

# EMPLOYEE HANDBOOK

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Totality of Infractions

XIX.

**Supplementary Provisions** *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

I.

## **FOREWORD**

We prepared this handbook to facilitate your smooth integration to the **REGASCO** Family.

By reading

and understanding the contents of this handbook, we expect you to align and guide yourself with our

key policies, procedures and practices. We also expect you to learn and commit to the company's Code

of Ethics and Discipline and the role you must play to be an effective member of the **REGASCO** Family.

**REGASCO Group – HR Department** *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

II.

## **BRIEF COMPANY BACKGROUND**

### ***Republic Gas Corporation***

A 100% Filipino owned company with operating presence all over Luzon and Visayas.

Established June

1998, **REGASCO** has been providing quality Liquefied Petroleum Gas (LPG) product to dealers, retailers

and household customers.

Through the years, the company continuously build its network of refilling plants all over Luzon. From a

plant in Malabon way back 23 years ago, **REGASCO** has now a total of twenty-five (25) spanning from

Region 1, Region 2, Region 3, NCR, Region 4A and Visayas.

As we grow, so does our drive for a Safe Working environment. All refilling plants has its own in-house

safety measures, equipped and installed with firefighting system. All employees of the plant (from refillers to and office support groups) were trained in basic firefighting and emergency response

situations conducted by LPG/MA (LPG Marketers' Association) Party List trainers.

**REGASCO** caters to downstream wholesale LPG buyers that goes to the plant, brings their LPG cylinders

and have it refilled. Believing in efficient service, our refilling plants invested on transport fleets that

deliver LPG cylinders to our dealers' stores, outlet stores (LPG retailers and sari-sari stores) and

commercial accounts such as bakeries, restaurants and others.

A few years ago, pursuing our belief in providing quality service and product right at the doorsteps of

the end-consumers, **REGASCO** engaged in direct retail. The company opened **One-Stop**

**LPG**

**Shops** strategically located around our refilling plants area of operation under

the **REGASCO** brand, *delivering quality products and service directly to households.*

**REGASCO** continue to expand its business operations in Luzon and Visayas. Keeping our commitment

to make **REGASCO** quality product and service within reach of local communities we are operating. *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

### **III. MISSION**

To Provide an alternative choice of Liquefied Petroleum Gas product and service that is of quality, safe, reliable and convenient to customers.

### **VISION**

1. To be the preferred LPG Company known for its commitment to:

-

Quality

-

Safety

-

Reliability

2. To be an Employer of Choice promoting corporate citizenship by providing jobs and access

to education. *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

### **IV.**

### **REGASCO REFILLING PLANTS AND OFFICES**

**REGASCO's** future plans together with its current network of 25 strategically located plants, the company aims to efficiently and made readily available its Liquefied Petroleum Gas (LPG) product all the country.

#### **PLANT**

#### **ADDRESS**

##### **BAMBAN**

Brgy. Dela Cruz Bamban, Tarlac

##### **CABANATUAN**

Km 122 Maharlika Highway Caalibangbangan Cabanatuan City

##### **CALACA**

Gate 2 Calaca Industrial Seaport Corp. Brgy. Puting Bato West  
Calaca, Batangas

##### **CALAMBA**

Brgy. Real Cuervo 2 Cor. Bacnotan Drive, Calamba City, Laguna

##### **CALOOCAN**

343 Gen. Luis Brgy. 166 Kaybiga, Caloocan City

##### **CEBU – COMPOSTELA**

Cogon Compostela, Cebu City

##### **CEBU – MANDAUE**

Don Gerardo Ouano Extension Brgy. Opao Mandaue City

##### **CEBU – SAN FERNANDO**

Upper Laguna Greenhills San Fernando, Cebu

##### **DASMARIÑAS**

9041 Governor's Drive Paliparan 1 Dasmariñas, Cavite

##### **GERONA**

Brgy. Salapungan Gerona, Tarlac.

##### **ISABELA**

Maharlika Highway, Corner Canciller Ave., District 1 Cauayan City,  
Isabela

##### **MALABON**

Dagat - dagatan Ave., Corner Letre Rd Brgy. Longos, Malabon

##### **MEYCAUAYAN**

1523 Florida St. Cor Chicago MIS III Brgy. Pantok Meycauayan,  
Bulacan

##### **MOLINO**

Molino Blvd Brgy Niog III Bacoor, Cavite  
 PAGBILAO  
 Sitio Aurora Brgy. Binahaan, Pagbilao Quezon  
 PANGIL  
 Manila East Road Bukol Candelarian St., Brgy. Balian Pangil, Laguna  
 PARANAQUE  
 8356 Dr. A Santos Ave. Brgy BF Homes Sucat Paranaque  
 QUEZON CITY  
 Lot 3 Blk 1 & 2 Mindanao Ave. Talipapa Novaliches, Quezon City  
 ROSARIO  
 Purok II Sitio Antipolo Brgy. Natu Rosario, Batangas  
 SAN SIMON  
 CDCP Sta. Monica San Simon, Pampanga  
 TAYTAY  
 Lot 5F Highway 2000 Samagta Floodway Brgy. San Juan Taytay,  
 Rizal  
 TERESA  
 Sitio Bulak J. Sumulong Road Brgy. Bagumbayan Teresa, Rizal  
 TUBAO  
 Purok 5 Brgy Lloren Tubao, La Union  
 URDANETA  
 Sitio Guam Calegu Brgy. Catablan Urdaneta City, Pangasinan  
 ZAMBALES  
 P7 Sitio Loong Brgy. Burgos San Antonio Zambales  
 HEAD OFFICE  
 13F Strata 100 Bldg. F. Ortigas Jr. Road San Antonio Pasig City *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

**V.**

## **RECRUITMENT & HIRING**

### **A. Employee Information and Privacy**

Personal Data 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 (. e.g., address, passport or identity card numbers (SSS / PHIC / HDMF / TIN), health and family, banking information) Personal Data must be accurate and kept up to date. Employees need to make sure that their Personal Data held by the company is reliable and not misleading. If the Company asks for Personal Data updating employees must comply without delay.

### **B. Consanguinity and Affinity**

Applicant who is related to an active employee of the company shall not be hired on the same

REGASCO branch. This includes:

#### **• Affinity**

☐ 1<sup>st</sup> Degree

-

Spouse

#### **• Consanguinity**

☐ 1<sup>st</sup> Degree

-

Parent, Child

☐ 2<sup>nd</sup> Degree

-

Brother, Sister, Grandparent, Grandchild

☐ 3<sup>rd</sup> Degree

-

Aunt / Uncle, Niece / Nephew, Great Grandchild

□ 4<sup>th</sup> Degree

-

Great Aunt/Uncle, First Cousin, Grand Niece/Nephew

This policy is implemented to avoid unfair practices or favoritism, and conflict of interest which may compromise the company's interest.

**C. Re-hiring**

The Company prefers not to re-hire employees whose employment had been terminated or who had voluntarily resigned for any of the following reasons:

- Breach of the Code of Conduct or Group Rules

- Performance issues

- Habitual absenteeism

- Any other reason for termination by the Company

The separated employee may be rehired on the following conditions:

- The employee has secured his clearance form from the previous branch / affiliate company;

- His / her employment has not been terminated due to *Just Cause*;

- He / she must secure an endorsement letter with good moral character from the Immediate superior or Manager

Further, any employee who has voluntarily resigned from the company cannot be re-hired within 1

year from his / her resignation unless otherwise approved by the Top Management. *This*

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**VI.**

**EMPLOYMENT STATUS**

Three (3) types of employment status may be extended to our employees:

**A. Regular employment** – an appointment given to an employee who is hired to occupy a vacant regular position after having successfully passed the company standards on a probationary period of six (6) months.

**B. Probationary employment** – an appointment given extended to an employee which subjects him to a six-month (180 days) period of trial and observation during which he is assessed based on the Company standards, and he/she is expected to prove his capabilities and qualifications for the position.

**C. Temporary (Fixed Term) employment** – an appointment given to an employee which expires at the termination of a stipulated period, the same being known to the employee at the time of hiring. This applies to Construction Projects, Relievers and the like.

**VII. ATTENDANCE**

An employee's attendance record is considered as one of the factors in determining his performance rating. All non – managerial employees are required to punch in/log in/sign in at

the start of each working day.

Punctuality also means observing proper break hours and avoiding leaving the office before closing time.

**A. Official Work Hours**

**LOCATION**

**WORKING DAYS**

**WORKING HOURS**

Head Office

Monday to Saturday

8:00 AM to 5:00 PM

Call Center

As required

Refilling Plant\*

Monday to Sunday

(6 - day workweek)

7:00 AM to 4:00 PM

Showrooms\*

7:00 AM to 7:00 PM

\*Employees shall observe the shifting schedules and rest days currently in effect in order to

accommodate work schedule demand of store operations.

Normal shift shall be observed for head office personnel unless required by business operations.

### **B. Break Periods**

Employees are given one-hour non-compensable period for regular meal (lunch break) and fifteen

(15) minutes compensable coffee break in the morning and in the afternoon.

### **C. Change of Work Schedule / Change of Rest Day**

Changes in schedule and rest day may be approved by the concerned Manager/s strictly for

operational needs/requirements only. *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

Subject to appropriate guidelines and regulations, the Company shall allow *flexible time work*

*schedule* particularly for pregnant women employees or those who qualify as solo parent.

Generally, no pregnant female employee shall render overtime work and/or be assigned at physically-strenuous work assignment unless allowed by a competent physician. The employee,

prior to acceptance of such work assignment, must submit the appropriate medical certificate

indicating the allowable period, duration and nature of work.

### **D. Tardiness**

Generally, employees shall be required to report for work on scheduled time every working day.

An employee shall be considered late or have incurred tardiness for the day if he/she reports

beyond the designated time-in. Tardiness incurred by the employee will be automatically deducted

from the employee's salary and may subject him/her to disciplinary action.

### **E. Undertime**

Undertime refers to a situation where an employee leaves the workplace before the scheduled

time-off. Each minute of undertime shall also be counted from the employee's time-out until his

intended time-off and its equivalent pay shall likewise be deducted from the employee's salary or

wage for specific period.

