



**A. SORIANO CORPORATION**

**ANSCOR CODE OF  
BUSINESS & ETHICS  
AND  
EMPLOYEE  
HANDBOOK**

## TABLE OF CONTENTS

- I. Work Period
  - A. Work Schedule
  - B. Working Hours
  - C. Regular Holiday
- II. Pay Period
  - A. Payment of Salaries
  - B. Pay Deductions
- III. Attendance
  - A. Timekeeping
  - B. Punctuality and Tardiness
  - C. Absences
- IV. For your Convenience...
  - A. Bulletin Board
  - B. Canteen and Parking Area
  - C. First Aid Facility
- V. Office Decorum
  - A. Proper Conduct
  - B. Office Attire and ID
  - C. Use of Office Supplies and Equipment
  - D. Use of Telephone
  - E. Sanitation, Housekeeping and Safety
- VI. Employee Activities
  - A. Sports and Social Events
  - B. Service Awards Program
- VII. Employee Benefits (Non-Executive)
- VIII. Classification of Positions
- IX. Code of Discipline

## I. WORK PERIOD

### A. Work Schedule

We are on a "5-day work week" schedule, eight hours a day, forty hours a week from Monday to Friday. Saturday and Sunday are considered rest days.

### B. Working Hours

In order to meet our operational objectives of providing internal and external service, the working hours of employees are standardized as follows:

7:30 a.m. to 11:30 a.m. - Morning  
11:31 a.m. to 12:30 p.m. - Lunch Break  
12:31 p.m. to 4:30 p.m. - Afternoon

Employees using the bundy clock are given ten (10) minutes allowance/grace period and anytime beyond this is considered late.

Employees are allowed a coffee break of 15 minutes in the morning and afternoon which must be taken at the least busy hours of the day and staggered so that someone is always around in the department to avoid disruption of work flow.

### C. Regular Holiday

The following are the regular holidays observed by the Company:

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  
Bonifacio Day  
Christmas Day  
Rizal Day

Last Sunday of August  
November 30  
December 25  
December 30

## II. PAY PERIOD

### A. Payment of Salaries

Employees receive their salaries on a bi-monthly basis which is on the 15th and 30th of each month. As a regular procedure, salaries of employees are credited with the bank (Bank of the Phil. Islands) designated by the Company. You are therefore required to open and maintain an account with the said bank where you can draw your salary.

### B. Pay Deductions

As specified by law, the following deductions are made every pay period.

Social Security System - contribution towards your social security

Medicare - contribution towards the medical care funds administered by SSS

PAG-IBIG - contribution to the PAG-IBIG fund

Withholding tax - advance payment towards your income tax

In addition to these, other deductions may be due from loans from the Company, SSS or PAG-IBIG, Union/Cooperative dues and other employee authorized deductions which are all itemized on your pay slip.

### III. ATTENDANCE

#### A. Timekeeping

Employees classified as Job Class I-A & B (refer to classification of positions, Section VIII) follow the Bundy clock system. The time card is punched "in" at the beginning of work and punched "out" at the end of the day. It is a violation of the company rule to fail to punch your time card, to punch another's time card or to influence anyone to punch your time card. In the event you make an error in punching your time card or other punching circumstances, bring the matter to your supervisor for immediate action.

#### B. Punctuality & Tardiness

To maintain highest possible level of efficiency and dependability, you are expected, to be in your work area and actually working at the start of the regular office hours. Tardiness is an infraction against company rule and subject to appropriate disciplinary action.

#### C. Absences

An organization is a team and absences affect team-work; although sometimes they are unavoidable. If you are unexpectedly detained at home, call by telephone, giving the cause of the absence and if possible, the expected time of your return.

All absences must be covered by a duly approved application for a leave of absence prior to their occurrence, except absences covered by sudden illness, accident or other forms of calamities and extreme emergencies involving the employee or his immediate family.

