

# CLASSIFICATION OF OFFENSES

**Effectivity Date: January 2021**

A	ATTENDANCE AND PUNCTUALITY	1 <sup>st</sup> offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
A1	Habitual Tardiness - (4) six times tardiness within a month or an accumulated tardiness of 120 minutes within a month	Verbal Warning	Written Reprimand	5 Days suspension	10 Days suspension	Dismissal
A2	Having undertime for more than four (4) times in a month	Verbal Warning	Written Warning	1 Day suspension	3 Days suspension	Dismissal
A3	Absence Without Official Leave (AWOL) – when an employee failed to notify and/or submit LOA form to the supervisor that he/she will not be reporting for work on the said schedule; when an employee’s request (verbal or written) was not approved by the supervisor but still did not report for work; failure to report for work upon expiration of leave without prior notice (1 count per day of AWOL)	5 Days suspension	15 Days suspension	Dismissal		
A4	Abandonment of work – leaving the work assigned area, unfinished task or leaving the workplace for no reason, without proper notification or authorization form the superior.	Written Reprimand	5 days Suspension	10 days Suspension	Dismissal	
A5	Sleeping during work hours	Written Reprimand	3 Days Suspension	5 days Suspension	10 days Suspension	Dismissal
A6	Abuse of breaktime in excess of authorized break period	Verbal Reprimand	Written Reprimand	5 days Suspension	10 days Suspension	15 days Suspension
A7	Failure to report for work during Holidays without valid reason after being scheduled to work accordingly to company policy	1 Day suspension	3 Days suspension	7 Days suspension	Dismissal	
A8	Failure to report for work during rest days and overtime work without valid reason after being scheduled to work accordingly to company policy	7 Days suspension	12 Days suspension	Dismissal		
A9	Claiming “absences” due to “illness” but later found to	1 Day suspension	3 Days suspension	7 Days suspension	Separation	

	have been malingering only (pretending to have been sick)					
A10	Habitual absenteeism – unexcused absences two (2) or more times within any 30-day calendar period with an obvious pattern	7 Days suspension	12 Days suspension	Separation		
A11	Excessive absenteeism – absences for four (4) or more times even with notice within 30-day calendar period	Separation				
A12	Not punching in/ out of work	Verbal Warning	Written Warning	1 Day suspension	3 Days suspension	Dismissal
A13	Punching in not wearing the prescribed uniform	Written Warning	1 Day suspension	3 Days suspension	Separation	
<b>B</b>	<b>PRESCRIBED WORK ATTIRE</b>	<b>DEGREE</b>				
B1	Failure to Wear the prescribed uniform, attired or proper look and/or grooming <ul style="list-style-type: none"> <li>• Having unkept hair, unshaven beard, moustache, or long and dirty fingernails</li> <li>• Having Dirty or un-ironed uniform</li> <li>• Having any color, highlights and tattoo that is visually exposed</li> <li>• Wearing jewelry or accessories while on duty</li> <li>• Failure to put on moderate make up</li> </ul>	Verbal Warning	Written Warning	1 Day suspension	3 Days suspension	Separation
<b>C</b>	<b>SECURITY, SAFETY, HEALTH AND SANITARY REGULATIONS</b>	<b>DEGREE</b>				
C1	Unauthorized possession or carrying of deadly weapons, explosive inside the company premises	Dismissal				
C2	Refusing to submit for inspection to superior or company authorized personnel	1 Day suspension	3 Days suspension	7 Days suspension	Separation	
C3	Failure to report any accidents or untoward incidents that had happened while on duty	1 Day suspension	3 Days suspension	7 Days suspension	Separation	
C4	Spitting, urinating, and performing any unhealthy or	Written Warning	5 days suspension	10 days Suspension	Dismissal	