Undertime has a maximum duration of less than four (4) hours.

### **F. Official Business**

The Company may require an employee to attend or conduct official functions outside the office /

branch, e.g., meetings, trainings, seminars. Examples of activities that are not considered official

business are filing of application for driver's license, passport (unless the purpose is for company

initiated travel) or professional license and other personal transactions.

Employee who will be on Official Business must have an approved OB Form to be submitted along with

their Daily Time Record as supporting document for payroll purposes.

#### **G. Absences**

Employees are expected to report to work regularly. Absences may be excused or unexcused depending on the validity of the reason and compliance to requirements:

- **Excused Absence (EA)** – refers to any absence without pay. This applies to employees who do not have leave credits and whose absence is authorized/approved by the Manager due to validity of the reason. All absences shall be documented using the Application for Leave of Absence (LOA) Form.

- **Unexcused Absence (UA)** – refers to any absence without notice and permission and/or justifiable reason/s which shall be subject to disciplinary action. *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

### **VIII. COMPENSATION AND BENEFITS**

#### **A. Payment of Salaries**

The schedule of payment of Salaries (REGASCO Group) are as follows:

##### **Payroll Group**

##### **Days worked**

##### **Pay - out**

Admin Office

1 – 15 / 16 – 30

20<sup>th</sup> / 5<sup>th</sup> of the following month

Refilling Plant / Showroom

26 – 10 / 11 – 25

15<sup>th</sup> / 30<sup>th</sup> of the month

Payslips are distributed and salaries are paid either in cash, by bank check, credited to employees' payroll account, by a bank or postal transfer, or by other means as determined by the Company.

#### **B. Overtime**

Overtime refers to work performed beyond eight hours in a day. The Company shall pay the employee an additional compensation for work performed beyond the regular eight hours, an amount equivalent to the employee's regular wage plus certain percentage thereof as

provided in the Labor Code which is twenty – five percent (25%) of employee's hourly rate.

Employee rendering overtime work must seek **prior** approval from the concerned

Supervisor /

Department Head or Manager. However, in emergency situations where prior approval is not

practically possible, the concerned employee shall be required to secure the necessary approval

of the overtime rendered from the Supervisor / Department Head or Manager the **next**

**working**

**day** following the day of the rendered overtime.

#### **C. Rest Days**

The Labor Code requires that every employer shall provide every employee rest period of not less

than 24-consecutive hours after every six consecutive normal workdays. Rest days shall depend

on work / place assignment and may not be necessarily Saturdays or Sundays.

Excluded herein are other off-days and leave privileges and benefits mandated by law or

provided for by the Regasco.

*An employee may be compelled to work on his day-off or rest day when necessitated by circumstances. However, the employee shall be advised, within a reasonable time, of such a*

*necessity to work on his scheduled day-off or rest day. In such a case, the work performed shall*

*be treated as Rest Day Work in which case he shall be entitled to additional compensation (plus*

*30% of daily wage).*

The Company reserves the right to determine and schedule weekly rest day of its employees

subject to specific provisions in the Labor Code and appropriate guidelines.

#### **D. Holidays, Special Days and Special Holidays**

##### **Regular Holidays**

The Company observes all regular / legal holidays. However, due to the nature of its business,

some employees are required by the Company to report to work on these holidays: *This*

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▪

New Year's Day

January 1

▪

Maundy Thursday

Movable date

▪

Good Friday

Movable date

▪

Araw ng Kagitingan

April 9

▪

Labor Day

May 1

▪

Independence Day

June 12

▪

National Heroes Day

Last Sunday of August

▪

Bonifacio Day

November 30

▪

Eidul Fitr

Movable date

▪

Eidul Adha

Movable date

▪

Christmas Day

December 25

▪

Rizal Day

December 30

All employees are entitled to atleast 100% of his/her basic salary even if he/she did not work on

Regular Holiday provided that the employee is *present or on leave with pay on the working day*

*immediately preceding the Regular Holiday.*

#### **Special Holidays**

The Company likewise recognizes special holidays of national coverage in a year, namely:

- Chinese New Year  
Movable date
- EDSA People Power Revolution Anniversary  
February 25
- Black Saturday  
Movable date
- Ninoy Aquino Day  
August 21
- All Saint's Day  
November 1
- Feast of Immaculate Conception  
December 8
- Last Day of the Year  
December 31

The policy of "No Work No Pay" applies to daily paid employees who failed to report to work on Special Holidays.

All works performed by Non – Managerial employees during Legal and Non-Working Holidays are paid accordingly:

#### **WORK ON:**

#### **PREMIUM**

Worked performed for eight (8) hours

Worked performed in excess of eight (8) hours

1. Regular Day

Plus 25% of the hourly rate

2. Rest Day / Special Non Working Days

Plus 30% of Daily Basic Rate of 100% or a total of 130%

Plus 30% of the hourly rate of 130% or a total of 169%

3. Special Non-Working Day Falling on a Rest Day

Plus 50% of Daily Basic rate of 100% or a total of 150%

Plus 30% of the hourly rate of 150% or a total of 195%

4. Regular / Legal Holiday

Plus 100% of Daily Basic Rate of 100% or a total of 200%

Plus 30% of the hourly rate of 200% or a total of 260%

5. Regular / Legal Holiday Falling on a Rest Day

Plus 100% of Daily Basic rate

of 100% or a total of 200% and  
plus 30% thereof or a total of  
260%  
Plus 30% of the hourly rate of  
260% or a total of 338%

#### **E. Night Differential**

This refers to the additional compensation of not less than 10% of the hourly rate and is given to

employees who worked from 10:00 PM to 6:00 AM. *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

#### **F. Inclement Weather and/or Emergency Situations**

Unless declared by government authority, the decision to close the office due to emergencies such

as severe weather, fires, power failures or other situations which can disrupt the business operations or pose serious threat to the welfare and safety of the employees shall be made by the

President or his duly authorized representative.

When the decision is made to close the office, employees will receive official notification from their

immediate superiors through reasonable and practical means of communication.

Time off from scheduled work due to emergency closings shall be considered as paid worked hours/day.

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#### **G. Leaves**

The Company recognizes the need for its employees to take time out and rest once in a while

and to give them time to recuperate from sickness without the loss of remuneration.

The Company shall provide qualified employees with Leave Benefit as follows:

.

#### **10 Leave Credits**

This leave benefit is one of the company-initiated benefits and that may be used for the following reasons:

☐ **Vacation** - purpose of which is to enable the employee to get a much needed rest to replenish his worn-out energies and acquire a new vitality. Leave application for this purpose must be submitted for approval of Supervisor or Manager at least 3 days prior the effectivity date.

Approval should not be automatic and will require discretionary authority of the employee's department / business unit head. Mere filing of such leave application does not entitle any employee to go on leave outright.

☐ **Sickness** - leave privilege allowing the employee to be on absence with pay due to illness. This shall be exclusive of the Social Security System Sickness Leave Benefit where the employee is entitled to receive medical leave benefits based on the employee's contribution bracket.

Leave applications for this purpose must be submitted for approval upon return to work but has to inform their Supervisor / Manager at least two (2) hours prior the employee's work schedule. Absences for three (3) consecutive days or more due to sickness shall require a submission of a duly-certified and signed medical certificate.

☐ **Emergency**—This is intended for unexpected personal situations needing immediate and urgent attention by employees such as medical, calamity and the like.

☐ **Bereavement** - in the event a member of the employee's immediate family dies (Married employees – spouse and children, Single employees – children, parents, siblings). A copy of Death Certificate will be required as documentation.

Employee starts earning these Leave Credits upon hiring and may be used upon his one (1) year

of service in the company. The initial availment will be computed on a pro-rata basis. *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

See below table for easy reference:

**DATE OF HIRING**

**AVAILABLE LEAVE**

**CREDITS UPON ONE (1)**

**YEAR OF SERVICE**

January 1-15

10

January 16-31

9.5

February 1-15

9

February 16-28/29

8.5

March 1-31

8

April 1-15

7.5

April 16-31

7

May 1- 15

6.5

May 16-31

6

June 1-30

5.5

July 1-15

5

July 16-31

4.5

August 1- 31

4

September 1-15

3.5

September 16-31

3

October 1-15

2.5

October 16-31

2

November 1-15

1.5

November 16-30

1

December 1-15

1

December 16-31

.5

Resetting of leave credits should take effect every January.

Approved leave applications filed in excess of the available credits will be deemed excused but

treated as leave without pay and charged against employee's salary.

Leave applications may be granted or refused depending upon the business demands.

Leave of

absence from work without proper approval will be considered as leave without pay and may be

subject for disciplinary action.

Daily paid employees may file for leave with pay for their unworked Special Non – Working Holiday.

Leave applications during Suspension and Regular / Legal Holidays will not be considered and will not be deducted to their remaining leave credits.

In accordance to the Labor Code of the Philippines, the Company included the "Service Incentive

Leave" to these Company Initiated Leaves. The SIL is equivalent to the first 5 available leave

credits of employees. Thus, if unused, will be converted to cash by the end of the year.

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#### ***Statutory Leave Benefits***

❑ ***Maternity Leave*** - This benefit applies to all covered female employees, regardless of civil status, employment status, and the legitimacy of her child. The maternity leave benefit shall be for ***one hundred five (105) days*** with full pay, and additional fifteen (15) days with full pay in case the female employee qualifies as a solo parent under RA 8972, or the "solo Parents' Welfare Act of 2000". In case of miscarriage or emergency termination of pregnancy, the maternity leave shall be for sixty (60) days with full pay. In cases of live childbirth, an additional maternity leave of thirty (30) days without pay, can be availed of, at the option of the female employee, provided that the employer shall be given due notice.

Maternity leave is granted to a qualified female employee in every instance of pregnancy, miscarriage or emergency termination of pregnancy regardless of frequency.

The Company shall pay for the difference between the employee's full salary and actual cash benefits to be received from SSS. This is also known as Salary Differential.

