

**FAWR BSOL EMPLOYEE  
CODE OF CONDUCT  
POLICY GUIDLINES**

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## **MESSAGE FROM THE DIRECTOR**

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Our company is committed to the responsible and creative use of all company resources, especially the human resource – at all levels. Each one of us plays a vital role in the attainment of our company's objectives. Hence this Employee Code of Conduct is designed to equip us with a thorough knowledge of our corporate culture and rules and regulations. It is our hope and belief that this handbook would guide us on how we should act and behave in the workplace.

Let us all be committed to our Family Spirit and Love for Work that is founded on Personal Integrity. May we all strive to make ourselves and our company excellent.

**DIRECTOR**

## The Company Profile

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**A FAWR business Solutions.** is a limited liability listed partnership firm with major interest in the manufacture and/or distribution of a wide array of Solutions for startup, traditional and consumer products, property development, agribusiness and investments in listed companies.

Fawr Bsol is committed to the responsible and creative utilization and management of resources for the development of products, services and properties that contribute to the common good.

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## CODE OF CONDUCT

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### **BACKGROUND**

Our Group of Companies, being committed to the responsible and creative use of resources, pays particular attention to its Human Resource. Thus we endeavor to define the conduct of our most important resource, our employees, who we believe is the key to our companies' continuing comparative advantage in all the business fields we operate and will operate in.

In answering the question of what would make our employees vital to our success, we are guided by our Corporate Culture, Fawr Bsol Our culture in thoughts, words and deeds is the conduct of behavior that we aspire for all our employees to manifest in their day-to-day undertakings in our companies.

As embedded in our mission statement, this behavior is guided by the following sets of virtues we adhere to, to wit:

**LOVE FOR WORK**    Order and Self-discipline  
                                  Industriousness  
                                  Innovativeness and Resourcefulness  
                                  Sound Judgment  
                                  Persistence  
                                  Competence and Professionalism

**FAMILY SPIRIT**     Unity, Subsidiarity and Responsibility  
                                  Loyalty     and     Concern  
                                  Respect     and     Humility  
                                  Cheerfulness

All founded on:     **PERSONAL INTEGRITY**  
                                  Love for God  
                                  Love for People  
                                  Respect for Human Sexuality  
                                  Respect for Authority  
                                  Love for Truth  
                                  Responsible Dominion over Material Goods

Although the following statements of our Code are stated in the negative form of "offenses" (for practical and legal reasons), it must be made clear that the behaviors we are after are those guided by the virtues (as incorporated in our mission statement) that project the positive outlook seeking the good rather than evil.

## **SCOPE**

This Code of Conduct shall apply to ALL employees of the Fawr BSol Companies. This Code supersedes all current policies, rules and regulations not in accordance with or contrary to it. Specific policies that are peculiar or not covered by this Code must be established by each respective company based on their actual needs and organizational set-up.

## **GENERAL POLICIES**

1. Any and all acts violating and/or constituting a violation of the comprehensive policies detailed in the foregoing section will be considered as violation and liable to disciplinary action. This will be in concurrence with the appropriate provision of this code.
2. Ignorance of the policies declared in this Code as well as notices or memoranda that may be promulgated in the future shall not justify an employee from non-observance nor from the disciplinary action to be imposed thereon.
3. All disciplinary actions shall be imposed following the process enumerated in this code.
4. All actions to resolve or settle grievances shall abide by the relevant provisions of any mechanism installed for such purpose.
5. Administration of disciplinary action on erring employees shall not hinder the Company from filing criminal and/or civil charges in accordance with the applicable laws of the State.
6. In case where the infractions or offenses committed violate more than one provision of this Code, these shall be dealt with separately.

## **GUIDELINES FOR IMPLEMENTATION**

The task of insuring that this Code will be understood and religiously complied with is collectively entrusted to both the Human Resource Division and the Department or Division where the employee is affiliated.

- A. Human Resource Division will be responsible for the following:
  - 1. Making sure that suitable measures are continuously taken to educate all employees on the policies of this Code;
  - 2. Making sure that suitable measures are continuously taken to insure that the policies of this Code are updated and consistent with the requirements of all operating units;
  - 3. Making sure that suitable control measures are established to assist in the progress of the implementation of corrective actions, to assist erring employees and to continuously forewarn department and division heads on the negative standing, if any, of employees under them; and
  - 4. Preparing all documents and reports as may be needed to efficiently implement provisions of this Code.
  