	unnecessary acts, which contribute to poor housekeeping and unsanitary conditions					
C5	Smoking within the company premises, and gum chewing while on duty and in the presence of the customers	7 Days suspension	12 Days suspension	Separation		
C6	Failing or refusing to submit medical examination or requirements, certificate when required by the company	Written Warning	5 days Suspension	10 days Suspension	Dismissal	
C7	Littering/ contributing to unsanitary condition or poor housekeeping	1 Day suspension	3 Days suspension	7 Days suspension	Separation	
C8	Engaging in sabotage/ espionage	Separation				
C9	Entering restricted/ off-limits areas without permission	Written Warning	1 Days suspension	3 Days suspension	Dismissal	
C10	Misuse/ removal from premises w/o proper authorization of company's confidential records of any nature or any other company property.	Dismissal				
C11	Assisting any non-employee to enter Company premises without due permission from his superior. This shall include lending one's ID for the use or benefit of another	5 days Suspension	10 days Suspension	Dismissal		
C12	Unauthorized entry to any restricted area so designated by the company	Written Reprimand	5 days Suspension	Dismissal		
C13	Refusal to cooperate with security personnel in the performance of their duties	Written Warning	5 days Suspension	10 days Suspension Or dismissal		
C14	Failure to submit the Daily Health Declaration Form upon entry to the workplace	Written Reprimand	5 days Suspension	10 Days Suspension Or dismissal		
C15	Where necessary failure to secure official approval prior to entering the office premise	Written Warning	5 days Suspension	10 days Suspension Or dismissal		
C16	Loitering in other office areas needlessly or going to office areas where physical presence is not necessary	Written Warning	5 days suspension	10 days Suspension Or Dismissal		
C17	Non Disclosure of the actual health condition (including	15 days Suspension	30 days suspension	Dismissal		

	symptoms) before reporting to the workplace					
C18	Non-disclosure of known exposure to COVID+ or PUM or PUI	15 days Suspension	30 days suspension	Dismissal		
C19	Reporting to workplace without proper clearance from HR after undergoing TR-PCR or other health related tests	15 days Suspension	30 days suspension	Dismissal		
C20	Where appropriate, refusal to secure and failure to submit doctors clearance prior to reporting back to work	15 days Suspension	30 days suspension	Dismissal		
C21	Failure to observe health and safety protocols while onboard a company provided vehicle shuttle	15 days Suspension	30 days suspension	Dismissal		
C22	Failure observe health and safety protocol while in the workplace (e.g. avoiding temperature check, improper wearing of PPEs, non-compliance to social distancing, failure to leave office premise despite developments of symptoms while at work, others)	15 days Suspension	30 days suspension	Dismissal		
C23	Promoting unnecessary congregation such as eating meals together without proper distancing or PPEs, unprotected sharing of food, etc..	15 days Suspension	30 days suspension	Dismissal		
C24	Discussing / disclosing information about Covid positive or other health related cases and/or rumor mongering	15 days Suspension	30 days suspension	Dismissal		
C25	Falsification of COVID or other health related test results	15 days Suspension	30 days suspension	Dismissal		
<b>D</b>	<b>COMPANY PROPERTY AND INTEREST</b>	<b>DEGREE</b>				
D1	Intentional damaging and/ or attempting to damage and/or vandalizing company property, its operation and/or production process	Dismissal				
D2	Misuse or negligent use of company property resulting to damage, loss or wastage	7 Days suspension	12 Days suspension	Dismissal + payment		