❑ ***Paternity Leave*** - Is a paid leave of absence granted to a married male employee regardless of their employment status (e.g., probationary, regular, contractual, project basis) to enable him to attend to his wife who delivers a child or suffers miscarriage or abortion. Every married male employee shall be entitled to paternity leave benefits of ***seven (7) working days*** with full pay.

This can be availed on a staggered basis. Paternity leave benefit shall apply to the first four (4) deliveries of the employee's lawful wife with whom he is cohabiting.

The male employee has to notify the Human Resources Department as soon as he discovered the pregnancy of wife and its expected delivery.

Marriage certificate and the child's birth certificate must be submitted to HR Department in order to qualify for the paternity leave.

✓ ***Additional seven (7) days of leave may be granted to a male employee as "Paternity Leave" in case the mother of his child avails the option to allocate up to seven (7) days of the 105 days maternity benefit whether or not they are married.***

This benefit should be availed not later than sixty (60) days after the delivery date of spouse. Unused leaves are not convertible to cash.

❑ ***Parental Leave for Solo Parent*** - Solo parent employee who has rendered service of at least one (1) year shall be granted parental leave of not more than seven (7) working days every year in addition to leave privileges under existing company policy in accordance with the law. Unused leaves are not convertible to cash.

❑ ***Leave for Victims of Violence Against Women and Their Children***

(VAWC) under Republic Act 9262 - Female employees who are victims as defined in RA 9262 shall be entitled to ten (10) days paid leave benefit under such terms and conditions provided herein.

The leave benefit shall cover the days that the woman employee has to attend to medical and legal concerns.

Unused leaves are not convertible to cash.

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❑ **Special Leave for Women (Republic Act 9710)** - The Magna Carta of Women introduced a 2 month leave for women with full pay based on gross monthly compensation, for women employees who undergo surgery caused by gynecological disorders, provided that they have rendered continuous aggregate employment service of at least six (6) months for the last twelve (12) months.  
Unused leaves are not convertible to cash.

#### **H. Travel Policies**

The Company shall provide its qualified employees with transportation allowance or reimbursement.  
Employees who will be tasked to perform errands or field assignment area are entitled to the transportation allowance subject based on the itemized actual expenses.  
No transportation allowance shall be given to the employee if the Company provides vehicle in the event of field assignment.  
Parking fees and toll fees paid by the employee while using the company vehicle may be reimbursed. Reimbursement to be made must be supported by valid parking tickets and toll receipts.  
By approval of management, an employee may use his or her personal vehicle to perform an official errand. Employee may reimburse the actual amount as may be provided for by policy.

#### **I. Company Uniform/Clothing Allowance**

The Company shall provide its employees with company uniform and PPEs.  
At all times, the uniform of qualified employees, shall be reflective of the corporate image of the Company. Employees are entitled to at least three (3) sets of uniforms issued in the first quarter of each year.

#### **J. Meal Reimbursement**

The Company shall provide meal reimbursement for qualified employees who may be tasked to perform official field assignment.  
To subsidize the food expenses of the employee while on official travel or field assignment, the following shall guide covered employees on the allowed budget for meal reimbursement:

- Rank and file  
Maximum P 150 per meal (breakfast, lunch, dinner)

- Supervisor  
Maximum P 200 per meal (breakfast, lunch, dinner)

- Managerial  
Maximum P300 per meal (breakfast, lunch, dinner)

- Management Team Maximum P500 per meal (breakfast, lunch, dinner)

For official local business travel, above provision shall remain applicable.  
Transportation, lodging and other incremental expenses shall be treated separately.  
In cases where an employee travels with executive or officer, the latter with the highest rank shall pick up and settle the bills for reimbursement. Therefore, the employee shall not be entitled

to meal allowance anymore. *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any*

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#### **K. Other Statutory Benefits**

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##### **SSS Benefits**

The Social Security Program provides a package of benefits in the event of death, disability, sickness, maternity, old age, and unemployment. Basically, the Social Security System (SSS) provides for a replacement of income lost on account of the aforementioned contingencies.

❑ **Maternity Benefit** - To qualify for the maternity leave benefit, the female employee must have at least three (3) months contributions to the SSS in the twelve-month period immediately preceding the semester of childbirth, miscarriage, or emergency termination of pregnancy, and she shall have notified her employer of her pregnancy and the probable date of her childbirth, which notice shall be transmitted to SSS in accordance its rules and regulations. The benefit amounts to 100% of the female member's average daily salary credit for a compensable period of:

- Normal / Ceasarian Delivery (Live childbirth) – 105 days
- Normal / Ceasarian Delivery (Live childbirth) Solo Parent – 120 days
- Miscarriage / Emergency Termination of Pregnancy – 60 days

The benefit shall be paid in advance by the Company within thirty (30) days from the filing of Maternity Leave Application.

RA 11210 states that the female member has the option to **allocate up to seven (7) days to the child's father** or to an **alternative caregiver** (relative within 4th degree of consanguinity or the current partner, regardless of sexual orientation or gender identity, of the female worker sharing the same household.) This does not apply for cases of miscarriage or emergency termination of pregnancy.

SSS shall pay the amount of the maternity benefit corresponding to the period **not allocated**.

As applicable, the father or alternate caregiver shall be granted **paid leave by his employer** equivalent to a maximum of 7days.

The female member shall **notify her employer** of her option to allocate; the father or alternate caregiver shall notify his/her employer of his/her availment of the allocated leave.

❑ **Sickness Benefit** – this applies to employees who are unable to work due to sickness or injury and is confined either in a hospital or at home for at least four (4) days with no remaining leave credits. The employee has paid at least three (3) months contribution during the 12 months period prior the semester of sickness or injury.

The benefit amounts to 90% of his average daily salary credit and is granted up to 120 days of confinement in one calendar year.

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##### **Philhealth Benefits**

This benefit is intended to cover the cost of hospitalization and other incidental medical expense of the

SSS members and their dependents (spouse, children, parents) who suffer sickness or injury. The

member must have six (6) months contributions preceding the three months qualifying contributions

within the 12-month period prior to the first day of confinement. *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

This can be availed for Inpatient and outpatient hospital care services and payable based on the set

scheduled rates and depending on the type of hospital where the member or the dependents has been confined.

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### ***Employees' Compensation Program***

This benefit is payable in the event of work-related sickness, injury, disability, or death and may be enjoyed simultaneously with SSS Sickness Benefit. The employee will be entitled to this benefit even though he/she has no SSS contributions as long as the employee has been reported to SSS (thru R1A) for coverage.

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### ***Home Development Mutual Fund (HDMF) or Pag-IBIG***

The Home Development Mutual Fund, otherwise known as Pag-IBIG (*Pagtutulungan sa kinabukasan*:

*Ikaw, Bangko, Industriya at Gobyerno*) Fund is a mutual provident savings system for private and government employees and other earning groups, supported by matching mandatory contributions of their respective employers with housing as the primary investment. Pag-IBIG offers its members the following benefits:

- i. Savings
- ii. Short Term Loan
- iii. Housing Loan

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### ***13<sup>th</sup> Month Pay***

All employees regardless of the nature of their employment are entitled to a 13<sup>th</sup> month pay provided that they have worked for at least 1 month during the calendar year. 13<sup>th</sup> month pay shall mean one twelfth (1/12) of the total basic salary earned by the employee in a calendar year.

Resigned or separated employee is entitled to 13<sup>th</sup> month pay in proportion to the length of time he worked during the year, reckoned from the time he started working during the calendar year up to the time of his resignation / separation from the service.

The 13<sup>th</sup> month pay shall be paid not later than December 24 of every year. The salary differential shall be included as part of the basic salary for purposes of computation of the 13<sup>th</sup> month pay of the rank-and-file employee.

13<sup>th</sup> month pay and other benefits, such as productivity incentives, and Christmas bonus, not exceeding Ninety Thousand Pesos (₱90,000.00) are tax exempted.

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### ***Retirement Pay***

Any employee may be retired upon reaching the retirement age provided that he/she has served at least five (5) years in the Company:

1. ***Optional Retirement*** – an employee ***may*** retire upon reaching the age of sixty (60) years or more
2. ***Compulsory Retirement*** – an employee ***shall be*** retired upon reaching the age of sixty (65)

years This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.

An employee who retires pursuant to the Republic Act 7641 shall be entitled to retirement pay equivalent to at least one-half (½) month salary for every year of service, a fraction of at least six (6) months

being considered as one whole year.

The term one-half (1/2) month salary shall mean:

15 days + 1/2 of the 13<sup>th</sup> month pay + 5 incentive leave cash equivalent = 22.5

*Retirement pay = Daily rate x 22.5 x No. of years of service*

## **IX.**

### **EMPLOYEE DEVELOPMENT**

#### **A. Performance Evaluation**

Employees' work performance is rated by their immediate supervisors on the following schedule:

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##### **For Rank-and-File Regular Employees:**

- ☐ For the period January to June, every first week of July.
- ☐ For the period July December, every first week of January
- ☐ For showroom personnel: every month (Sales Target review)

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##### **For Probationary Employees:**

- ☐ On the third (3<sup>rd</sup>) month of the probationary period of employment, performance evaluation shall be conducted for corrective and guidance purposes.
- ☐ On the fifth (5<sup>th</sup>) month of the probationary period of on the employment, performance evaluation shall be conducted for Pre-regularization purposes.

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##### **Employees belonging to Officers, Managerial positions:**

- ☐ For the period January to June, every first week of July.
- ☐ For the period July December, every first week of January

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##### **Employees belonging to Project or Confidential positions:**

The schedule and frequency shall be based upon the discretion of the President and/or his designated representative.

Performance Appraisal shall be completed within seven (7) working days from the distribution of

the rating sheets and necessary documents specifically:

For Individual Appraisal & Discussion with the employee, three (3) days from receipt of performance appraisal sheets. The evaluator or the immediate superior will be the one to discuss

with the employee.

For finalization of the ratings on the Performance Appraisal Forms, two (2) days from completion

of individual evaluation and discussion.