- B. All line managers and supervisors of each department or division shall be responsible for:
  - 1. Administering the policies made known in this Code, including the enforcement of disciplinary actions to erring employees;
  - 2. Facilitating in the resolution or settlement of any grievance that may come to light relating to this Code; and
  - 3. Preparing and submitting to HRD the required reports and documentations on cases investigated and/or disciplinary actions meted out for proper recording and control.

## MECHANICS OF IMPLEMENTATION

In order to effectively implement the provisions of this code, offenses that incur disciplinary action are classified under five types of heading: TYPE A, TYPE B, TYPE C, TYPE D, and TYPE E. This classification is made in accordance with the disciplinary action that the offense merits. The corresponding disciplinary actions for each of the above are the following:

TYPE OF OFFENSE	LEVEL OF OFFENSE	DISCIPLINARY ACTION
A	1 <sup>st</sup>	Written Warning
	2 <sup>nd</sup>	Stern Written Reprimand with Warning for Suspension
	3 <sup>rd</sup>	2 Working Day Suspension
	4 <sup>th</sup>	4 Working Day Suspension
	5 <sup>th</sup>	6 Working Day Suspension
	6 <sup>th</sup>	15 Working Day Suspension With Warning for Dismissal
	7 <sup>th</sup>	Dismissal
B	1 <sup>st</sup>	Stern Written Reprimand with Warning for Suspension
	2 <sup>nd</sup>	4 Working Day Suspension
	3 <sup>rd</sup>	6 Working Day Suspension
	4 <sup>th</sup>	15 Working Day Suspension With Warning for Dismissal
	5 <sup>th</sup>	Dismissal
C	1 <sup>st</sup>	6 Working Day Suspension
	2 <sup>nd</sup>	15 Working Day Suspension With Warning for Dismissal
	3 <sup>rd</sup>	Dismissal
D	1 <sup>st</sup>	30 Working Day Suspension With Warning for Dismissal
	2 <sup>nd</sup>	Dismissal
E	1 <sup>st</sup>	Dismissal (Included in type E offenses are those covered by law as just cases for termination of employment.)

The aforesaid penalties, after being served in whatever level of offenses, shall be stricken out from company records based on the following periods:

TYPE A Offenses	One (1) year after serving of penalty
TYPE B Offenses	Two (2) years after serving of penalty
TYPE C Offenses	Three (3) years after serving of penalty
TYPE D Offenses	Four (4) years after serving of penalty

Despite the schedule of penalties, a penalty of dismissal may be commuted by the Project Head/ director/ Vice President to suspension of 30 days, depending on the mitigating circumstances present in each case.

In case the penalty for a Type E offense is commuted to suspension, record of offense will be stricken out of company records four (4) years after serving the penalty.

## **TABLE OF OFFENCES**

### **ARTICLE I OFFENSES AGAINST PERSON**

Founded on the principle of Love for People, the rules that follow are intended to encourage everybody towards friendship, respect and humility, as well as the practice of cheerfulness. All of these are geared towards establishing smooth interpersonal relationships in the workplace, in our families and in the community.

Therefore, behaviors that do not conform to these virtues are as follows:

**SECTION 1** Commission of a crime or offense by the employee against the person of his employer or any immediate member of his family or his duly authorized representative. (TYPE E)

**SECTION 2** Inflicting physical injury on any employee or person, or having in fact inflicted physical injury while within or outside company property or premises or job sites where such outside incident has relation to work or company activities. (TYPE D)

Otherwise, if the act merely constitutes an attempt to inflict such physical injury, the offense may be reduced to Type C depending on the nature or gravity of the attempted offense.

**SECTION 3** Any act constituting threat, intimidation or coercion against any person, or in any manner unduly interfering with or obstructing plant or company operations or other employees from performing their work while within company property or premises or job sites. (TYPE D)

**SECTION 4** Fighting or actually engaging another in a fight while within or outside company property or premises or job sites provided such outside incident has relation to work or has arisen while inside company premises. (TYPE D)

**SECTION 5** Inciting or provoking a fight under the circumstances described in Section 4 above, but where a fight does not actually occur. (TYPE C)

**SECTION 6** Persistently telling smutty jokes that are found offensive by others within office premises. (TYPE C)

**SECTION 7** Any immoral act by the employee either by himself or with another person; including but not limited to sexual harassment committed within company property or premises or job sites or during company activities. (TYPE E)

## **ARTICLE II OFFENSES AGAINST PROPERTY**

Our Responsible Dominion Over Material Goods requires us to always practice honesty in its highest sense. This also asks us to practice justice by respecting the rightful property of our fellow workers and that of the companies we work with.

