



D.M. WENCESLAO & ASSOCIATES, INC.

CODE ON RIGHT EMPLOYEE CONDUCT

Date Issued:

March 2022

Issue Number:

2

Revision Number:

1

Date Revised:

March 2022

Code on Right Employee Conduct



D.M. WENCESLAO & ASSOCIATES, INC.

CODE ON RIGHT EMPLOYEE CONDUCT

Date Issued:

March 2022

Issue Number:

2

Revision Number:

1


Date Revised:

March 2022

RULE 1. ATTENDANCE AND PUNCTUALITY

SCHEDULE OF PENALTIES
VIOLATION WITHIN A 12-MONTH PERIOD

	FIRST	SECOND	THIRD	FOURTH
1.1 Tardiness in excess of four (4) times within one month.	Written Reprimand	3-day Suspension	5-day Suspension	10-day Suspension
1.2 Unauthorized and/or unexcused absence from work for one (1) or at most two (2) days.	Written Reprimand	5-day Suspension	10-day Suspension	15-day Suspension
1.3 In cases where the unauthorized and/or unexcused absence from work extends for more than two (2) days but not more than four (4) consecutive working days.	5-day Suspension	10-day Suspension		Dismissal
1.4 Unauthorized and/or unexcused absences from work for five (5) consecutive working days.				DISMISSAL
1.5 Extending the period of authorized sick/vacation leave without prior authorization or justifiable reason.	Written Reprimand	3-day Suspension	5-day Suspension	10-day Suspension

	D.M. WENCESLAO & ASSOCIATES, INC. CODE ON RIGHT EMPLOYEE CONDUCT			
	Date Issued: March 2022	Issue Number: 2	Revision Number: 1	Date Revised: March 2022

1.6 Non-conformity with the company’s sick leave policy,
Including but not limited to:

Written	3-day	5-day	10-day
Reprimand	Suspension	Suspension	Suspension

- Not filing of SL form immediately upon returning to work
- Non-submission of required medical certificate
- Unjustified refusal to undergo physical examination or diagnostic procedures as required.

*Repetition of the same or similar offense under ATTENDANCE AND PUNCTUALITY following the fourth offense penalty within a 12-month period shall be regarded as **Gross and Habitual Neglect by the Employee of his Duties (Rule 2: 2.9)** and shall merit the appropriate disciplinary action as stated on this Code.



D.M. WENCESLAO & ASSOCIATES, INC.

CODE ON RIGHT EMPLOYEE CONDUCT

Date Issued:

March 2022

Issue Number:

2

Revision Number:

1

Date Revised:

March 2022

RULE 2. WORK PERFORMANCE AND STANDARDS

SCHEDULE OF PENALTIES
VIOLATION WITHIN A 12-MONTH PERIOD

FIRST

SECOND

THIRD

FOURTH

2.1 Abandonment of work, acts of omissions, carelessness or negligence of duty resulting to loss or damage with the company's property or reputation, or resulting in injury to oneself or another person.

Suspension to dismissal depending upon the gravity of the offense

2.2 Leaving his/her post without approval of the immediate of the immediate superior resulting to loss, damage and/or prejudice to the Company.

Suspension to dismissal depending upon the gravity of the offense

2.3 Sleeping while on duty causing loss and/or damage to safety of property and/or person exists.

Suspension to dismissal depending upon the gravity of the offense

2.4 Wasting time, loafing, loitering, sleeping or performing personal matters while on duty such as:

Written
Reprimand

1-day
Suspension

3-day
Suspension

5-day
Suspension

2.4.1 Presence in co-employee's workplace where he/she has no legitimate business or not being in his/her assigned work area during working hours.

2.4.2 Being in one's authorized area but not accomplishing the task



D.M. WENCESLAO & ASSOCIATES, INC.

CODE ON RIGHT EMPLOYEE CONDUCT

Date Issued: March 2022	Issue Number: 2	Revision Number: 1	Date Revised: March 2022
-----------------------------------	---------------------------	------------------------------	------------------------------------

assigned.