All performance evaluation reports of employees are made part of their work records and is

important to determine the employee's career advancement in the Company. Employee's performance appraisal may be used to document the performance and may not necessarily have

any tie-up with merit increase. *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

Regular Employees who will receive an Average or Below Average rating may be subject to PIP -

Performance Improvement Plan for 2 months. This is to give the employee a chance to improve

his job performance and to regain good standing at the company. Failure to meet the standards in

PIP may result to transfer, demotion or termination.

#### **B. Merit Increase**

Merit increase is given to deserving employees on scheduled period based on the Company policy

on Merit System. Only those employees who will have an Above Average or Outstanding ratings

shall be entitled to merit increase.

### **C. Employee Movement**

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#### **Regularization**

Unless otherwise modified by the Labor Code or approved by the Regional Office of the Department of Labor and Employment (DOLE), the period of probationary appointment shall not exceed 6 months or 180 days from the date of hiring.

The conditions for regularization shall be as follows:

- ☐ The employee must have completed at least six (6) months of continuous service; by continuous service, it is meant that the employment is pursuant to a single employment contract;
- ☐ The employee must have received a rating of Above Average on his 5<sup>th</sup> month evaluation;
- ☐ The employee must not have been subjected to any disciplinary action.

A probationary employee who qualifies for regularization shall receive a confirmation in accordance with the guidelines and procedures. Through the Regularization Letter or Notice of Personnel Action (NOPA) duly signed by the Human Resources Head and the Immediate Manager.

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#### **Promotion**

The company believes in rewarding employees with good work performance. Thus, employees may be promoted to higher position whenever possible. Recommendation for promotion will require endorsement by the Immediate Superior / Manager concerned and must have the approval of the Top Management. Unless otherwise modified specified, the criteria for promotions shall be as follows:

- ☐ **Work Experience** — The Candidate must possess the work experience relevant to the position for which he is being recommended for promotion.
- ☐ **Educational Background** — The educational background shall be based on the qualification guide or the promotion.
- ☐ **Employment Record** — The employee must be a regular employee.
- ☐ **Qualification** — Qualifications shall be based on competencies specified in the qualification guide. *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

- ☐ **Performance Level** — The employee must have received at least an above average performance level preceding the recommendation for promotion. Employees who will be recommended for promotion may be subject to maximum of 6 months training period and may receive salary adjustments based on the company policy. The trainee must have at least an Above Average rating to confirm his promotion. Employee who will fail the training may return to his previous job or position or may be assigned to other position.

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#### **Transfer**

The company implements its prerogative to transfer its employees either from one department or division or branch or affiliate to another in the interest of the business and well-being of employee but never as a disciplinary measure.

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#### **Demotion**

The following are exclusive grounds for demotion:

- ☐ Lack of ability to perform assigned tasks on the basis of the results of performance appraisal and despite consistent coaching and counseling and PIP
- ☐ Physical Incapacity as Certified by a competent or registered physician.

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#### **Resignation**

- ☐ Notice of resignation shall be filed **at least thirty (30) days in advance**. The management, however, has the discretion to allow a shorter period of

notice or may impose a longer hold-over period if necessary.

❑ When no required notice was served, the company may hold the employee liable for damages and may not be given a clearance until the employee has process it personally

❑ If the resignation, is already accepted, withdrawal needs the consent of the management.

❑ An employee who voluntarily resigns from service is not entitled to any separation pay except earned and unpaid salaries and pro- rated 13<sup>th</sup> month pay and other monetary benefits granted by law or by the Company.

No clearance shall be issued unless all the employee's accountabilities have been fully settled.

In case there is a pending monetary or property accountability, the amount thereof may be offset against any Company's payables to the employee.

**Notice of Personnel Action (NOPA)** shall be issued to all employee movements except retirement, resignation and termination of employment.

\*\*\*

Other benefits not provided in this handbook may be granted by the company to any of its employees or group of employees on a case-to-case basis. This shall be purely discretionary on

the part of management and should not be considered as a precedent in subsequent

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**X.**

## **WORKPLACE ETIQUETTE AND EMPLOYEE BEHAVIOR**

### ***A. Employee Appearance & Attire***

Employees are required to wear the official company uniform or in the absence of a uniform, to dress

properly and also present a clean and well-groomed appearance.

Employees may opt to wear clothing that is comfortable and practical for work. Any clothing which is

distracting or offensive to others is considered as inappropriate.

Examples of inappropriate clothing include (but are not limited to):

- t-shirt with inappropriate or offensive logos or prints
- sleeveless shirts without jacket / sweater
- torn or 'bleached' jeans
- Mini-skirts, mid-thigh pants, biking shorts, shorts or leggings with a short top
- Gym clothes or sweatpants, pajama pants and tops
- slippers or flip flops
- items which are strapless, e.g., tube top, Halter tops, bare backs or midriffs
- See-through or low-cut blouses
- Sundresses without jacket/sweater
- Clothing which is not appropriate to body size, i.e., extreme "baggy" or "tight"
- 

For those who have visible tattoos and body piercings, please wear clothes that you can cover them

### ***B. Policy on receiving and accepting tips from customers***

Any form of corruption, including bribery and extortion, is strictly prohibited. Thus, no employee may

be allowed to accept or receive any tips such as but not limited to cash, gift, food wine / liquor, vouchers and other anything of value from any customers, supplier, contractor, or any other entity doing business with any REGASCO Company and Affiliates, under any circumstances or for any occasion whatsoever.

### **C. Sexual Harassment**

**Sexual harassment** is one or a series of incidents involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature, made directly, indirectly and impliedly when:

- such conduct might reasonably be expected to cause insecurity, discomfort, offense or humiliation to another person or group; or
  - submission to such conduct is made either implicitly or explicitly a condition of employment, or any opportunity for training or grant of scholarship, or
  - submission to or rejection of such conduct is used as a basis for any employment decision (including, but not limited to, matters of promotion, raise in salary, job security and benefits affecting the employee); or
  - such conduct has the purpose or the effect of interfering with a person's work performance, or creating an intimidating, hostile or offensive work environment.
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**Employment-related sexual harassment** refers to sexual harassment by an employee or any member of an agency and institution, which occurs in places and instances but are not limited to the following:

- In or outside the office building or training site;
- at office or training-related social functions;
- in the course of work assignments outside the office;
- at work-related conferences, studies or training sessions; or
- during work related travel.

Sexual harassment may be committed in any of the following forms:

- Overt sexual advances whether physical touching or not;
  - Unwelcome or improper gestures of affection;
  - Request or demand for sexual favors including but not limited to going out on dates, outings, or the like for the same purpose;
  - Any other act or conduct of a sexual nature or for purposes of sexual gratification which is generally annoying, disgusting or offensive to the victim
- Depending on the circumstances, the following conduct may also constitute sexual harassment:
- use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life;
  - sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;

- displaying sexually suggestive objects, pictures, cartoons;
  - unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner;
  - sexual gestures or sexually suggestive comments;
  - inquiries into one's sexual experiences; or
  - discussion of one's sexual activities.
- Any officer or employee, who experiences or witnesses any act of sexual harassment in the workplace, shall report the same immediately to the Committee on Decorum and Investigation. All allegations of sexual harassment will be quickly investigated. To the extent possible, the identity of the officer or employee shall remain confidential and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, all parties will be informed of the outcome of the investigation.

#### **D. Other Discriminatory Harassment**

Depending on the circumstances, the following conduct may constitute discriminatory harassment:

- epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability;
  - written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in the company premises such as on an employee's desk or workspace or on equipment or bulletin boards.
- If the employee feels that he / she is a victim of any sort of harassment, bullying or mobbing, the employee must write down what happened (date, time, place, situation, witness) and keep evidence of any inappropriate conduct (materials, written conversations, etc). *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

#### **E. Social Media Policy**

Employees must:

- **Be respectful** – Always be fair and courteous to co-workers, customers, clients and suppliers. Also, keep in mind that work-related complaints are more likely resolved by speaking directly with your co-workers than by posting complaints to a social media outlet. **Avoid any defamatory, offensive or derogatory content.** It may be considered as a violation of our company's anti-harassment policy, if directed towards colleagues, clients or partners or the company.

- **Be honest and accurate** – Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Never post any information or rumors that you know to be false about the company, co-workers, customers, clients, suppliers, people working on behalf of the Company or competitors.

- **Avoid sharing intellectual property** – Maintain the confidentiality of the Company trade secrets and private or confidential information. Trade secrets may include

information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

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*Refrain from using social media during working hours* or on equipment that the company have provided, unless it is work-related as authorized by your manager as this may be considered wasting company time and may affect employees' productivity and focus.

## **XI.**

### **SAFETY AND SECURITY**

#### **A. Personal Protective Equipment (PPE)**

Employees are required to wear their PPEs during working hours. This is to minimize exposure to workplace hazards and the risk of serious injuries.

#### **B. Fire Precautions**

Due to the nature of the company's business, smoking in prohibited areas is strictly not allowed and will not be tolerated by the Company. Fire Trucks and fire extinguishers are available in case of emergency.

Employees shall check if all electrical switches are off and all electrically operated equipment such as copying machines and computers are turned off when you leave your workplace.

#### **C. Office Electricity**

All employees are responsible for saving electricity at the office premises. If an employee is the last person to leave the office, he/she should ensure all lights are switched off. Air condition must be turned off after official working hours. Employees shall not use company utilities in an inconsiderate manner. *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

## **XII. DRUG-FREE WORKPLACE POLICY AND PROGRAM**

In compliance with Article V of Republic Act No. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, and its Implementing Rules and Regulations and DOLE Department Order No. 53-03, series of 2003 (Guidelines for the Implementation of a Drug-Free Workplace Policies and

Programs for the Private Sector), *REGASCO* hereby adopts the following policies and programs to achieve a drug-free workplace:

#### **A. REGASCO explicitly prohibits:**

- The use, possession, solicitation for, or sale of dangerous drugs on company premises or while performing an assignment.

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Being impaired or under the influence of dangerous drugs away from the company, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.

•

Possession, use, solicitation for, or sale of dangerous drugs away from the company premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.

- The presence of any detectable number of dangerous drugs in the employee's system while at work, while on the premises of the company, or while on company business.