The following do not conform with the above mentioned virtues:

**SECTION 1** Theft, robbery or appropriation for personal gain, benefit or profit of any property of the company or of a fellow employee or a client or customer of the company, regardless of the amount involved. (TYPE E)

**SECTION 2** Swindling or malversation (estafa) of funds or property of the company or of a fellow employee or of a client or of a customer of the company. (TYPE E)

**SECTION 3** Obtaining supplies or materials on fraudulent orders. (TYPE E)

*NOTE: This implicates any other person conniving or in collusion with the employee doing it.*

**SECTION 4** Unauthorized substitutions of company material or equipment with another or of poorer quality, or of lesser value. (TYPE E)

**SECTION 5** Alteration or removal, without authorization, of any property of the company, government or of other employees resulting in irreparable damage thereto. (TYPE E) If damage is repairable, the penalty is mitigated to Type D.

**SECTION 6** Using company time and/or material and/or equipment to do unauthorized work within or outside the premises, for personal gain which includes using company time and facilities in personal dealership, selling and other non-work related activities. (TYPE D)

**SECTION 7** Neglecting or refusing, after due demand or notice, or as provided by existing policies without justifiable reasons, to remit, pay, reimburse or liquidate any money, collection or cash advance, or return and/or deliver goods, stocks or other properties, entrusted to him by the company, or received by him from customer or client or business associate or affiliate or their representative for his administration, or under any other obligation to make delivery of, or return the same. (TYPE B)

**SECTION 8** Malicious or willful destruction or misuse of company property or that of any employee, any client or customer of the company. If the destruction, damage or misuse is committed through recklessness or imprudence, the same shall be classified as Type D offense.

## **ARTICLE III OFFENSES AGAINST COMPANY INTEREST AND POLICY**

This section seeks a behavior that manifests Love for Truth. This includes the practice of such virtues as honesty, concern and loyalty towards our company which should go beyond self-interest. This hopes to instill a true spirit of service with a high sense of responsibility.

The following do not conform with the foregoing:

**SECTION 1** Falsification of documents detailing personal records or data or misrepresentation of any information concerning personal circumstances and qualification. (TYPE E)

**SECTION 2** Falsification or unauthorized alteration of personnel or company records and/or using said falsified records for personal gain or benefit. (TYPE E)

**SECTION 3** Any attempt to falsify or pad expense reports, receipts, invoices or any other document, upon which reimbursement is based. (TYPE E)

**SECTION 4** Favoring suppliers, media, customer or any other person in consideration of kickbacks, personal rebates or any valuable consideration. (TYPE E)

**SECTION 5** Offering or accepting anything of value in exchange for a job, work assignment, work location, or favorable condition of employment. (TYPE E)

**SECTION 6** Directly or indirectly requesting or receiving any gift, 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. (TYPE E)

**SECTION 7** Directly or indirectly having financial or pecuniary interest in any business, contract or transaction in connection with which he intervenes or takes part in his official capacity. (TYPE E).

**SECTION 8** Unauthorized actions clearly in excess of one's authority such as but not limited to, acts of disbursing, releasing or authorizing disbursement of company funds without written authority by one's superior or similar acts that go beyond or outside his authority or responsibility, where the interest of the company is prejudiced. (TYPE D)

**SECTION 9** Giving a company ID or identification material to any person not entitled to it, or assisting non-employees to enter the company premises and restricted areas without company's permission. (TYPE E)

**SECTION 10** Failure to wear Company ID and uniform or wearing altered, deformed or mutilated uniform. (TYPE A)

- SECTION 11** Giving away or unauthorized disclosure of company trade secrets and/or trade practices or trade processes or any valuable information acquired by his office, or by him on account of his position, to unauthorized persons, or making available such information in advance of its authorized release date and where in the process, the interest of the company is prejudiced. (TYPE E)
- SECTION 12** Loitering, wasting time, leaving place of work during working hours without permission from his/her supervisor, or department head or any designated person or leaving the company compound without permission at any time before the end of the employee's work shift. (TYPE B)
- SECTION 13** Malingering or feigning illness to avoid doing assigned work or reporting for work. (This includes absence due to Sick Leave but employee is neither at home or medical institution.) (TYPE B)
- SECTION 14** Sleeping on company time while on duty. (TYPE B)
- SECTION 15** Failure to follow written or oral instructions made by Company superiors, as well as Company memorandum and circulars, or failure to perform assigned work due to simple negligence. (TYPE B)
- SECTION 16** Persuading, inducing or influencing another employee to perform an act constituting a violation of this Code or other existing rules and regulations or policies on an office in connection with the duty or function of the latter allowing himself to be persuaded, induced, or influenced to commit such violation or offense. Penalty for the violation committed shall likewise be imposed on the person who employed persuasion, inducement or influence. (TYPE C)