### IV. FOR YOUR CONVENIENCE ...

#### A. Bulletin Board

Bulletins and notices on bulletin board are some of the means by which we keep you informed. The bulletin board is located near the reception area. It contains reading materials which are of special interest to ANSCOR employees and visitors alike, such as company and employee announcements, important news and releases and special events, among others. Only authorized personnel are permitted to post, remove or alter any notice. The Personnel Administration Department maintains the bulletin board to keep you posted on the latest development.

#### B. Canteen

The canteen service for employees and other building tenants is located at the 6th floor of the Pacific Star Building.

#### C. Parking Areas

Employees who have private cars may park their cars on a daily basis at the basement level 1 of the Pacific Star Building. For a longer parking arrangement, the employees may contact the Building Administration for parking at the 2nd, 3rd and 4th levels.

#### D. First Aid Facility

The Personnel Administration Department dispenses medicines for treatment of sudden but relatively minor or moderate ailments such as colds, headache, stomach trouble and other sickness. For sickness or emergencies requiring a more thorough and serious attention, the Company has arranged with Berkeley Clinic located at the 5th floor of Pacific Star Building to provide necessary treatment to employees concerned.

## V. OFFICE DECORUM

### A. Proper Conduct

Cooperation, industry and proper work attitude are expected of you as an employee to meet our corporate objectives of promoting the public confidence in the Company. You should exercise utmost courtesy and dignity within and outside of office hours/premises to maintain the good image of the Company.

### B. Office Attire and ID

Good grooming is a tradition in our Company setting. You are expected to be in appropriate office attire at all times since this is reflective of your respectability and dignity as well as that of the Company.

If you have been issued office uniforms, wear the prescribed uniform.

While within company premises, you are required to wear your identification Tag/Card at all time for security reason. This procedure will also help in facilitating interaction among employees and staff from different units/departments. Lost ID cards must be reported to Personnel Admin. Dept. immediately.

### C. Use of Supplies and Equipment

Take care of office equipment as if they were your own. Care exercised in using company property including supplies and equipment will conserve and avoid wastage or damage.

Should any article, furniture or equipment get damaged or become out of order, report the matter immediately to your supervisor so that he may make the necessary arrangement for service or other forms of assistance.

You are not allowed to take out of the premises office equipment, furniture or other company property without prior permission of your superior or the Property Custodian. Any violation will warrant disciplinary action.

### D. Use of the Telephone

The use of the telephone facilities should be limited to official business. Avoid personal calls during office hours to allow other users to conduct official business utilizing the telephone facilities.

Answer your telephone calls courteously and promptly. Identify the name of your department before getting the message. Transfer calls tactfully if the caller was given the wrong extension.

### E. Sanitation, Housekeeping and Safety

Help keep the office premises clean, sanitary and safe to work in at all times by proper use of facilities provided for the purpose.

Before leaving the office, see to it that your work area is in order. Make sure that all papers are kept in your drawers for security reasons. Develop the habit of cleaning your tables at the end of the day. Assure that electrical equipment are covered and disconnected from outlets. Remember to **TURN OFF THE LIGHTS** whenever you leave your room or work area.

## VI. EMPLOYEE ACTIVITIES

### A. Sports and Social Activities

Your Company has initiated several out-of-job activities for the employees intended to enhance teamwork, sports-

manship, camaraderie and social interaction.

**Inter-Color Bowling Tournament** - This is held during the month of January at the Coronado Bowling Lanes

**Inter-Company Bowling Tournament** - After the inter-color games, the top male and female players are chosen to represent the Company to this tournament held during the second quarter of the year.

**Company Outing** - An out-of-town excursion of employees and dependents to a selected place or resort destination. This is scheduled during the summer period.

