



PURPOSE:

In WHM, we recognize that rules and regulations are necessary to ensure discipline and guide employees in their job conduct and behavior. Discipline means working productively, harmoniously working with others, and behaving in an orderly manner. The primary objective of the Code of Discipline is for corrective rather than punitive purposes. Thus, a penalized employee must take a good and hard look of himself/herself vis-à-vis the quality standards set by the company. The sanctions revolve around the following:

- To reform or correct the action of the offender;
- To deter others; and
- To make the employee aware that it is the actual infraction being condemned and not himself/herself as a person

The Code of Discipline is implemented through due process at all times and every employee shall be given the opportunity to be heard. Responsibility to impose sanctions is a line function and as such should be initiated by the immediate supervisor.

The employee code of discipline is promulgated to define the framework of disciplinary actions for the guidance and compliance of employees in order to encourage self-discipline resulting to a peaceful, harmonious, and productive work environment.

SCOPE:

This applies to all employees of WHM regardless of employment status and irrespective of function or position.

Every employee has the duty to familiarize himself/herself with all the provisions of the code. Ignorance of or unfamiliarity with the provisions will not excuse any employee for violation/s committed.

Supervisory and managerial employees are held accountable for maintaining discipline and order within their scope of responsibility. They are given sufficient authority and power to act upon all reports of violations immediately.



PRESERVATION OF COMPANY PROPERTY

1. All office equipment and facilities furnished by the company should be handled properly and carefully and used only for the purpose intended.
2. The company provides each employee a comfortable work place, taking care of it is everyone's responsibility. Do not disfigure walls, doors, desks, tables and other office furniture by writing, making carvings or drawings on them.
3. Before leaving the work place, ensure that computers, monitors, printers and other office equipment are properly unplugged.
4. Damages, cracks/leaks, electrical malfunctions in the office/building, breakdowns in machine and equipment and other similar occurrences should immediately be reported to the General Services Department/Administrative Department so that the same may be promptly resolved or repaired.
5. Company property may not be taken out without prior authorization.
6. Employees are enjoined to be prudent in the use of office supplies. The use of company stationery and supplies for personal purposes is discouraged.
7. Use of photocopying machine shall be strictly for company business.
8. The company will not be responsible for the loss or theft of employee's personal effects. Employees are discouraged from keeping valuable belongings in their desks and cabinets. Duplicate keys will be provided for the department manager so that in case of emergency or in the absence of an employee, office desks may be opened when necessary.
9. It is everyone's civic duty to observe energy conservation. Employees should make it a habit to turn off electrical lights, air conditioners and other office equipment when not in use
10. Before leaving the workplace, employees should see to it that workplace standards are followed and ensure that all documents are properly secured.
11. If an employee happens to break or damage company property as a result of mishandling, repair/replacement shall be for the account of the employee.



HEALTH, SAFETY AND SECURITY

1. Every employee should be safety conscious and concerned with the preservation of health and good housekeeping in the workplace.
2. The work place must be kept neat, orderly and clean at all times. Take the initiative in ensuring the cleanliness of the work area even if it is beyond your working space.
3. Use comfort rooms and lavatories properly. Avoid clogging drains.
4. The company has a “clean air” policy and as such smoking is not allowed in company premises.
5. See the company physician or nurse promptly if you feel sick or suffer an injury before it becomes worse. Comply with the medical treatments and/or prescriptions.
6. Undergo the annual check-up with the TMDC on your anniversary date (or not later than June of each year) to ensure that you are fit to work and free from ailments.
7. To ensure the safety and protection of employees, office premises, properties and facilities, everyone is required to comply with the health, security and safety policies of TDG.

PERSONAL MATTERS

1. All employees should transact their personal business outside office hours to ensure that these activities do not interfere with their work or conflict with the interest of the company.
2. Receiving private visitors during office hours for reason not connected with the business of the company is discouraged and should be avoided.
3. Personal reading of materials and other publications other than those related to the business of the company or the employee’s job should not be done during office hours.
4. Personal telephone calls should be limited to matters of great importance or urgency. Employees are not allowed to charge toll fees for overseas or domestic



phone calls to the company unless this is related to the business of the company or a prior approval is given by the Department Manager.

5. Changes in personal as well as civil status shall be promptly communicated to the HRD / Administrative Department. Likewise, changes in telephone number, address, number of dependents, and other pertinent personnel - related information should be supplied to HRD /Administrative Department immediately.

HARMONIOUS WORKING ENVIRONMENT

1. Employees are encouraged to promote and embrace the core values of excellence, community, fairness, integrity and stewardship.
2. Enhance synergy and maintain harmonious relationships with all stakeholders. Work together in the spirit of teamwork, cooperation, and openness characterized by mutual respect, open dialogue and consultation, objectivity and professionalism.
3. Respect differences in perspectives and opinion, nurture and maintain an environment that encourages creativity and innovation.
4. Share information, best practices, expertise and resources within the organization and with other Member Companies.