## ARTICLE IV

### OFFENSES AGAINST SAFETY, HEALTH, SECURITY & PUBLIC ORDER

Again, because we want to practice the responsible use of resources given to us stewards, our behavior should show proper concern and care for our welfare, that of others, for properties we own or those placed under our care and the general public whom we directly or indirectly influence.

The following do not conform with the foregoing:

**SECTION 1** Unauthorized possession and carrying of firearms, explosives or other deadly weapon while on company premises. (TYPE E)

**SECTION 2** Forced or unauthorized entry into an office or premises of the company during off-hours without committing acts punishable under sections 1, 4, 5 and 8 of Article II hereof. (TYPE C)

*NOTE: Type E penalty, shall however, be imposed if the entry thereof has been done in order to cover up or attempt to cover up any violation of the rules or commission of felonies.*

**SECTION 3** Entering restricted areas without permission. (TYPE C)

**SECTION 4** Creating or contributing to unsafe and unsanitary conditions inside company premises. (TYPE A)

**SECTION 5** Violation or failure to follow a general safety rule and/or practice. (TYPE A)

**SECTION 6** Littering inside the company premises and immediate surrounding area. (TYPE A)

**SECTION 7** Unauthorized and/or unjustified use of fire protection equipment. (TYPE C)

**SECTION 8** Operating and/or tampering switches, controls, installations, machines or equipment without authorization. (TYPE C)

**SECTION 9** Failure to report immediately a personal injury occurring on company time or property. (TYPE A)

**SECTION 10** Willful disregard of office directive relating to sanitary conditions, cleanliness and orderliness of the office, security of office supplies and equipment or performing any act contributing to unsanitary condition or practice on company premises or job sites. (TYPE A)

**SECTION 11** Reporting for work while having a serious contagious disease which may endanger the health of other employees, knowing about it, yet failing to report or willfully withholding information thereof to company authorities. (TYPE D) If contagious disease is not of a serious nature, Type C penalty will be meted out.

**SECTION 12** Failure to undergo Annual Physical Examination as scheduled by the company and failure to obey Doctor's order or advice as directed or ordered by the company. (TYPE B)

## **ARTICLE V**

### **OFFENSES AGAINST DECENCY, GOOD CUSTOM, HONOR AND MORALITY**

We would like Respect for Human Sexuality to pervade in our work areas. This is a divine gift given to every man and woman whose purpose in marriage is definite-love and pro creation only in marriage. Alongside this virtue is the observance of modesty, chastity and decency.

The following do not conform with the foregoing:

**SECTION 1** Reporting for work while under the influence of liquor and/or intoxicating drinks (TYPE C) and/or prohibited drugs. (TYPE E)

**SECTION 2** Drinking or bringing in any liquor, intoxicating drinks into company premises or on company sponsored activities (TYPE C). Use of or bringing in prohibited drugs on company premises or on company sponsored activities. (TYPE E)

**SECTION 3** Making false, vicious or malicious statement concerning any employee. (TYPE C)

**SECTION 4** Any act constituting offense against honor (libel, defamation, slander) committed while in company premises or in relation to work. (TYPE D)

**SECTION 5** Conduct of grossly scandalous or indecent nature or using profane or indecent language in addressing another person on company time or on company property. (TYPE C)

**SECTION 6** Any and all acts constituting sexual harassment and/or any motives committed against co-employees regardless of position, rank or gender. (TYPE E)