**Dart Tournament** - This game is held during the 3rd quarter and open to male and female employees.

**Christmas Party** - A yearly fellowship among the employees and executives of the Company.

- B. **Service Awards Program** - This occasion is held every 4th quarter of each year during which employees are awarded recognition through plaques of appreciation and appropriate tokens for having rendered long and faithful service with the Company. Receiving the honors are employees reaching the service period of 10, 20, 25, 30, 35, 40 years and those retiring from the Company.

## VII. EMPLOYEE BENEFITS

Listed below are benefits granted by the Company to all regular employees (non-executive). This presentation provides a brief description of the benefits which are defined separately in the Company Policy & Procedure Guide Manual.

The application of the benefits and the scope of entitlement are subject to the position of the covered employees. Refer to Section VIII of this booklet for the classification or list of positions.

Should you need clarification or details of the implementing guidelines and procedures, your department head and/or Personnel Administration can give you the necessary information or references.

Benefits	Scope	Covered Position
<b>VACATION LEAVE Entitlement</b>	For each year of continuous service, the employee is entitled to leave of absences with pay as follows: 1 yr. to 10 yrs. 15 days more than 10-15 16 days more than 15-20 yrs. 18 days more than 20 yrs. 20 days	I - A & B to VI
<b>Accumulation (Creditable limits)</b>	None 30 days 60 days 90 days	I A I B & II III & IV V & VI
<b>Commutation to Cash</b>	At year end, all excess leaves beyond creditable limit as deferred by Management  Upon separation from service all unused balance not exceeding the creditable limit in the respective job classes.	I to IV  I B to VI

Benefits	Scope	Covered Position
SICK LEAVE Entitlement	For each year of continuous service the employee is entitled to 15 working days	I to VI
Accumulation (Creditable limit)	60 working days	I & II
Commutation to Cash	180 working days	III to VI
	At year end, leaves in excess of the accumulated 60 days	I & II
	Upon separation from service, unused balance not exceeding the maximum leave credit of:	
	60 days	I & II
	120 days	III & IV
	90 days	V
GROUP ACCIDENT INSURANCE	Covered employees are provided with a non-contributory accident insurance coverage: P 250,000.00 P 300,000.00	I & II III to VI
MAJOR MEDICAL & HOSPITALIZATION BENEFITS	Allowable expenses per annum for employees with 1 year of regular employment, subject to the rules of the Medical Plan — Employee - P 50,000.00 75,000.00 Spouse - 14,000.00 15,000.00	I & II III to VI I & II III to VI

Benefits	Scope	Covered Position
	Dependent children (consolidated not to exceed 4 children) P 4,000.00 each P 5,000.00 each Dependent Parents of single employees P 7,000.00 each P 8,750.00 each	I & II III to VI I & II III to VI
COMPANY UNIFORM	A provision to employees of 4 sets of uniform annually Compulsory Optional basis	I II to V
BEREAVEMENT/ PATERNITY LEAVE	An entitlement of five (5) days credit per year which is non-cumulative and non-commutative	I to VI
RICE SUBSIDY	An annual grant of two (2) sacks to covered employees	I & II
EDUCATIONAL ASSISTANCE	An annual subsidy to covered employees in the amount of P6,000 as financial assistance to supplement school registration and enrollment expenses	I & II
CHRISTMAS CERTIFICATE	An amount of P1,500.00 given to each covered employee during the period of December	I & II

Benefits	Scope	Covered Position
EYE-GLASSES	A financial assistance granted to covered employees for the purchase of eyeglasses up to the limit of P1,200 every 2 years	I & II
	Cost of eyeglasses for this job class shall be deducted from the employee's Medical benefit	III to VI
FREE MEDICINES & CONSULTATION	Free of charge medicines and medical consultation available to all employees whenever necessary subject to the prescription/certification of the Company authorized physician	
MEDICAL CHECK-UP	An annual physical check-up is provided to all employees as part of the health maintenance benefit	I to VI
DEATH BENEFITS	A Burial assistance in the amount of P10,000 is provided by the Company for death of employee and P3,000 for death of employee's dependent	I to VI