- 2.4.3 Taking more than the normal time allotted for break periods.
 - 2.4.4 Spending more than the normal time in comfort rooms or pantries.
 - 2.4.5 Spending more than ordinary time in personal telephone calls. (Use of company telephone is restricted for business calls only)
 - 2.4.6 Deliberate or intentional slowdown in work or
Inducing or encouraging others to slowdown work.
 - 2.4.7 Stopping work ahead of official work schedule
- | | | | | |
|---|--|---------------------|---------------------|----------------------|
| 2.5 Using Company time, showroom, office, materials and/or equipment to do unauthorized work. | Written
Reprimand | 1-day
Suspension | 5-day
Suspension | 10-day
Suspension |
| 2.6 Failure to work overtime as needed without valid reason. | Written
Reprimand | 1-day
Suspension | 5-day
Suspension | 10-day
Suspension |
| 2.7 Failure to wear prescribed Company dress code while on duty or within Company premises. (please refer to "bluebook") | Written
Reprimand | 1-day
Suspension | 3-day
Suspension | 5-day
Suspension |
| 2.8 Failure to disclose or update company required information the prescribed period or within thirty (30) days from effective date of such change or status. | Reprimand to dismissal, depending upon the prejudice caused to within the company. | | | |
| 2.9 Concealing defective work which is detrimental to the Company. | Suspension to dismissal, depending upon the prejudice caused to the Company. | | | |



D.M. WENCESLAO & ASSOCIATES, INC.

CODE ON RIGHT EMPLOYEE CONDUCT

Date Issued: March 2022	Issue Number: 2	Revision Number: 1	Date Revised: March 2022
-----------------------------------	---------------------------	------------------------------	------------------------------------

2.11 Losing or misplacing Company records which leads to the detriment of the Company.

Reprimand to dismissal, depending upon the prejudice caused to the Company.

2.12 Gross and habitual neglect by the employee of his/her duties.

DISMISSAL

RULE 3. BEHAVIOR, RESPECT AND COURTESY

SCHEDULE OF PENALTIES

VIOLATION WITHIN A 12-MONTH PERIOD

FIRST SECOND THIRD FOURTH

3.1 Willful disobedience of the official orders and/or instructions of superior in connection with work.

Suspension to dismissal, depending upon the prejudice caused to the Company.

3.2 Gross discourtesy, insolence, disrespect, or insulting behavior to fellow employees, guests, or clients at any time within Company premises or jobsite.

Suspension to dismissal depending upon the gravity of the offense

3.3 Use of libelous, slanderous or scandalous language (i.e. spoken or written) or gesture against a superior, guest, or other employees.

Suspension to dismissal depending upon the gravity of the offense.



D.M. WENCESLAO & ASSOCIATES, INC.

CODE ON RIGHT EMPLOYEE CONDUCT

Date Issued: March 2022	Issue Number: 2	Revision Number: 1	Date Revised: March 2022
-----------------------------------	---------------------------	------------------------------	------------------------------------

- | | | | |
|---|--|-------------------|-----------|
| 3.4 Creating intrigues, planting, falsifying evidence, and/or giving false witness against another employee which tends to cast dishonor, discredit, or contempt upon the latter. | Suspension to dismissal depending upon the gravity of the offense. | | |
| 3.5 Threatening, intimidating, or coercing fellow employees or other person/s. | Suspension to dismissal depending upon the gravity of the offense. | | |
| 3.6 Engaging another employee or other person/s in a fight, prodding or goading another employee or person to engage in a fight during working time and/or within company premises. | Suspension to dismissal depending upon the gravity of the offense. | | |
| 3.7 Engaging in horseplay, running and/or throwing objects during office hours or while on company premises. | 5-day suspension | 10-day suspension | DISMISSAL |
| 3.8 Mischief and/or horseplay within company premises which results in damage to Company or personal property and/or injury. | 10-day suspension | | DISMISSAL |
| 3.9 Inflicting or attempting to inflict deliberate bodily harm or injury to person/s within Company premises at any given time. | Suspension to dismissal depending upon the gravity of the offense. | | |



D.M. WENCESLAO & ASSOCIATES, INC.

CODE ON RIGHT EMPLOYEE CONDUCT

Date Issued: March 2022	Issue Number: 2	Revision Number: 1	Date Revised: March 2022
-----------------------------------	---------------------------	------------------------------	------------------------------------

- | | | | |
|---|---------------------|----------------------|-----------|
| 3.10 Removing, altering, and/or destroying schedules, notices, memorandums, announcements, and other materials issued and/or posted on bulletin boards without authorization from Management. | 5-day
suspension | 10-day
suspension | DISMISSAL |
| 3.11 Vandalism, deliberate destruction*, or attempting to damage Company property regardless of place and time. | | | DISMISSAL |

*Includes the intentional input of computer viruses, and unauthorized deletion/alteration of application systems/programs.