#### **B. MANDATORY DRUG TEST**

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To ensure that only those qualified shall be screened and recruited to prevent the detrimental effects (*e.g., lower productivity; poor decision making; increased*

*accidents; more compensation claims; and reduced team effort*) which drug use and abuse may cause in the workplace, the conduct of mandatory drug test shall be required for pre-employment.

•  
The Company may also conduct drug testing under any of the following circumstances:

❑ **RANDOM TESTING:** employees may be selected at random for drug testing at any interval determined by the Company.

❑ **FOR-CAUSE TESTING:** The company may ask an employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs, including, but not limited to, the following circumstances: evidence of drugs on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs, negative performance patterns, or excessive and unexplained absenteeism or tardiness.

❑ **POST-ACCIDENT TESTING:** Any employee involved in a "Near-Miss" incident or "Work Accident" under circumstances that suggest possible use or influence of drugs may be asked to submit to a drug test. As defined herein, "Near-Miss" means an incident arising from or in the course of work which could have led to injuries or fatalities of the workers and/or considerable damage to the employer had it not been curtailed. "Work Accident" refers to unplanned or unexpected occurrence that may or may not result in personal injury, property damage, work stoppage or interference or any combination thereof of which arises out of and in the course of employment. *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

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All drug tests shall employ, among others, two (2) testing methods, the **screening test** which will determine the positive result as well as the type of the drug used and the **confirmatory test** which will confirm a positive screening test.

•  
The Company shall inform the employee who was subjected to a drug test of the test results whether positive or negative.

•  
All costs of drug testing shall be borne by the Company.  
The Company shall maintain the confidentiality of all information relating to drug tests or to the identification of drug users in the workplace; exceptions may be made only where required by law, in case of overriding public health and safety concerns; or where such exceptions have been authorized in writing by the person concerned.

### **XIII. HUMAN RESOURCES AND EMPLOYMENT POLICY**

*Republic Gas Corporation (REGASCO)* acknowledges that the success of the organization depends largely on the solid support, strong, steady performance and substantial contributions of all employees in achieving the Company's vision, mission and objectives. The company shall continuously look after the well-being of its employees who as members of the Regasco family are expected in return to take good care of business.

In selecting, managing and rewarding employees, *REGASCO* adheres to the policy of giving equal opportunity to all. The Company shall provide the climate and work environment that allow all employees to advance on merit as far and as high as their competencies and actual work performance shall take

them. This **REGASCO** policy prohibits any form of discrimination on the basis of race, color, religion, sex, age, civil status, disability or any other grounds precluded by law. The Company shall respect its employees' human dignity and shall tirelessly work to enhance the workforce's quality of life. The Company shall provide creative and competitive personnel programs and services that attract, select and keep highly qualified and motivated professionals who are evaluated and paid fairly and competitively based on their individual/team performance and overall contributions to the accomplishment of our corporate goals. The Company shall identify, encourage and reward service efficiency, performance excellence and innovation by its employees. In promoting the economic and social well-being of its employees, Regasco shall strive to continuously develop a working environment that fosters personal and professional growth/development and success via teamwork, open communications, sharing of best practices and mutual respect. *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

#### **XIV. STANDARD WORK PRACTICES AND RULES OF CONDUCT FOR OFFICERS AND STAFF**

As **REGASCO** officers and staff, we value and respect the rights and ensure the safety of our clients, each other and everyone who deals with the Company. We work together, rely on each other and are committed to observe and abide by the following standard requirements and practices that shall benefit the Company as a whole.

***REGASCO requires Total Honesty. We shall not accept:***

- ☐ Any act of dishonesty including but not limited to falsification of company records, documents or information about the Company and its stakeholders;
- ☐ Stealing or taking possession without prior permission any property of the Company, its clients, suppliers and employees;
- ☐ Taking advantage of one's position in the organization for personal gain.

***REGASCO requires a Non-abusive Environment. We shall not tolerate:***

- ☐ Racial and sexual harassment or discrimination;
- ☐ Fighting, horse playing or any other act of physical abuse towards anyone inside Company premises;
- ☐ Willfully misusing, defacing, damaging or destroying the Company, customer and/or other employee's property;
- ☐ Possessing, consuming, distributing or being under the influence of alcohol or controlled substances inside company premises;
- ☐ Possessing or carrying unauthorized deadly weapon inside Company's Premises.

***REGASCO requires a Safe Environment. We shall not allow:***

- ☐ Willfully disobeying established, standard operating Company policies and procedures or doing any other unsafe and unsound practice;
- ☐ Failing to maintain proper personal hygiene, follow required sanitary and health practices and/or keep required professional look including the wearing of Company uniforms and ID's;

- ❑ Smoking in restricted areas;
- ❑ Refusing or failing to cooperate in the investigation / review of accidents, operating inefficiencies and /or incidents of failure involving quality and service or operating standard;
- ❑ Refusing or failing to promptly report discovered work related accidents, injuries, safety and health hazards or threats.

*REGASCO requires Total Teamwork. We shall not permit:*

- ❑ Insubordination – refusing to follow reasonable directives, company business - related order from a supervisor or senior manager;
- ❑ Deliberately restricting service, performance output; malingering, loitering or sleeping during office/work hours; interfering with other employees in performing their jobs;
- ❑ Being excessively tardy or absent from work.

## **XV. CODE OF BUSINESS**

### **CONDUCT AND ETHICS FOR DIRECTORS,**

### **OFFICERS AND STAFF OF REPUBLIC GAS CORPORATION**

#### **(REGASCO)**

##### *Introduction*

This code sets forth the policies and practices, which we who are connected with *REGASCO* are expected to follow to reaffirm the company's commitment to the values of good corporate citizenship, high

integrity and professionalism. We, the *REGASCO* directors, officers and staff, are committed to conduct ourselves in manners that are above reproach to live up to the trust and confidence of the company's stakeholders.

We affirm by signing the Compliance Certificate that appears at the end of this Code our commitment to become familiar and comply with these policies and practices. We understand that our failure to strictly comply with the Code shall be viewed as acting outside the scope of our employment with

*REGASCO* and may be subject to disciplinary action including suspension, demotion or dismissal. We acknowledge that our failure to comply with legal requirements may subject the Company and ourselves to criminal and civil penalties, money damages and regulatory sanctions.

##### *Basic Standards and Policies*

##### *REGASCO First – Integrity and Conflicts of Interest*

We act with honesty and integrity, and avoid actual or potential conflicts of interest in our personal and professional relationship or dealings. When and where conflict of interest exists, the *REGASCO* first

policy applies. We are duty bound to put the company's interest over all other interests. Gift & Commissions

We exercise good judgement and discretion in giving gifts and commissions which are to be guided by transparency, appropriateness of the circumstances and should be modest. We support that the principle of integrity applies when accepting gifts and timing of such gift will not raise potential issues of propriety.

We are unanimous that accepting commissions linked to business transactions of *REGASCO* through

our official functions is contrary to the principle of integrity and interest of the company. Compliance with Laws, Rules and Regulations

We respect and comply strictly to the letter, spirit and intent of all the relevant laws, rules and regulations of the Philippines in which we operate as well as with internal *REGASCO* policies and directives. It is our personal responsibility as a director, officer or staff to know and adhere to the standards and restrictions imposed by such laws, rules and regulations to protect the legitimate interests of the company.

#### Confidentiality and Disclosure in Regulatory Reports

We maintain the confidentiality of information entrusted to us by the company and our customers, except when disclosure is authorized or required by pertinent laws. This confidential information employee information, business information, financial information and any other information relating to *REGASCO*.

We keep strictly confidential proprietary or trade secrets of our stakeholders. But we disclose fully, fairly, timely and accurately information in reports mandated by regulatory agencies.

#### Corporate Opportunities

We advance the legitimate interests of *REGASCO* whenever the chance to do so arises. We abstain from personally taking advantage of or directing to third parties any business opportunity that is discovered through the use of company property, facility, information or position unless the company has already been offered but turned down such prospect.

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*means without the permission of Human Resource Department. This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

#### Protection and Proper Use of REGASCO Assets

We protect *REGASCO* assets and ensure their proper and efficient use. Except when incidental personal use is allowed as part of approved employment privilege or benefit, we use company assets only for official *REGASCO* business.

Proper use is also about shared responsibility and accountability in using these assets such as computers, mobile phones, etc. Keeping in mind the information contained or passes through these tools and equipment and the potential repercussions that may impact our business and the company's reputation resulting from improper use, carelessness and the like.

#### Reporting of any Code Violation

We are encouraged to consult with or report to our Supervisors or the Compliance Officer or any employee tasked to handle related violation/s or any observed misconduct, unethical or illegal behavior in violation of the Code. The Company protects those who report alleged Code violations in good faith by allowing anonymous reporting and disallowing retaliation.

### **XVI. EMPLOYEE CODE OF CONDUCT AND ETHICAL STANDARDS**

It is the policy of REPUBLIC GAS CORPORATION to establish basic norms of conduct and ethical standards for all employees to ensure efficient operations, foster harmonious work relationship and maintain a healthy working environment in the company Towards this end, REGASCO hereby

implements this Code of Conduct and Ethical Standards which shall be the embodiment of all the internal control and rules and regulations designed to maintain order, proper decorum and discipline among employees. This shall also provide appropriate procedures in its implementation as well as prescribe the sanctions commensurate to any offense or violation committed. The REGASCO Code of Conduct and Ethical Standards shall apply to all employees and shall cover all violations committed on Company time and/or within its premises. Company premises shall include areas where the employee performs official duties even if such areas are outside of the Office.

The responsibility to implement the provisions of this Code of Conduct and Ethical Standards is jointly vested upon the Business Unit Head and the Human Resource Division. The Business Unit Head shall promote efficiency and proper office decorum among his subordinates in order to achieve the desired goals of the Unit. In case of violation of any of the provisions of this Code of Conduct and Ethical Standards, the Unit Head may initiate an inquiry in accordance with the applicable rules and guidelines. On the other hand, the Human Resource Division shall monitor and ensure proper implementation of policies, guidelines and procedures particularly in compliance with the legal requirements of due process. The Human Resource Division shall provide the necessary assistance to Business Unit Heads in handling disciplinary cases.