Benefits	Scope	Covered Position
SALARY LOAN	A loan privilege extended to all employees at no interest, twice a year. Each loan request is limited to the equivalent of 1 month salary, payable in 5 months	I to VI
EMERGENCY LOAN	A loan available to all employees on an urgent basis, the amount of which is limited to the equivalent of 1 month's pay and payable within ten (10) months at equal installment. This benefit is normally granted for all needs related to medical, funeral, calamities, etc.	I to VI
RETIREMENT	A retirement benefit equivalent to the payment of 1 month salary for every year of continuous service. The benefit is granted on an optional basis subject to Management approval, for employees with 20 years service or 60 years of age. Retirement is mandatory for employees at age 65 yrs. old	I to VI



## VIII. CLASSIFICATION OF POSITIONS

### Job Class

- I - A Executive Aide  
Liaison Aide  
Waiter  
Cook  
Driver  
Expediter  
Telephone Operator  
Records Clerk  
Clerk-typist  
PAC Clerk  
Bookkeeper  
Accountant
- I-B Secretary  
Clerk-Expediter (Legal)  
Security Custodian
- II. Staff Assistant  
Personnel Assistant
- III. Supervisor
- IV. Assistant Unit Manager (AUM)
- V. Jr. Executive Secretary  
Sr. Executive Secretary
- VI. Unit Manager (UM)

## IX. EMPLOYEE CODE OF DISCIPLINE

### 1. POLICY

Certain norms of conduct are inherently required of employees working in an organization if that enterprise were to carry out its functions smoothly and efficiently.

It is believed that the most effective discipline is that which is self-motivated. The Company recognizes the role Supervisors play in stimulating self-discipline, by giving employees a chance to express themselves on matters affecting them. The individual's views, dignity, as well as their need for security are recognized by the organization. Effort is exerted to promote effective employee-management relations, to prevent situations requiring disciplinary action.

The objective of Disciplinary Action is corrective rather than punitive. When clearly warranted however, disciplinary action is to be initiated promptly, and in accordance with the policy and procedures outlined herein.

There may be other acts not explicitly contained in this policy, but which are clearly prejudicial to the welfare/interest of ANSCOR. The Management reserves its right to impose appropriate sanctions/ penalties as called for by the circumstances of each case.

### 2. GUIDELINES

- A. DUE PROCESS shall be observed at all times. Action must be timely and prudent. Impartiality and open-mindedness should characterize the investigation of cases. In the application of penalties/sanctions, uniformity and fairness should be exercised.

- B. PREVENTIVE/REMEDIAL MEASURES rather than punitive control should characterize the implementation of the disciplinary actions.
- C. EFFECTIVITY PERIODS are applied in order to protect employees from being unduly penalized beyond such periods. Disciplinary action has adverse effect on promotion and merit rating.
- D. PENALTIES for successive violations of the same work rule shall progressively be more severe than the first violation.

### 3. ROLES AND RESPONSIBILITIES

- A. The Supervisor is expected to...
  - a. Maintain discipline
  - b. Resolve Grievances
  - c. Maintain a working atmosphere which will generate good relations
  - d. Keep employees informed of rules and standards of conduct
  - e. Take all possible steps to prevent situations which might lead to disciplinary action
  - f. Constructively admonish employees when necessary (in private)
  - g. Recommend more severe disciplinary action to Personnel Administration
- B. The Employee is expected to . .
  - a. Discharge his duties conscientiously
  - b. Conduct himself (on or off the job) in a manner which will reflect credit to himself and ANSCOR
  - c. Respect his superior
  - d. Observe the spirit as well as the letter of the rules and regulations governing his conduct

- C. The Personnel Manager will provide advise and assistance to supervisors and staff concerning conduct and discipline.

### 4. OFFENSES

These refer to all acts or omissions constituting violations of established company procedures in the transaction of its business or other acts prejudicial to the interest of ANSCOR.