**The following are acts of sexual harassment:**

- 1) Persistently telling smutty jokes to a co-employee who has indicated that he/she finds them offensive (TYPE C);
- 2) Taunting a co-employee with constant talk of sex or sexual innuendoes (TYPE C);
- 3) Displaying offensive pictures or publications in the work place. (TYPE C);
- 4) Asking co-employee intimate questions on his/her sexual activities (TYPE C);
- 5) Making offensive hand or body gestures at a co-employee (TYPE C);
- 6) Making obscene phone calls to a co-employee during and outside work hours, etc. (TYPE C);
- 7) Pinching , unnecessarily brushing up against a co-employee's body (TYPE C);
- 8) Requesting for dates or favors in exchange for a job, favorable working conditions or assignments, etc. (TYPE D);
- 9) Touching a co-employee in sensitive parts of his/her body to threats of a sexual nature and actual sexual assault (TYPE E);
- 10) Directing or inducing another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed shall also be liable under these rules. Penalty shall likewise be imposed on the person who employed inducement or cooperated. (TYPE C)

**SECTION 7** Attempt to commit or committing any crime against chastity while in company premises or at job sites or committing any act constituting immorality of such scandalous proportions as to offend the moral sensibilities of the community. (TYPE E)

**SECTION 8** Taking part in any gambling, unauthorized lottery, loaning of money with excessive interest rates, or any other game of chance during company time or while within the company premises. (TYPE C)

**SECTION 9** Conviction of any crime punishable under the Revised Penalty Code of the Indian and other existing laws of the country. (TYPE E)

## ARTICLE VI

### OFFENSES AGAINST ADMINISTRATION

As being subject to authority, we need to understand that each one of us is a part of something bigger – the enterprise (Unity and Subsidiary) of which we have the Responsibility to support and the obligation to conform in order to reach its stated goals and vision.

This will require the practice of Order, Self-discipline, Industriousness and Loyalty, among other virtues necessary to uphold our institution's rights and mandates.

The following do not conform with the foregoing:

**SECTION 1** Habitual Tardiness. This is defined as ten or more instances of tardiness or combined tardiness resulting in a total loss of 120 minutes or more within one month. (TYPE A)

*NOTE: For this purpose, tardiness of up to five (5) minutes will not be counted.*

**SECTION 2** Overbreak. Taking coffee or snack breaks of more than 15 minutes at a time, for five or more instances or a total loss of thirty minutes or more in one calendar month. (TYPE A)

**SECTION 3** Absence without official leave (AWOL). Each day of absence without official leave is a separate offense. (TYPE A)

*NOTE: For an employee not to be considered AWOL, the following procedures must be strictly followed:*

- A. An employee who wishes to be absent on a certain date or dates must file an application for leave of absence for approval of his immediate superior and Department Head, at least two (2) days before his intended leave or leaves.
- B. If because of extraordinary circumstances, like sudden serious illness of the employee or an immediate member of his family, preventing him or her to secure prior leave of absence, the employee or his representative must telephone, send a telegram, beep a message or a written notice within the first 4 hours of his or her shift to his or her superior or Department Head or any other person authorized by the company to approve or disapprove the absence retroactively.

**SECTION 4** Failure to return to work on the working day immediately following the expiration of leave of absence, unless such leave is extended with proper approval. (TYPE A)

*NOTE: To be treated as an absence without official leave Section 3 above.*

**SECTION 5** Failure to report for overtime work after having been duly advised and scheduled to work according to overtime policy, or doing overtime work, in lesser time than sought to be charged, without justifiable reason. (TYPE A)

**SECTION 6** Deliberately punching or swiping the time card of another employee or having one's card punched or swiped by a fellow employee while the other is actually inside the premises. (TYPE B) If the owner of the time card is not actually inside the premises, such action shall be considered as falsification of time card. (TYPE C)

**SECTION 7** Failure to punch or swipe in or swipe out his time card or unauthorized removal of time card from designated racks. (TYPE A)

**SECTION 8** Posting of any derogatory articles, prints or drawings on any company property or premise be it against any fellow employee or removal of any company matter or information from Bulletin Board at any time unless specifically authorized. (TYPE C)

**SECTION 9** Unauthorized defacing of any company property or willful defacing, tampering, smudging, printing, painting, or "dirtying" of walls or façade of any company property or any form of vandalism committed on company properties owned by the Fawr Group of Companies. (TYPE C)

**SECTION 10** Willfully holding back, slowing down, hindering or limiting work output, or otherwise "feather bedding", or giving instructions to fellow employees to hold back, slow down, hinder or limit output. (TYPE E)

**SECTION 11** Causing loss of company time or money because of unauthorized use, operation or possession of machines, tools, vehicles or equipment's or while performing work other than those assigned to him or her (TYPE D). Where the unauthorized use resulted in irreparable damage to the property, Type E shall be imposed.