RULE 4. HONESTY AND INTEGRITY

SCHEDULE OF PENALTIES
VIOLATION WITHIN A 12-MONTH PERIOD

FIRST SECOND THIRD FOURTH

- | | |
|--|--|
| 4.1 Knowingly providing/stating or misleading information in the employment application to qualify for any preference or benefit from the Company. | Suspension to dismissal depending upon the gravity of the offense. |
| 4.2 Knowingly providing or presenting false testimony/evidence or concealing facts in an investigation authorized by the Company. | Suspension to dismissal depending upon the gravity of the offense. |



D.M. WENCESLAO & ASSOCIATES, INC.

CODE ON RIGHT EMPLOYEE CONDUCT

Date Issued:

March 2022

Issue Number:

2

Revision Number:

1

Date Revised:

March 2022

- 4.3 Making false or malicious statements concerning the good name of the Company and its officers. Revealing or giving out Company's trade secrets, plans, operations, inventories, documents, reports or similar Company Information considered classified or confidential. Suspension to dismissal depending upon the gravity of the offense.
- 4.4 Unauthorized alteration or falsification of the company records, documents, or forging signatures of company officials and/or other persons or requesting "waivers" of interest charges not sanctioned by the Company. DISMISSAL
- 4.5 Misrepresentation of company documents to include but not limited to: fabrication of official company documents such as contracts, purchase agreements, certifications, vouchers, receipts, or the like. DISMISSAL
- 4.6 Falsifying timesheets or time records/data; making or allowing erroneous entries of time data. The person who induced, allowed or benefited from the foregoing act shall suffer the same penalty. DISMISSAL
- 4.7 Connivance, which includes silence with knowledge of fraud with co-employees, superiors, customers, and/or competitors. Suspension to dismissal depending upon the gravity of the offense.
- 4.8 Encouraging, inducing, or threatening another employee to perform an act Suspension to dismissal depending upon the



D.M. WENCESLAO & ASSOCIATES, INC.

CODE ON RIGHT EMPLOYEE CONDUCT

Date Issued: March 2022	Issue Number: 2	Revision Number: 1	Date Revised: March 2022
-----------------------------------	---------------------------	------------------------------	------------------------------------

constituting a violation of the Policy, of Company work rules, or an offense in connection with the official duties of the latter, or allowing himself to be persuaded, induced or influenced to commit such offense.

gravity of the offense.

4.9 Falsely representing oneself to be an officer or representative of the Company or any of its departments and deliberately perform tasks or duties not assigned to him/her for any purpose not sanctioned by the Company.

DISMISSAL

4.10 Use of fictitious name for the purpose of concealing an offense and/or evading responsibility.

Suspension to dismissal depending upon the gravity of the offense.

4.11 Misappropriating and/or withholding Company funds to include but not limited to depositing client's payments to one's personal account, remitting /depositing same to another client's account or "safekeeping" clients' check or cash longer than 24 hours before it is transmitted.

DISMISSAL

4.12 Willfully issuing a check with or without sufficient funds and cashing or exchanging same with any of the cashiers, tellers, or any employee who has custody of Company funds.

DISMISSAL

4.13 Misappropriating and/or withholding Company funds to include but not limited to: funds for specific project, revolving, mailing and petty cash funds, and other

DISMISSAL



D.M. WENCESLAO & ASSOCIATES, INC.

CODE ON RIGHT EMPLOYEE CONDUCT

Date Issued:

March 2022

Issue Number:

2

Revision Number:

1

Date Revised:

March 2022

funds generated from selling company properties such as scrap materials, decorative, promotional materials or the like.

- | | |
|---|--|
| 4.14 Drawing or attempting to draw monetary payments using fraudulent vouchers, invoices, receipts, or the like. | DISMISSAL |
| 4.15 Fraudulently obtaining or attempting to obtain property that belongs to the Company, co-employee, guests, or other persons inside the Company. | DISMISSAL |
| 4.16 Stealing or attempting to steal Company property or any property belonging to another person, committed on Company premises regardless of time. | DISMISSAL |
| 4.17 Unauthorized use of Company office equipment, supplies or property for personal purpose or any act not beneficial to the Company. | Suspension to dismissal depending upon the gravity of the offense. |
| 4.18 Misuse, unauthorized use, and/or possession of Company resources, such as but not limited to office equipment, furniture, or funds without management permission/approval. | DISMISSAL |
| 4.19 Substituting or attempting to substitute property that belongs to the Company. | Suspension to dismissal depending upon the Gravity of the offense. |



D.M. WENCESLAO & ASSOCIATES, INC.

CODE ON RIGHT EMPLOYEE CONDUCT

Date Issued:

March 2022

Issue Number:

2

Revision Number:

1

Date Revised:

March 2022

4.20 Bringing out any Company property without management permission.

Suspension to dismissal depending upon the gravity of the offense.