#### Classification

- A. Minor - If the offense involves an infraction of a rule/procedure rather than of a moral precept, or represents more of an omission or an oversight than a positive wrongdoing; or represents a mistake rather than a malicious intent.
- B. Moderate - If the offense implies an act of negligence or a disregard for established rules of conduct or involves either repeated violations within a relatively short time of what otherwise would be classified as minor offenses.
- C. Major - If the offense involves gross negligence or what is generally regarded as substantial matter (eg. sums of money, confidential information, etc.) or if it will result to public scandal and consequent loss of confidence (eg. dishonesty, habitual drunkenness, immorality) or is maliciously intended or deliberately planned (whether the intended harm is achieved or not); or

results in financial loss, embarrassment for the company, or seriously undermines duly constituted authority.

## 5. DISCIPLINARY ACTION

Action taken by the Management Official to correct an employee's behavior includes the following in ascending order of severity :

- A. Admonishment/Verbal Reprimand
- B. Written Reprimand
- C. Suspension
- D. Involuntary Separation

### Types of Disciplinary Action

#### A. Verbal Reminder/Admonition

A formal discussion between supervisor and employee concerning minor misconduct or inadequate performance. The supervisor may prepare a memo for record if he desires.

#### B. Written Reprimand

A written notice calling attention to the offense and warning the offender against repetition of such violation in the future.

#### C. Suspension

A temporary enforced absence from duty without pay for significant misconduct or repeated less serious infractions. Suspension is a severe disciplinary action.

- a. First Suspension                      1 to 5 days
- b. Second Suspension                    6 to 10 days

#### D. Involuntary Separation

- a. With option to Resign - The penalty for offenses normally punishable by dismissal but mitigated by consideration of other circumstances
- b. Dismissal - A dishonorable separation from ANSCOR

## 6. SCHEDULE OF OFFENSES AND CORRESPONDING DISCIPLINARY ACTION

The Company has established below the disciplinary actions or penalties deemed appropriate for the various infractions committed by the employees. However, the Company reserves the right to impose lighter or heavier penalties as guided by the Classification of Offenses (Item IV) and depending on the circumstances affecting the situation or commission of the offense.

### Description of Disciplinary Action

- A - Verbal Admonition
- B - Written Reprimand
- C - Suspension
- D - Dismissal

OFFENSES	DISCIPLINARY ACTION				
	1ST	2ND	3RD	4TH	5TH
<b>1. ATTENDANCE</b>					
a. Unexcused lateness or leaving of work before quitting time within a month.	A	A	B	B	B
b. Lateness or leaving work more than 5 times a month within any 12 month period.	C	C	D		
c. AWOL (not exceeding 2x a month)	B	B			
d. AWOL (more than 2x a month within any 12 month period)	C	C	D		
e. AWOL (5 consecutive days)	D				
<b>2. OFFICE DECORUM</b>					
a. Wearing improper uniform within a month	A	A	B	B	B
b. Wearing improper uniform more than 5x a month	C	C	D		
c. Unauthorized alteration of time card, knowingly punching the time card of another	C	C	D		

OFFENSES	DISCIPLINARY ACTION				
	1ST	2ND	3RD	4TH	5TH
employee or having one's card punched by another employee					
d. Gambling on company property/premises	B	C	C	D	
e. Vending, soliciting or collecting contributions for any purpose within company premises without authority from management	B	C	C	D	
f. Posting and/or removal of any matter on the bulletin board or company property unless authorized by Management	B	C	C	D	
g. Fighting, creating trouble, disturbing the peace and creating undue disturbance resulting in disrupting of work or apprehension among fellow employees within in the company premises	C	C	D		
h. Causing willful physical injury to any employee at anytime within the company	D				