**SECTION 12** Causing loss of time and money to the company because of negligence in the performance of official duties, neglect of duty, or persistently doing unsatisfactory work. This includes violation of standard operating procedures. (TYPE C)

**SECTION 13** Making false, vicious or malicious statement concerning the company or its products. (TYPE C)

**SECTION 14** Selling, soliciting, collecting contributions for any purposes whatsoever or conducting private business during office hours on company premises or job sites without proper authorizations from the company. (TYPE C)

**SECTION 15** Holding any position or employment with or without compensation in any other business firm which is engaged in similar line of business with the company. (TYPE E)

**SECTION 16** Allowing unauthorized rider(s) or passenger(s) in company delivery vehicles (Type C offense, however, may be reduced to Type B depending on the circumstances).

**ARTICLE VII**  
**OFFENSES AGAINST AUTHORITY**  
**(INSUBORDINATION)**

An encompassing trait to elicit the correct behavior under this category is that of Respect for Authority coupled with our correct understanding of Unity, Subsidiary and Responsibility.

The following do not conform with the foregoing:

**SECTION 1** Refusing to accept job assignments without justifiable reason. (TYPE D)

**SECTION 2** Willful disobedience of the lawful orders of the company and any of its officers. (TYPE E)

**SECTION 3** Any act constituting disrespect and disregard of authority of company superiors and officers. (TYPE D)

**SECTION 4** Any act which constitutes resistance, threat, intimidation or assault against a person of authority in the company or any of this agent. (TYPE D)

**SECTION 5** Any other act constituting insubordination not included in the preceding sections. (TYPE D)

**ARTICLE VIII OTHERS**

**SECTION 1** Disciplinary actions for offenses or infractions made by an employee not yet covered or prescribed in the above rules shall be at the division head's discretion.

**SECTION 2** Other provisions outside of this Code may be formulated by any company of the Fawr Bsol to address their particular condition of operation.

## **PROCEDURE IN HANDLING ADMINISTRATIVE CASES**

1. All administrative cases must be reported formally to the employee's immediate superior.
2. The immediate superior of the reported employee will review, study and validate the report submitted to him within forty-eight (48) hours.

***NOTE:** In checking the validity of the report submitted, the 5 W's (Who, What, Where, When, Why) and 1 H (How) fact finding method is a proven effective guide.*

3. After establishing the validity of the submitted report, the immediate superior must determine whether or not the case merits preventive suspension. If so, the immediate superior must issue the same. Preventive suspension must not exceed 30 working days. However should the company decide to extend beyond 30 working days because more time is needed for investigation, extension can be made but with pay.
4. Immediate superior must issue a Notice to Explain (NTE) to the reported employee stating clearly the charges, purpose, reason and basis of such.
5. The employee must receive and submit his response to his immediate superior within the allowable time provided as stated in NTE.

***NOTE:** An employee who fails to submit a written report as mandated in the NTE without any valid reason will lead to the waiving of his right to explain and be heard. This therefore would eventually mean IMPLIED ADMISSION on his part of the commission of acts constituting the charge brought against him.*

6. Upon receipt of the employee's explanation, the immediate superior studies it and makes his recommendation to the department manager either to excuse or impose Disciplinary Action (DA) on the reported employee. The basis of his recommendation must always be in consonance with the Code and the Indian Labor Laws.
7. Where the immediate superior recommends the imposition of the DA and such recommendation is approved by the department manager, the decision will be issued to the reported employee, and explained to him or her.
8. Where the immediate superior recommends to excuse the imposition of the DA & the same is approved by the department manager, the employee will receive a copy of the decision.

9. In cases where the recommendation of the immediate superior is disapproved, the decision of the department manager shall prevail.
  
10. The employee, after receiving the copy of the decision approving the imposition of disciplinary action imposed upon him must review his or her stand about the matter. Should he or she feel aggrieved about the decision, he or she may appeal and elevate the matter to the Division Head. The Division Head may opt to consult the HRD in reviewing the case. The decision of the Division Head will be final and executory. However, offenses that will impose dismissal may be appealed to the Vice president / Director .

**I acknowledge to have received a copy of the FAWR BSOL EMPLOYEE CODE OF CONDUCT with the AMENDED COMPANY RULES AND REGULATIONS.**

**I devote to read, familiarize myself with its contents and follow its provisions to the best of my ability.**

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**Signature over Printed Name**

**Date** \_\_\_\_\_

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**Division /Department**

