL.

B. EXTENDING A PRE-APPROVED LEAVE.



# IV. MISCONDUCT/DISHONESTY:

06

ALTERING, FALSIFYING, WITHHOLDING, OR MANIPULATING ANY RELEVANT RECORDS, DATA, COMMUNICATIONS, OR INFORMATION WITH THE **INTENT TO CONCEAL**, MISREPRESENT, OR COVER UP THE ERRORS, OMISSIONS, OR MISCONDUCT OF ONE OR MORE CO-EMPLOYEE(S), THEREBY UNDERMINING **TRANSPARENCY**, ACCOUNTABILITY, AND ORGANIZATIONAL INTEGRITY.

14

ACT OF **UNLAWFULLY TAKING**, POSSESSING, CONCEALING, OR **ATTEMPTING TO STEAL** COMPANY PROPERTY, CO-WORKER PROPERTY, CLIENT PROPERTY, OR ASSET **VALUED AT PHP500 OR LESS**. ATTEMPTED THEFT INCLUDES ANY ACT SHOWING INTENT TO STEAL, SUCH AS CONCEALMENT OR UNAUTHORIZED HANDLING OF PROPERTY, EVEN IF THE THEFT IS NOT COMPLETED.

10

ENGAGING IN RUDE, **DISRESPECTFUL**, OR DISORDERLY **BEHAVIOR** TOWARDS **FELLOW EMPLOYEES**, CUSTOMERS, OR VISITORS, INCLUDING ACTIONS THAT **DISRUPT** WORKPLACE HARMONY OR **PROFESSIONALISM**.

15

**UNAUTHORIZED ACCESS TO RESTRICTED AREAS**, INCLUDING ENTERING, REMAINING, ESCORTING, OR ASSISTING ANY PERSON WITHOUT PROPER CLEARANCE OR APPROVAL.

# V. SERIOUS MISCONDUCT / DISHONESTY

## SECTION 4:

ENGAGING IN UNRULY OR IMPROPER BEHAVIOR WHILE REPRESENTING THE COMPANY ON COMPANY PREMISES, DURING COMPANY ACTIVITIES, OR IN PUBLIC WHILE IDENTIFIABLE AS A COMPANY REPRESENTATIVE, THAT MAY HARM THE COMPANY'S REPUTATION OR DISTURB OTHERS

## SECTION 27:

COMMITTING ANY ILLEGAL, IMMORAL, ABUSIVE, UNRULY ACT THAT HAS BAD EFFECT ON COMPANY REPUTATION..

## SECTION 28:

WILLFULLY FALSIFYING OR TAMPERING OF ANY COMPANY RECORDS OR DOCUMENTS, INCLUDING ENTRIES MADE TO CONCEAL ERRORS, LOSSES, OR MISSING ITEMS.

# V. SERIOUS MISCONDUCT/DISHONESTY

## SECTION 35:

ANY ACT THAT HARRASS, DISCRIMINATE, HUMILIATE, OR CREATE A HOSTILE OR UNSAFE ENVIRONMENT BASED ON GENDER, SEXUAL ORIENTATION, OR IDENTITY COMMITTED AGAINST CO-EMPLOYEES, CUSTOMERS, CLIENTS, TRADE PARTNERS, OR STAKEHOLDERS DURING OFFICE HOURS OR OFFICIAL ACTIVITIES

## SECTION 36

ACTS OF CAMPAIGNING, ENDORSING POLITICAL CANDIDATES OR PARTIES, USING COMPANY RESOURCES FOR POLITICAL PURPOSE, OR INFLUENCING OTHER POLITICAL VIEWS DURING OFFICE HOURS OR OFFICIAL BUSINESS TRANSACTIONS

# VI. INSUBORDINATION, SECTION 1:

NON-COMPLIANCE WITH A SPECIFIC DIRECTIVE AND/OR INSTRUCTION FROM AN IMMEDIATE SUPERIOR, OR WITH COMPANY POLICIES, SOPS, AND/OR WSPS, PROVIDED THE DIRECTIVE OR POLICY IS NOT IMMORAL, ILLEGAL, OR CONTRARY TO HUMAN DIGNITY.