4.21 Malingering by falsely claiming illness

Suspension to dismissal depending upon the gravity of the offense.

4.22 Conviction of any crime punishable by imprisonment

Dismissal

Under the Revised Penal Code of the Philippines



D.M. WENCESLAO & ASSOCIATES, INC.

CODE ON RIGHT EMPLOYEE CONDUCT

Date Issued:

March 2022

Issue Number:

2

Revision Number:

1

Date Revised:

March 2022

RULE 5. CONFLICT OF INTEREST

SCHEDULE OF PENALTIES
VIOLATION WITHIN A 12-MONTH PERIOD

FIRST

SECOND

THIRD

FOURTH

5.1 Moonlighting or rendering services with pay for another employer without the knowledge or approval of Management.

DISMISSAL

5.2 Engaging, participating or involving oneself, directly or indirectly, in any transaction and/or business undertaking that is prejudicial to the interest of the Company.

DISMISSAL

5.3 Having any participation or involvement, direct or indirect, in any transaction involving any person, firm, corporation or any business enterprises with which the Company, directly or indirectly, has a current commercial relationship.

DISMISSAL



D.M. WENCESLAO & ASSOCIATES, INC.

CODE ON RIGHT EMPLOYEE CONDUCT

Date Issued:

March 2022

Issue Number:

2

Revision Number:

1

Date Revised:

March 2022

RULE 6. MORALITY

SCHEDULE OF PENALTIES
VIOLATION WITHIN A 12-MONTH PERIOD

FIRST

SECOND

THIRD

FOURTH

6.1 Displaying or engaging in indecent or immoral acts or activity such as necking, petting or engaging in sexual relations under scandalous circumstances

Suspension to dismissal depending upon the gravity of the offense

6.2 Sexual harassment or immoral conduct within company premises regardless of whether or not committed during working time, including but not limited to exhibition, distribution or possession of pornographic literature or materials.

Suspension to dismissal depending upon the gravity of the offense

6.3 Engaging in any kind of lascivious act or romantic relationship with prospective, existing, former client or any of its representative/ relative to seek or qualify for preference, benefit, or favorable condition in the business dealings, and any other purpose prejudicial to the interest of the company.

Suspension to dismissal depending upon the gravity of the offense.



D.M. WENCESLAO & ASSOCIATES, INC.

CODE ON RIGHT EMPLOYEE CONDUCT

Date Issued:

March 2022

Issue Number:

2

Revision Number:

1

Date Revised:

March 2022

RULE 7. SANITATION

SCHEDULE OF PENALTIES
VIOLATION WITHIN A 12-MONTH PERIOD

FIRST SECOND THIRD FOURTH

7.1 Creating or contributing to unsanitary and/or unsafe conditions in the Company premises such as, but not limited to: spitting on the floors/walls, littering, leaving things that will attract pests, improper use of toilets, urinals and lavatories, accumulating rubbish inside desk drawers and lockers.

5-day 10-day DISMISSAL
suspension suspension

7.2 Failing to inform or report to the Company of an acquired contagious or communicable disease.

Suspension to dismissal depending upon the prejudice caused to the company.



D.M. WENCESLAO & ASSOCIATES, INC.

CODE ON RIGHT EMPLOYEE CONDUCT

Date Issued:

March 2022

Issue Number:

2

Revision Number:

1

Date Revised:

March 2022

RULE 8. SAFETY

SCHEDULE OF PENALTIES
VIOLATION WITHIN A 12-MONTH PERIOD

FIRST SECOND THIRD FOURTH

8.1 Negligence of safety or housekeeping general rules and Procedures.

Warning to dismissal depending upon the prejudice caused to the company

8.2 Tampering of switches, controls, installation and equipment.

Warning to dismissal depending upon the prejudice caused to the company

RULE 9. SECURITY

SCHEDULE OF PENALTIES
VIOLATION WITHIN A 12-MONTH PERIOD

FIRST SECOND THIRD FOURTH

9.1 Unauthorized possession of and/or use of master key or duplicate key that can open drawers, desks, cabinets, rooms or office.

DISMISSAL

9.2 Bringing into or removing from Company premises any package or item without the duly approved "gate pass."

Suspension to dismissal depending upon the gravity of the offense



D.M. WENCESLAO & ASSOCIATES, INC.

CODE ON RIGHT EMPLOYEE CONDUCT

Date Issued:

March 2022

Issue Number:

2

Revision Number:

1

Date Revised:

March 2022

9.3 Refusal to submit to reasonable inspection conducted within Company premises by authorized company personnel.

Suspension to dismissal depending upon the gravity of the offense

9.4 Possession or use of firearms, deadly weapons, or hazardous materials within company premises, regardless of time, unless authorized in writing by the company.