#### **A. Due Process**

All employees, prior to administration of the corresponding penalty for any violation of offense, shall be afforded DUE PROCESS:

- Any alleged violation of the Code of Conduct and Ethical Standards by an employee shall be covered by an **Incident Report** to be prepared, by the Immediate Superior concerned, employee witness, auditor or Security Guard. A copy shall be furnished the Human Resource Department.

- HR Personnel shall issue to the employee concern a notice of alleged violation attaching therewith a copy of the incident report and applicable evidence and require the said employee to submit an **explanation** in writing within five (5) *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.* days from the receipt of such notice. The employee shall also be notified of the administrative hearing schedule. However, an employee may be placed under preventive suspension for a period not to exceed thirty (30) calendar days, pending completion of administrative inquiry, where continued presence poses a threat to the life or property of the Company or co-employee, in accordance with the Labor Code.

- If the employee concern fails to submit his answer within the prescribe period or appear before the scheduled inquiry, he shall be deemed to waived his right to present his evidence and the inquiry shall be terminated and decision shall be rendered based on available records or documents.

- After evaluation, the HR Personnel shall prepare the memorandum specifying the penalty or sanction to be imposed against the employee as recommendation to be approved by the management.

-

The HR Personnel shall immediately serve the memorandum to the employee once approved by the management. Service may be actual or constructive.

☐ Actual service - the employee acknowledges receipt on the file copy of memo by affixing his signature and indicating further the time and date of receipt.

☐ Constructive service - the employee refuses to acknowledge receipt of the memorandum in writing. In this case, the HR Personnel shall put a notation in the memorandum "*served but not received*" indicating the date and time of the service and shall also send a registered mail thereof to the employee's known address. In both cases, the penalty or sanction shall be imposed as provided therein.

•  
All pertinent records relative to the case proceedings must be compiled in the employee's 201 file.

•  
If the infraction committed also constitutes a violation of law and from the facts and circumstances, is deemed by Management to warrant criminal prosecution, a report should be submitted to the proper lawful authorities for appropriate action.

### ***B. Definition of Terms***

REGASCO shall adapt the following imposable sanctions and/or penalties for the commission of each offense or violation:

#### ***Verbal Warning***

A formal discussion informing the employee on his first violation (mostly minimal or minor offenses). This must be documented and filed on the employee's 201 file.

#### ***Written Warning***

A formal and written notice or memorandum issued to the employee informing him of his violation and the purpose of such warning.

Two Categories:

☐ May be in the form of warning to inform the employee of his violation and that his repeated violation of the same rule will be dealt with a more severe disciplinary action; *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

☐ May serve as a Final Warning to the employee informing him that dismissal will surely be the disciplinary action for the next violation of the same or similar rule

#### ***Suspension***

A forced temporary absence from duty without pay imposed as a penalty for grave misconduct or repeated infractions. Days of suspension refer to the consecutive working days wherein an employee is required not to render duty.

#### ***Dismissal***

The severance of employer-employee relationship initiated by the employer upon a finding and conclusion that the employee has committed an offense or violation of the any of the provisions of the Code of Conduct and Ethical Standards which carry a penalty of Termination.

### ***C. EMPLOYEES hired by MINDBRIDGE and assigned to REGASCO***

In this instance, the employer of said employee is MINDBRIDGE.

REGASCO will notify MINDBRIDGE for the replacement of the personnel assigned to it by MINDBRIDGE if REGASCO find that said personnel is in violation of REGASCO's policy, Labor

Code, any laws, and/or for any cause.

## ***XVII. OFFENSES AND SCHEDULE OF PENALTY***

### ***ARTICLE I. – ATTENDANCE***

•

### **Section 1. Tardiness**

Incurrence of tardiness exceeding the two (2) allowable instances per cut off.

First Offense

-

Written Warning

Second Offense-

1 Day Suspension

Third Offense -

3 Days Suspension

Fourth Offense -

One week (6 Days) Suspension

Fifth Offense

-

Two weeks (12 Days) Suspension with Warning of Dismissal

Sixth Offense -

Dismissal

•

### **Section 2. - Absenteeism (Unexcused Absence)**

a. Absence from Work for **1 Day** without valid or justifiable reason and permission

First Offense

-

Written Warning

Second Offense-

3 Days Suspension

Third Offense -

One week (6 Days) Suspension with Warning of Dismissal

Fourth Offense -

Dismissal

b. Failure to return to work on the next working day upon expiration of the approved leave of absence without proper communication, documentation and approval

First Offense

-

Written Warning

Second Offense-

3 Days Suspension

Third Offense -

One week (6 Days) Suspension with Warning of Dismissal

Fourth Offense -

Dismissal *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

c. Absence from Work for **2 to 5 consecutive days** without valid or justifiable reason and permission

First Offense

-

One week (6 Days) Suspension with Warning of Dismissal

Second Offense-

Dismissal

d. Any attempt to hamper the Company's operations through individual or group absenteeism

First Offense

-

Dismissal

•

### **Section 3. - Failure to Log-In / Out in Biometrics or Non – punching of Time**

#### **Cards**

a. Intentionally non-logging in / out or non-punching of time card two (2) times in a month.

First Offense

-

Written Warning

Second Offense-

3 Days Suspension

Third Offense -

One week (6 Days) Suspension with Warning of Dismissal

Fourth Offense -

Dismissal

b. Punching of timecard of another employee who is present or allowing another to punch his timecard (*Except for showroom personnel, Secretary or HR are the only authorized persons to punch their time cards on their behalf but the employee must have notification on his time in and time out via SMS*)

First Offense

-

One week (6 Days) Suspension with Warning of Dismissal

Second Offense-

Dismissal

c. Punching of timecard of another employee who is absent or allowing another to punch his timecard when he is absent

First Offense

-

Dismissal

•

#### **Section 4 – Non-observance of breaktime schedule**

a. Eating while on duty at the work/assigned area

First Offense

-

Written Warning

Second Offense-

1 Day Suspension

Third Offense -

3 Days Suspension

Fourth Offense -

One week (6 Days) Suspension with Warning of Dismissal

Fifth Offense

-

Dismissal

b. Overbreak – Taking lunch break, coffee and/or snack breaks of more than the allowed period

First Offense

-

Written Warning

Second Offense-

1 Day Suspension

Third Offense -

3 Days Suspension

Fourth Offense -

One week (6 Days) Suspension with Warning of Dismissal

Fifth Offense

-

Dismissal *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

c. Sleeping/napping while on duty

First Offense

-

One week (6 Days) Suspension with Warning of Dismissal

Second Offense-

Dismissal

•

**Section 5.** - Leaving post or work area / abandonment of work during working hours without permission from superiors

First Offense

-  
One week (6 Days) Suspension with Warning of Dismissal  
Second Offense-  
Dismissal

**ARTICLE II. – GENERAL EFFICIENCY**

•

**Section 1** - Failure to meet the performance target set over the agreed period

*(Sales Target for Showroom Personnel)*

First Offense

-

Written Warning

Second Offense-

3 Days Suspension

Third Offense -

One week (6 Days) Suspension with Warning of Dismissal

Fourth Offense -

Dismissal

•

**Section 2** - Negligence in the performance of duty

First Offense

-

Written Warning

Second Offense-

3 Days Suspension

Third Offense -

One week (6 Days) Suspension with Warning of Dismissal

Fourth Offense -

Dismissal

•

**Section 3** – Failure to comply with policies and procedures

First Offense -

Written warning

Second Offense -

3 days suspension

Third Offense -

One week suspension

Fourth Offense –

Dismissal

•

**Section 4** - Negligence resulting to minor loss, waste or damage from/to the company property

First Offense

-

Written Warning

Second Offense-

3 Days Suspension

Third Offense -

One week (6 Days) Suspension with Warning of Dismissal

Fourth Offense -

Dismissal

•

**Section 5** - Submission of erroneous vital reports (expense, financial, etc.)

First Offense

-

One week (6 Days) Suspension with Warning of Dismissal

Second Offense-

Dismissal

•

**Section 6** - Failure to report correctly and immediately any information in connection to its regular operations that may or may not result to injury of a person or damage or

loss to Company  
First Offense

-

One week (6 Days) Suspension

Second Offense-

Two weeks (12 Days) Suspension with Warning of Dismissal

Third Offense -

Dismissal *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

•

**Section 7** - Negligence resulting to major loss, waste or damage from/to the company property

First Offense

-

15 days suspension

Second Offense-

Dismissal

•

**Section 8** - Receiving three (3) Unsatisfactory / Below Average Employee

Performance Rating within a 12-month period while holding the same and equivalent position and after coaching, counseling and training.