# VIII. GROSS NEGLIGENCE, SECTION 7

FAILURE TO EXERCISE DUE DILIGENCE IN SECURING PERSONAL INFORMATION OR CONFIDENTIAL COMPANY RECORDS, RESULTING IN ACCIDENTAL LOSS, UNAUTHORIZED ACCESS, OR EXPOSURE. THIS INCLUDES BUT NOT LIMITED TO:

- A. LEAVING CONFIDENTIAL FILES UNATTENDED IN PUBLIC OR OPEN AREAS.
- B. SENDING SENSITIVE DATA TO THE WRONG RECIPIENT.
- C. FAILURE TO LOCK/SECURE COMPUTER WORKSTATIONS.
- D. IMPROPER DISPOSAL OF DOCUMENTS (E.G., THROWING SENSITIVE PAPERS IN THE TRASH INSTEAD OF SHREDDING).



1ST  
30 DAYS  
SUSPENSION

2ND  
DISMISSAL

## KOLIN PHILIPPINES INTL. INC.

POLICY ON	:	CODE OF DISCIPLINE	SECTION	:	030
CATEGORY	:	ALL EMPLOYEES	PAGE	:	5 of 28
PREPARED BY	:	THADDEUS GEORGE ROMAN	REVISION		Rev. 09
APPROVED BY :		OLIVER M. FILOTEO	EFFECTIVE DATE		FEB 15, 2026

11. The Company maintains strict political neutrality and does not endorse or engage in any political activity. Employees may participate in political activities only in their personal capacity, outside of work hours and without using company resources, and any employee who files a certificate of candidacy for public office shall be deemed to have voluntarily resigned. Violations of this policy are subject to disciplinary action in accordance with the company's code of discipline. See policy 043 – political neutrality policy.

## **E. PRESCRIPTIVE PERIOD**

There shall be no prescriptive period for the reporting of incidents, the filing of complaints, or the initiation of administrative actions under this Code. Any error, incident, or offense may be reported and acted upon regardless of when it occurred, particularly when such act is discovered only at a later time or was not immediately known to Management.

Management shall ensure that all incidents, errors, or offenses are promptly reported, documented, and recorded upon discovery. Once the material facts of an incident, error, or offense have been sufficiently established, a Notice to Explain shall be issued to the concerned employee within seventy-two (72) hours.

## **F. RESETTING OF OFFENSE RECORDS**

Resetting refers to the administrative clearing of an employee's offense record for purpose of future disciplinary action and is separate and distinct from the prescriptive period.

a. resetting shall apply only to offenses under punctuality. Records of punctuality-related offenses shall be cleared thirty-six (36) months after the date of the last committed punctuality offense, counted on a rolling basis, provided that no similar offense is committed within the said period.

b. resetting of records shall not bar the Company from filing, investigating, or acting upon offenses committed within the applicable prescriptive period.

**KOLIN PHILIPPINES INTERNATIONAL INC.**  
Human Resources & Development Section

**NOTICE TO EXPLAIN**

TO: (NAME OF EMPLOYEE)	DATE: _____, 2023
DEPT. /SEC:	
POSITION:	
RULES AND REGULATIONS VIOLATED (as indicated in the Code of Discipline)	
<b>(SAMPLE VIOLATION)</b> GENERAL POLICIES, RULES & REGULATIONS AND GUIDELINES, NUMBER 4: Dealer's request for PS replacement.	
DESCRIPTION OF OFFENSE (date, time, place of occurrence)	
Prepared by:  Maria Lourdes B. Precones <i>HR Employee Relations</i>	Noted by:  Mamerta F. Tagle <i>HR Supervisor</i>
DETAILED EXPLANATION OF ERRING EMPLOYEE:	
(USE SEPARATE SHEET IF NECESSARY)	
Employee's Signature: _____	Date: _____
RECOMMENDATIONS OF IMMEDIATE SUPERIOR/DEPARTMENT HEAD:	
_____ Immediate Superior's Signature	_____ Department Head's Signature