Suspension to dismissal depending upon the gravity of the offense



D.M. WENCESLAO & ASSOCIATES, INC.

CODE ON RIGHT EMPLOYEE CONDUCT

Date Issued:

March 2022

Issue Number:

2

Revision Number:

1

Date Revised:

March 2022

**RULE 10. PROHIBITED DRUGS
AND ALCOHOL**

**SCHEDULE OF PENALTIES
VIOLATION WITHIN A 12-MONTH PERIOD**

FIRST

SECOND

THIRD

FOURTH

10.1 Participating in any illegal narcotic or drug transaction such as pushing, possessing, using, or causing to be brought or used, narcotic drugs into Company premises regardless of time, except when such drugs take the form of medicine prescribed by a physician.

DISMISSAL

10.2 Entering company premises or performing work while under the influence of liquor or narcotics.

DISMISSAL

10.3 Drinking of alcoholic beverages during working time or on Company premises, except on Company-authorized occasions.

Suspension to dismissal depending upon the gravity of the offense

10.4 Smoking in non-designated areas.

Reprimand

3-day
suspension

5-day
suspension

10-day
suspension



D.M. WENCESLAO & ASSOCIATES, INC.

CODE ON RIGHT EMPLOYEE CONDUCT

Date Issued: March 2022	Issue Number: 2	Revision Number: 1	Date Revised: March 2022
-----------------------------------	---------------------------	------------------------------	------------------------------------

RULE 11. GAMBLING

SCHEDULE OF PENALTIES
VIOLATION WITHIN A 12-MONTH PERIOD

FIRST SECOND THIRD FOURTH

11.1 Gambling in any form, promoting or assisting gambling operations, betting, conducting lotteries or similar acts during working time or on Company premises. DISMISSAL

RULE 12. BRIBERY, SOLICITATION,
EXTORTION

SCHEDULE OF PENALTIES
VIOLATION WITHIN A 12-MONTH PERIOD

FIRST SECOND THIRD FOURTH

12.1 Bribing or offering, soliciting or receiving: money, gift, share, benefits, favor from any person, or through the mediation of another, to influence conduct or to perform an act prejudicial to the Company. DISMISSAL

12.2 Extorting or soliciting contributions, money, material objects, free meals, signing privileges, discounts, and other special favors, for any purpose not sanctioned by the Company Suspension to dismissal depending upon the gravity of the offense



D.M. WENCESLAO & ASSOCIATES, INC.

CODE ON RIGHT EMPLOYEE CONDUCT

Date Issued:

March 2022

Issue Number:

2

Revision Number:

1

Date Revised:

March 2022

RULE 13. USURY

SCHEDULE OF PENALTIES

VIOLATION WITHIN A 12-MONTH PERIOD

FIRST SECOND THIRD FOURTH

13.1 Promoting or practicing usury as defined by law.

Suspension to dismissal depending upon the gravity of the offense

**RULE 14. CONFIDENTIALITY OF
WORK AND INFORMATION**

SCHEDULE OF PENALTIES

VIOLATION WITHIN A 12-MONTH PERIOD

FIRST SECOND THIRD FOURTH

14.1 Hacking or cracking, or unauthorized access, use, removal, publication, concealment, importation, deletion, alteration, copying, reproduction, modification, storage, uploading or downloading documents, information and/or programs which may be prejudicial to the Company or otherwise infringes upon intellectual property rights.

Suspension to dismissal depending upon the gravity of the offense

14.2 Without proper authority, revealing, releasing, transferring, or

Suspension to dismissal depending upon the gravity of the



D.M. WENCESLAO & ASSOCIATES, INC.

CODE ON RIGHT EMPLOYEE CONDUCT

Date Issued: March 2022	Issue Number: 2	Revision Number: 1	Date Revised: March 2022
-----------------------------------	---------------------------	------------------------------	------------------------------------

divulging confidential information or data to individuals other than authorized persons. offense

14.3 Fraud or willful breach by the employee of the trust reposed in him by the Company or duly authorized representative.

DISMISSAL

RULE 15. DUTY OF MANAGERIAL
AND SUPERVISORY PERSONNEL

SCHEDULE OF PENALTIES
VIOLATION WITHIN A 12-MONTH PERIOD

FIRST SECOND THIRD FOURTH

15.1 Failure on the part of a managerial or supervisory employee who has knowledge of any violation of the Company rules to take steps or to report the same without valid reason.

Suspension to dismissal depending upon the gravity of the offense