First Offense

-

Dismissal

•

**Section 9** – Willfully slowing down work/operations resulting to loss or delay in the work process

First Offense

-

Dismissal

### **ARTICLE III. – MISCONDUCT**

•

**Section 1** - Wasting time by using of mobile phones to play games, surf the internet / social media and/or doing other non-work-related activity during office hours

First Offense

-

Written warning

Second Offense-

3 days suspension

Third Offense -

7 days suspension

Fourth Offense -

15 days suspension

Fifth Offense

-

30 days suspension/termination

•

**Section 2** - Failure or refusal to render overtime work without valid or justifiable reason on designated time and days including rest days and in cases when overtime work or work on rest days and holidays maybe required

First Offense

-

Written Warning

Second Offense-

3 Days Suspension

Third Offense -

One week (6 Days) Suspension with Warning of Dismissal

Fourth Offense -

Dismissal

•

**Section 3** - Bringing, receiving and/or entertaining unauthorized person/s within the company premises without the Management's approval

First Offense

-

Written Warning

Second Offense-

3 Days Suspension

Third Offense -

One week (6 Days) Suspension with Warning of Dismissal

Fourth Offense -

Dismissal

•

**Section 4** - Visiting and/or staying or loitering in an area wherein the employee has

***No Official Business Transaction and permission***

First Offense

-

Written Warning

Second Offense-

3 Days Suspension

Third Offense -

One week (6 Days) Suspension with Warning of Dismissal

Fourth Offense -

Dismissal *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

•

**Section 5** – Malicious mischief or horseplay

First Offense

-

Written Warning

Second Offense-

3 Days Suspension

Third Offense -

One week (6 Days) Suspension with Warning of Dismissal

Fourth Offense -

Dismissal

•

**Section 6** – Persistently telling naughty or smutty jokes that are found offensive by others within the office / company premises

First Offense

-

Written Warning

Second Offense-

3 Days Suspension

Third Offense -

One week (6 Days) Suspension with Warning of Dismissal

Fourth Offense -

Dismissal

•

**Section 7** – Taunting a co-employee with constant talk of sex or sexual hints

First Offense

-

Written Warning

Second Offense-

3 Days Suspension

Third Offense -

One week (6 Days) Suspension with Warning of Dismissal

Fourth Offense -

Dismissal

•

**Section 8** – Making offensive hand and body gestures at a co-employee

First Offense

-

Written Warning

Second Offense-

3 Days Suspension

Third Offense -

One week (6 Days) Suspension with Warning of Dismissal

Fourth Offense -

Dismissal

•

**Section 9** – Pinching, unnecessarily brushing up against a co-employee's body

First Offense

-

3 Days Suspension

Second Offense-

One week (6 Days) Suspension with Warning of Dismissal

Third Offense -

Dismissal

•

**Section 10** – Making obscene phone calls to a co-employee during and after work hours

First Offense

-

3 Days Suspension

Second Offense-

One week (6 Days) Suspension with Warning of Dismissal

Third Offense -

Dismissal

•

**Section 11** – Making false, vicious or malicious statement concerning any employee. This includes intimidation and discrimination of any employee

First Offense

-

3 Days Suspension

Second Offense-

One week (6 Days) Suspension with Warning of Dismissal

Third Offense -

Dismissal

•

**Section 12** – Staying within the company premises without a valid reason and permission while off duty or under suspension status or while on leave

First Offense

-

3 Days Suspension

Second Offense-

One week (6 Days) Suspension with Warning of Dismissal

Third Offense -

Dismissal *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

•

**Section 13** – Allowing unauthorized person/s to sleep over in any company premises without the Top Management's approval

First Offense

-

3 Days Suspension

Second Offense-

One week (6 Days) Suspension with Warning of Dismissal

Third Offense -

Dismissal

•

**Section 14** – Disregarding lawful orders of superiors, managers, and other company officers in relation to the employee's job responsibilities.

First Offense

-

3 Days Suspension

Second Offense-

One week (6 Days) Suspension with Warning of Dismissal

Third Offense -

Dismissal

•

**Section 15** – Refusing to accept new job assignments without justifiable reason/s

First Offense

-

3 Days Suspension

Second Offense-

One week (6 Days) Suspension with Warning of Dismissal

Third Offense -

Dismissal

•

**Section 16** - Unauthorized purchase of goods; purchasing goods without complying with the company procedures

*(Heavier sanction may be implemented depending on the amount of expenses)*

First Offense

-

3 Days Suspension

Second Offense-

One week (6 Days) Suspension with Warning of Dismissal

Third Offense -

Dismissal

•

**Section 17** – Uttering insulting, scandalous, indecent or derogatory remarks against superiors or other personnel in person or in social media platforms.

*(Heavier sanction may be implemented for continuing violation)*

First Offense

-

One week (6 Days) Suspension with Warning of Dismissal

Second Offense-

Dismissal

•

**Section 18** - Engaging in any form of gambling/lottery/game of chance while on or off duty within the company premises/ staff house

First Offense

-

One week (6 Days) Suspension with Warning of Dismissal

Second Offense-

Dismissal

•

**Section 19** - Giving false statements or testimonies to avoid responsibility or accountability; or distorting of facts to give undue advantage to oneself or another

First Offense

-

One week (6 Days) Suspension with Warning of Dismissal

Second Offense-

Dismissal

•

**Section 20** – Requesting for dates or favors in exchange for a job, favorable working conditions or assignments

First Offense

-

One week (6 Days) Suspension with Warning of Dismissal

Second Offense-

Dismissal

•

**Section 21** – Fighting/quarreling within company premises or staff house and/or challenging/instigating someone to fight/ attempting to inflict bodily harm on another individual within the company premises

First Offense

- One week suspension

Second Offense - Dismissal *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

•

**Section 22** - Any act that clearly shows disrespect, disobedience or discourtesy in dealing with customers, Company officials, Supervisors or co-employees

First Offense

-

One week (6 Days) Suspension

Second Offense-

Two weeks (12 Days) Suspension with Warning of Dismissal

Third Offense -

Dismissal

•

**Section 23** – Littering/Vandalism and writing on walls, posting, removing, altering or destroying what is posted or written on bulletin board

First Offense -

One week suspension

Second Offense -

Dismissal

•

**Section 24** - Favoring suppliers, media, customer or any other person in consideration of kickbacks, personal rebates or any valuable considerations

First Offense

-

15 Days Suspension with Warning of Dismissal

Second Offense-

Dismissal

•

**Section 25** - Offering, soliciting or accepting anything of value in exchange for a job, favorable condition of employment or for personal gain

First Offense

-

15 Days Suspension with Warning of Dismissal

Second Offense-

Dismissal

•

**Section 26** - Directly or indirectly receiving any present, share, percentage or any form of benefit or favor, for himself or for any other person in connection with any business, contract, application or transaction between the company and any other party wherein the employee in his official capacity has to intervene

First Offense

-

15 Days Suspension with Warning of Dismissal

Second Offense-

Dismissal

•

**Section 27** – Unauthorized recording of any conversation within the company premises

First Offense

-

15 Days Suspension with Warning of Dismissal  
Second Offense-  
Dismissal

•

**Section 28** - Unauthorized disclosure of confidential or classified information which includes but not limited to recorded conversation, Company records, trade secrets, sales transactions, financial records and other documents to other person/s and/or company whether competitors or not.

*(Heavier sanction may be implemented depending on the impact to the Company's image and operations)*

First Offense

-

15 Days Suspension with Warning of Dismissal  
Second Offense-  
Dismissal

•

**Section 29** – Using company's time, materials, equipment to do unauthorized work within the company office or premises for personal gain

First Offense

-

15 Days Suspension with Warning of Dismissal  
Second Offense-  
Dismissal

•

**Section 30** – Unauthorized opening of personal or business letters stamped "Confidential"

First Offense

-

15 Days Suspension with Warning of Dismissal  
Second Offense-

Dismissal *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

•

**Section 31** – Attempting to falsify or Falsification of documents, records; or presenting such falsified documents or records on any matter in which the Company is involved or interested including falsifying vouchers, invoices, or other accountable documents, records or forms for personal gain.

First Offense

-

Dismissal

•

**Section 32** - Forging signatures of clients or Company's authorized signatories on Company letters or falsely representing clients or Company in any document

First Offense

-

Dismissal

•

**Section 33** - Abuse of position/authority for personal gain or advantage

First Offense

-

Dismissal

•

**Section 34** - Using Company's name in personal transaction or business for personal profit/gain

First Offense

-

Dismissal

•

**Section 35** – Commission of any indecent or immoral conduct or behavior such as sexual or malicious advances against a co – employee, customer or client within or outside Company premises and/or during Company time  
First Offense – Dismissal

•

**Section 36** – Inciting or participating in riots or disorderly meetings  
First Offense – Dismissal

•

**Section 37** – Using company's transportation or any facility for illegal or immoral purposes  
First Offense  
– Dismissal

•

**Section 38** – Soliciting or collecting financial contributions without prior authorization from the management  
First Offense – Dismissal

•

**Section 39** – Making or issuing statements to the media or social media and/or guests that are pre-judicial to the company  
First Offense – Dismissal

•

**Section 40** – Concealment or non-disclosure of any information related to personal circumstances or information such as but not limited to employment application and personal data in order to gain undue advantage, personal favor or assure employment  
First Offense – Dismissal

•

**Section 41** – Immoral relationship with co-employee

First Offense – Dismissal *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

•

**Section 42** – Commission of a crime involving moral turpitude such as seduction, rape, abduction and acts of lasciviousness  
First Offense – Dismissal

•

**Section 43** – Threat or undue intimidation against any co-employee or any person doing business with the Company.  
First Offense – Dismissal

•

**Section 44** – Instigating concerted effort to influence, derail or block implementation of management prerogatives such as but not limited to policy formulation and enforcement, carrying out of disciplinary action, employee transfer, change in work schedules, performance standards and measurement.  
First Offense – Dismissal

•

**Section 45** – Attempting to commit or committing a crime during work hours within Company premises or any extension thereof.  
First Offense – Dismissal

•

**Section 46** – Conviction of any criminal offense under the law  
First Offense – Dismissal

•

**Section 47** – Making false, vicious or malicious statement concerning the company and its product  
First Offense – Dismissal

•

**Section 48** – Robbery, theft, pilferage and/or misappropriation of Company funds, or its attempt in any form or manner, from the Company, employees, clients and/or customers.

First Offense – Dismissal

•

**Section 49** – Taking, appropriating, or using any company money or property by means of fraud or dishonest means

First Offense – Dismissal

•

**Section 50** – Swindling or defrauding another employee, officer or guest through false pretenses or falsification of documents

First Offense – Dismissal

•

**Section 51** – Engaging in competitive operations or business similar to those of the Company and its affiliates whether for compensation or not, in the absence of a written contract from Management

First Offense – Dismissal

•

**Section 52** – Obtaining or attempting to obtain items or products based on fraudulent representation in which the company suffers or stands to suffer loss.