**NOTICE TO EXPLAIN**  
**(NTE)**

**KOLIN PHILIPPINES INT'L INC.**  
Human Resources & Development Section  
**NOTICE OF DISCIPLINARY ACTION (NDA)**

NAME	ID NO.	POSITION
DATE HIRED	DEPARTMENT	DATE
Statement of facts – Give full account of incident		
Date of commission:		
Nature of Offense:		
<input checked="" type="checkbox"/> I. Office Decorum	<input type="checkbox"/> V. Serious Misconduct/Dishonesty	<input type="checkbox"/> IX. Other Violations
<input type="checkbox"/> II. Punctuality	<input type="checkbox"/> VI. Insubordination	<input type="checkbox"/> Others not in the code of discipline
<input type="checkbox"/> III. Absences	<input type="checkbox"/> VII. Negligence	<input type="checkbox"/> Non-Restrictive Clause
<input type="checkbox"/> IV. Misconduct/Dishonesty	<input type="checkbox"/> VIII. Gross Negligence	
I. OFFICE DECORUM, SECTION 5: Failure to time in/out shall mean:		
A. Failure to punch timecard and or swipe on the biometrics.		
B. Failure to log in/out on the log sheet whether or not the biometrics malfunctions.		
This warning memo is being issued >>>		
Disciplinary Action As Per Department Head Recommendation:		
WRITTEN WARNING		
Disciplinary Action As Per HR Code Of Discipline:		
WRITTEN WARNING		
Final Disciplinary Action Taken:		
WRITTEN WARNING – 1 <sup>st</sup> OFFENSE		
Repetition of The Same Will Warrant:		
FINAL WARNING		
Prepared By:		
Maria Lourdes B. Precones <i>HR Employee Relations</i>		
Reviewed By:	Noted By:	Reviewed By:
HR Supervisor	Immediate Superior	Service Asst. Manager
Noted By:	Approved By:	
	TOM Y. TSENG President / CEO	
Cc: Employee 201 File Immediate Superior DOLE		Employee Conform

**NOTICE OF DISCIPLINARY ACTION**  
**(NDA)**

# DRESS CODE (Monday – Thursday)

**FOR REGULAR EMPLOYEES:**



**COMPANY-ISSUED  
UNIFORM**

**COMPANY ID  
MUST BE WORN  
AT ALL TIMES**

# DRESS CODE (Monday – Thursday)

FOR PROBATIONARY EMPLOYEES:



## OFFICE ATTIRE

- *POLO SHIRT*
- *BUTTON-DOWN*
- *BLAZER*
- *SLACKS*
- *SKIRT*
- *FORMAL DRESS*
- *CLOSED SHOES*

**COMPANY ID  
MUST BE WORN  
AT ALL TIMES**

# DRESS CODE (Friday-Saturday)

FOR ALL EMPLOYEES:



**\*EMPLOYEES WITH A FRIDAY REST DAY ARE REQUIRED TO WEAR OFFICE ATTIRE ON THURSDAY.**

# EXEMPTION SLIP

KOLIN PHILIPPINES INT'L. INC. EXEMPTION SLIP		
Name	Position	
Date(s) of Exemption		
Exemption from wearing: <input type="checkbox"/> Prescribed Uniform <input type="checkbox"/> Company ID <input type="checkbox"/> Others (pls. specify)		
Reason(s) _____ _____ _____ _____ _____		
EMPLOYEE'S SIGNATURE	DEPARTMENT HEAD	HRD

HRIS-00-060309

**FOR EMERGENCY PURPOSES ONLY**

**THANK YOU  
FOR LISTENING**