D3	Unauthorized use or possession of company machine, tools, equipment, or vehicles regardless if for personal profit, gain or not	1 Day suspension	3 Days suspension	7 Days suspension	Dismissal	
D4	Relaying or revealing to any person the company finances or other confidential information, records, tools or equipment, sabotaging the products or changing the ingredients or recipes	Dismissal				
D5	Unauthorized disclosure and/or revealing companies classified information, trade secrets or permitting or assisting any person to access to such confidential information	Dismissal				
D6	FROM: Failure to report any breakages or loss of company property.  **Depends on the gravity of the offense & level of exposure	1 Day suspension	3 Days suspension	7 Days suspension	Dismissal	
D7	Failure of employee-user to immediately report any damage or defect of company equipment, machine etc. resulting in work disruption	2 days Suspension	10 days Suspension	Dismissal		
D8	Keeping of food products being sold by the company without going through the standard operating procedures	Separation				
D9	Eating, drinking, collecting products, condiments, garnishing, beverages sold by the company without authorization, proper documentation or not going through the standard process	Separation				
D10	Eating, drinking, and accepting any food or left over of members/ guests	1 Day suspension	3 Days suspension	7 Days suspension	Separation	
D11	Failure to endorse company property such as cash register, vehicle, office keys	1 Day suspension	3 Days suspension	7 Days suspension	Separation (Payment if with actual loss)	
D12	Robbery, theft, pilferage or Stealing or attempting to steal or its attempt in any	Dismissal				

	form from the company or from others, either in cash or in kind within the companies premises  ** without prejudice of filing criminal complaint					
D13	Misappropriation of company funds regardless of amount	Dismissal				
D14	Using the telephone for personal calls, whether incoming or outgoing unless given authority by the superior	Written Warning	1 Day suspension	3 Days suspension	Dismissal	
D15	Driving the company vehicle without proper authorization from the management	Dismissal				
D16	Accepting hitchhikers without proper authorization from the management	Dismissal				
D17	Putting up unauthorized posters, messages, and documents on bulletin board or place within the company premises or removing notices on bulletin boards or company property without management authority. Writing, carving, pasting or posting writings or drawings or other acts of vandalism.	Written Warning	5 days Suspension	10 days Suspension	Dismissal	
D18	Transferring, removing, or taking out of equipment or any Company property without authorization	Dismissal				
D19	Soliciting or accepting any favor, money, gifts or anything of value from anyone to perform an act prejudicial to the Company or as a condition for the performance of one's duty or if such favor might influence the employees impartiality in performing his job	Dismissal				
D20	Engaging, participating or involving one's self in any transaction, undertaking or business enterprise where such engagement, participation or involvement is in conflict with or improper	Dismissal				

	or prejudicial to the interest of the Company					
D21	Soliciting or collecting contributions, money or material objects, for any purpose not sanctioned by the Company or selling anything within the Company premise	3 days Suspension	5 days suspension	10 days suspension	Dismissal	
D22	Unauthorized offering or giving of discount or rebate to close a sale without the approval of Management	Dismissal				
D23	Having in ones possession any company property not duly assigned to him. Any employee caught with company property in his locker or possession shall be disputably presumed guilty under this violation unless such possession is sufficiently explained	Written Warning	10 days Suspension	Dismissal		
D24	Improper or incorrect use of handling of materials, tools, motor vehicle, equipment and others	Written Warning	10 days Suspension	Dismissal		
D25	Deliberately damaging or attempting to damage property of company officer or employees within company premises	10 Days Suspension	Dismissal			
<b>E</b>	<b>WORK PERFORMANCE</b>	<b>DEGREE</b>				
E1	Unable to perform the standard operating procedure due to negligence	1 Day suspension	3 Days suspension	7 Days suspension	Dismissal	
E2	Moonlighting/ rendering services for another employer without knowledge and approval of the management	Dismissal				
E3	From: Limiting output of a given job by slowing down speed of work or deliberately slowing down, hindering or limiting work output	5 Days suspension	10 Days suspension	Dismissal		
E4	Stopping work/ preparing to leave work before specified quitting time	7 Days suspension	12 Days suspension	Dismissal		