First Offense – Dismissal *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

•

**Section 53** – Engaging in unauthorized sale of Company property.

First Offense – Dismissal

•

**Section 54** – Using system access ID/code, password or combination without permission/ Permitting or assisting unauthorized person to have access to restricted areas, files/data

First Offense – Dismissal

•

**Section 55** – Allowing unauthorized person to use system access ID/code, password or combination

First Offense – Dismissal

#### **ARTICLE IV. – COMPANY PROPERTY**

•

**Section 1** – Bringing out of documents, confidential files, equipment and other company property without approval from Management

First Offense

-

Written Warning

Second Offense-

3 Days Suspension

Third Offense -

One week (6 Days) Suspension with Warning of Dismissal

Fourth Offense -

Dismissal

•

**Section 2** – Inducing, cooperating, or tolerating any employee to bring out company property without written authorization

First Offense

-

Written Warning

Second Offense-

3 Days Suspension

Third Offense -

One week (6 Days) Suspension with Warning of Dismissal

Fourth Offense -

Dismissal

•

**Section 3** – Unauthorized opening or attempting to open any locker, drawer or cabinet

First Offense

-

3 Days Suspension

Second Offense-

One week (6 Days) Suspension with Warning of Dismissal

Third Offense -

Dismissal

•

**Section 4** – Use or allowing use of Company equipment, facilities, materials for personal interests

First Offense

-

3 Days Suspension

Second Offense-

One week (6 Days) Suspension with Warning of Dismissal

Third Offense -

Dismissal

•

**Section 5** – Driving of company vehicle without valid license

First Offense

-

3 Days Suspension

Second Offense-

One week (6 Days) Suspension with Warning of Dismissal

Third Offense -

Dismissal

•

**Section 6** – Unauthorized use of company vehicle

*(In case of accident, employee will shoulder all the expenses incurred)*

First Offense

-

One week (6 Days) Suspension

Second Offense-

Two weeks (12 Days) Suspension with Warning of Dismissal

Third Offense -

Dismissal *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

•

**Section 7** – Careless or improper use or losing or misplacing company records, tools, equipment, machines and other facilities causing damage to company/Negligent to return borrowed tools, equipment, etc.

First Offense - 3 days suspension

Second Offense - One week suspension with Warning of Dismissal

Third Offense - Dismissal

•

**Section 8** – Allowing unauthorized ride/s and/or passengers in company vehicle

First Offense - 3 days suspension

Second Offense - One week suspension

Third Offense - Dismissal

•

**Section 9** – Failure to report damage or loss of Company property or properties.

First Offense

- One week suspension

Second Offense – Dismissal

•

**Section 10** – Operating switches, controls, installation, machines or equipment without

authorization

*(In case of accident, employee will shoulder all the expenses incurred)*

First Offense

- One week suspension

Second Offense – Dismissal

•

**Section 10** – Misuse or unauthorized removal of company records or confidential

information from its proper place

First Offense

- Dismissal

•

**Section 11** – Unauthorized possession of store/office master key or devices used for opening store/office locks

First Offense

- Dismissal

•

**Section 12** – Substituting or attempting to substitute company materials, equipment or parts of equipment with another of inferior quality or lesser value with intent to defraud

First Offense

- Dismissal

•

**Section 13** – Damaging or attempting to damage Company property or of other person's property in custody of the company by any means

First Offense

- Dismissal

#### **ARTICLE V – HEALTH, SAFETY AND SECURITY**

•

**Section 1** – Failure to wear the company uniform / PPE or violation on company dress code policy.

*(Any expense on injury caused by non-wearing of PPE will not be shouldered by the*

*company / management)* This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.

First Offense

-

Verbal Warning with Documentation

Second Offense

-

Written Warning

Third Offense

-

5 Days Suspension

Fourth Offense

-

10 Days Suspension

Fifth Offense

-

15 Days Suspension

Sixth Offense

-

30 Days Suspension with Warning of Dismissal

Seventh Offense

-

Dismissal

•

**Section 2** – Failure to observe orderliness and cleanliness

First Offense - Verbal Warning with Documentation

Second Offense - Written warning

Third Offense - 3 days suspension

Fourth Offense - One week suspension with Warning of Dismissal

Fifth Offense

- Dismissal

•

**Section 3** – Unauthorized or unjustified use of fire protection equipment

First Offense

-

Written Warning

Second Offense-

1 Day Suspension

Third Offense -

3 Days Suspension

Fourth Offense -

One week (6 Days) Suspension with Warning of Dismissal

Fifth Offense

-

Dismissal

•

**Section 4** – Failure to follow sanitary, safety and security rules and regulations

*(If this result to very serious damage or injury, Dismissal for first offense)*

First Offense

-

Written Warning

Second Offense-

1 Day Suspension

Third Offense -

3 Days Suspension

Fourth Offense -

One week (6 Days) Suspension with Warning of Dismissal

Fifth Offense

-

Dismissal

•

**Section 5** – Failure to report to Medical Clinic / Hospital, undergo Annual Physical

Exam, treatment or test when instructed / required by the management

First Offense

-

3 Days Suspension

Second Offense-

One week (6 Days) Suspension with Warning of Dismissal

Third Offense -

Dismissal

•

**Section 6** – Failure to follow medical advice by the Medical Officer / Physician to

submit to a required checkup/ laboratory tests or confirmation/verification of any claim of illness

First Offense

-

3 Days Suspension

Second Offense-

One week (6 Days) Suspension with Warning of Dismissal

Third Offense -

Dismissal

•

**Section 7** – Unauthorized entry in restricted areas

First Offense

-

3 Days Suspension

Second Offense-

One week (6 Days) Suspension with Warning of Dismissal

Third Offense -  
Dismissal

•

**Section 8** – Presentation / submission of forged, altered or falsified medical certificate as a requirement of the company.

First Offense

-

One week (6 Days) Suspension with Warning of Dismissal

Second Offense-

Dismissal *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

•

**Section 9** – Failure to meet and cooperate with the security requirements of the company

First Offense

-

One week (6 Days) Suspension with Warning of Dismissal

Second Offense-

Dismissal

•

**Section 10** – Bringing and/or keeping cigarettes inside the company premises

First Offense

-

One week (6 Days) Suspension with Warning of Dismissal

Second Offense-

Dismissal

•

**Section 11** – Failure to disclose serious and/or contagious disease which may endanger the lives or health of customers or employees/ Concealment of a communicable disease

First Offense

-

15 Days Suspension with Warning of Dismissal

Second Offense-

Dismissal

•

**Section 12** – Smoking in prohibited areas within the company premises and company properties including inside the company vehicle

*(If this resulted to incident or injuries, heavier sanction will be applied)*

First Offense

-

15 Days Suspension with Warning of Dismissal

Second Offense-

Dismissal

•

**Section 13** – Unauthorized carrying of any deadly weapon within Company premises at anytime

*(If this resulted to incident or injuries, heavier sanction will be applied)*

First Offense

-

15 Days Suspension with Warning of Dismissal

Second Offense-

Dismissal

•

**Section 14** – Bringing, using of mobile phones in prohibited areas

*(If this resulted to incident or injuries, heavier sanction will be applied)*

First Offense

-

15 Days Suspension with Warning of Dismissal  
Second Offense-  
Dismissal

•

**Section 15** – Inflicting physical injury on any person within or outside company property/premises or job sites where such outside incident has relation to work or company activities

First Offense

-

15 Days Suspension with Warning of Dismissal  
Second Offense-  
Dismissal

•

**Section 16** – Reporting for work while under the influence of alcohol or liquor.

Bringing/ drinking alcoholic beverages while on company time and/or within the company premises; taking intoxicating liquor before reporting for work; reporting for work with a hang-over.

First Offense

-

15 Days Suspension with Warning of Dismissal  
Second Offense-

Dismissal *This document is a property of Republic Gas Corporation (REGASCO). No part of this document may be reproduced or used in any form or by any means without the permission of Human Resource Department.*

•

**Section 17** – Possession, use, distribute, sell or attempts to sell, tolerates or transfers of prohibited drugs within the company premises/staff house; reporting for duty under the influence of prohibited drugs

First Offense – Dismissal

•

**Section 18** – Failure or refusal to undergo Drug Testing when instructed / required by the management

First Offense

- Dismissal

•

**Section 19** – Any officer or employee found positive for use of dangerous drugs

First Offense – Dismissal

## **XVIII. TOTALITY OF INFRACTIONS**

For the purposes of these rules and regulations, the totality of infractions committed by the employee during the prescribed period shall be considered by the Company in determining the

appropriate penalty against the erring employee, to wit:

A. Commission of any three (3) offenses within a one-month period shall be penalized by six

(6) days suspension, in addition to the penalty that corresponds to the offense/s committed.

B. Commission of any four (4) offenses within a one-month period shall be penalized by twelve

(12) days suspension, in addition to the penalty that corresponds to the offense/s committed.

C. Commission of any five (5) offenses within a one-month period shall warrant dismissal from

the Company, in addition to the penalty that corresponds to the offense/s committed.

D. Commission of any twelve (12) offenses within a one-year period shall warrant dismissal

from the Company, in addition to the penalty that corresponds to the offense/s committed.

E. Commission of three (3) offenses punishable by suspension within a three-month period shall warrant dismissal from the Company, in addition to the penalty that corresponds to the offense/s committed.

F. Commission of six (6) offenses punishable by suspension within a one-year period shall

warrant dismissal from the Company, in addition to the penalty that corresponds to the offense/s committed.

Note:

1. Penalty of Verbal Warning is not counted for purposes of determining the totality of infractions
2. For two or more violations arising from a single act, the graver offense and penalty shall be applied
3. Prescription period for each violation is *one year from date the offense was*

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## **XIX. Supplementary Provisions**

### **A. Revision or Abolition**

The President or his authorized representative shall have the full authority and discretion, upon

proper recommendation, to revise, modify, repeal or abolish this employee conduct.

Management

may revise or supplement any portion of this Code which shall be issued in the form of a memorandum.

Furthermore, management reserves the right to file the appropriate criminal or civil action against any

erring employee aside from the administrative action taken against him / her.

This Handbook shall be reviewed by the Human Resource Department at least every year to ensure

its relevance, appropriateness and up-to-date policies and information

### **Acknowledgement Receipt of Handbook:**

I hereby certify that I have received a copy of the Regasco Employee Handbook on

\_\_\_\_\_.

I further certify that I have fully read and understood the contents of this: handbook.

\_\_\_\_\_

Signature over employee's Printed Name

Date

Witnessed By

\_\_\_\_\_

Signature over Witness' Printed Name

Date