OFFENSES	DISCIPLINARY ACTION				
	1ST	2ND	3RD	4TH	5TH
premises					
<b>3. PERFORMANCE</b>					
a. Incompetence or neglect of duties	B	C	C	D	
b. Insubordination/refusal to perform work connected with the employee's immediately supervisor or refusal to obey any reasonable order given by an employee's supervisor or by Management.	C	D			
c. Fraud or willful breach of trust in the conduct of one's job	D				
<b>4. SAFETY AND SECURITY</b>					
a. Contributing to unsanitary conditions or housekeeping	B	C	C	D	
b. Violating a safety rule or safety practice	B	C	C	D	
c. Willful or repeated violations in disregard of security regulations or carelessness in	C	D			

OFFENSES	DISCIPLINARY ACTION				
	1ST	2ND	3RD	4TH	5TH
handling and/or safeguarding of classified information					
d. Possession of firearms, fireworks or explosives in company property without permission from Management.	C	D			
e. Conduct of a criminal, dishonest or immoral nature, habitual use of intoxicant, drug addiction or conduct which would reflect unfavorably towards the company whether done within or outside work	D				
f. Possession of prohibited drugs or narcotics, consuming these items in company premises.	D				
g. Misrepresentation of physical condition or other important facts in seeking employment with ANSCOR	D				
h. Falsifying or forgery of company records and documents	D				

OFFENSES	DISCIPLINARY ACTION				
	1ST	2ND	3RD	4TH	5TH
i. Giving false testimony during official investigation authorized by the Company	D				
j. An attempt or act to cause damage or impair the work process, work operation/ activities of the Company or any of its section or department	D				
<b>5. ABUSE OF COMPANY PROPERTY</b>					
a. Unauthorized use or possession of Company properties such as machines, equipment, vehicle	B	C	C	D	
b. Vandalism or deliberate destruction or damage to company or to other employee's property	D				
c. Misappropriation of Company records and documents	D				

Other acts analogous to the cited offenses or as may be determined by management shall be dealt with accordingly imposing appropriate penalties.

## 7. PROCEDURES

### A. ON VERBAL WARNING

In instituting verbal warning as a disciplinary corrective action, the Department Head concerned or supervisor concerned in coordination with the Personnel Administration, shall point out to the erring employee the specific nature of the offense and advise the employee on the correct action to be taken in the future and the consequences he may suffer in case of repetition of the same or similar offense. In case a pay deduction for unworked time has to be made, the Personnel Administration shall advise the Accounting Department in writing accordingly.

### B. ON WRITTEN WARNING

In issuing a written warning as a disciplinary action, the Department Head/supervisor concerned or the Personnel Administration Department shall point out in writing the specific nature of the offense, with a warning that a repetition of the same or similar offense shall be subject to a more severe penalty. Copy of such written warning shall form part of the employee's personal file. Another copy shall be forwarded to the Accounting Department for pay deduction, if any.

### C. ON SUSPENSION, TERMINATION OR DISCHARGE

For offenses calling for penalties of suspension, termination or discharge, the Department Head concerned shall advise the Personnel Administration in writing on the circumstances of the case and his recommended action.

#### a. INITIAL ADVICE

Upon receipt of advice of an erring employee, the Personnel Administration shall advise in writing the

employee concerned of the charge against him and require the employee to submit within two (2) working days a written explanation why disciplinary action should not be taken against him.

**b. WRITTEN NOTICE UPON ADMISSION**

If the employee admits that the violation charge is correct, the Personnel Administration shall impose disciplinary action in consultation with the Department Head concerned by serving the employee a written notice. Copy of the written notice shall be filed with the employee's record file and another copy shall be sent to the Accounting Department for pay deduction in case of suspension or for terminal pay in case of discharge.

**c. FURTHER INVESTIGATION UPON DENIAL**

If the employee concerned denies commission of the violation charge, further investigation shall be conducted before any disciplinary action is taken against him. However, where the offense is grave and the penalty provided for is discharge, the erring employee may be placed on preventive suspension during the period of investigation and pending decision by Management on his case.

---