E5	Leaving the work area or post without permission of manager or supervisor	Verbal Warning	Written Warning	1 Day suspension	3 Days suspension	Dismissal
E6	Loitering or wasting time during work hours	Written Warning	1 Day suspension	3 Days suspension	Dismissal	
E7	Unauthorized use of guest facilities (swimming pools, gym, sports pavilion, dining table, bathroom, etc.)	Verbal Warning	Written Warning	1 Day suspension	3 Days suspension	Dismissal
E8	Favoritism, discrimination on the job and other similar offenses which will reflect negatively on the company	1 Day suspension	3 Days suspension	7 Days suspension	Dismissal	
E9	Presence in an area not included on job assignment	Written Warning	1 Day suspension	3 Days suspension	Dismissal	
E10	Gross negligence of performing duty resulting to loss or damage to the Company. This includes but not limited to evaluation with below standard results  ** Depends on the gravity of the offense and level of exposure	1 Day suspension	3 Days suspension	7 Days suspension	Dismissal	
E11	Any and/or all unauthorized transactions involving dealings with co-employees which may consist of selling, unofficial vending, soliciting, collecting for any purpose whatsoever	1 Day suspension	3 Days suspension	7 Days suspension	Dismissal	
E12	Holding unauthorized meeting during company time	1 Day suspension	3 Days suspension	7 Days suspension	Dismissal	
E13	Causing of loss time and/or money to the Company because of negligence or inefficiency in the performance	7 Days suspension	12 Days suspension	Dismissal		
E14	Neglecting or refusing after due demand or notice without justifiable reasons to immediately remit, reimburse or liquidate money, collections, or cash advances or return and/or deliver goods entrusted to him for his administration, or under any obligation to make delivery of or to return the same of which come to his possession without authority	7 Days suspension	12 Days suspension	Dismissal		



E15	Releasing or taking out from any place or storage or delivering more than what is authorized in the invoice, delivery or authority	Dismissal				
E16	Failure to work overtime after signing the overtime authorization form without valid justification	2 days Suspension	5 days Suspension	10 days Suspension	Dismissal	
E17	Failure to comply with standard operating procedures and established practices	Written Warning	2 days Suspension	5 days suspension	10 days Suspension	
E18	Willful disobedience or refusal without valid, justified reason to comply with or obey official, lawful order to carry out assigned duties or works	5 days Suspension	15 days Suspension	Dismissal		
<b>F</b>	<b>CO-EMPLOYEES, SUPERIORS AND MANAGEMENT</b>	<b>DEGREE</b>				
F1	Threatening to use physical force, fighting, provoking a fight, instigating a fight, whether on duty or not within company premises with no bodily injuries	15 days suspension	30 days suspension	Dismissal		
F2	Attempting to inflict harm or injury to fellow employees for any reason except unprovoked assault  ** depending on the gravity of the offense	30 days Suspension or Dismissal				
F3	Threatening, intimidating, coercing or harassing fellow employees.	15 days Suspension	30 days Suspension	Dismissal		
F4	Fighting inside the company premise that resulted in or inflicted bodily injury and/or destruction of company property	Dismissal				
F5	Sexual or verbal harassment, using offensive language, signs and behavior against anyone and using disrespectful or obscene language in speaking	Dismissal				
F6	Making false, offensive, vicious, malicious or disrespectful statement against an employee	10 days Suspension	30 days Suspension	Dismissal		

F7	Making false, vicious or malicious statement against the company or the management. This includes the use of social media	Separation				
F8	Failure to follow instructions of superior, whether said instruction was issued verbally or in writing	1 Day suspension	3 Days suspension	7 Days suspension	Dismissal	
F9	Willful disobedience or refusal without valid, justified reason to comply with or obey official, lawful order to carry out assigned duties or works	5 days Suspension	15 days Suspension	Dismissal		
F10	Insubordination – disobedience to lawful orders of the company or when an employee is refusing to accept work and change shift or work assigned by the superior or management.	Dismissal				
F11	Insulting or willful or showing disrespect to or on the honor of a supervisor or manager or improper conduct and acts of disrespect to visitors or guest	15 days suspension	30 days Suspension	Dismissal		
F12	Intentionally misleading a person by giving erroneous instruction, information or untrue statements, which cause violation or any wrong action to be taken by the recipient of the message	7 Days suspension	12 Days suspension	Dismissal		
F13	Breach of Trust and Confidence	Dismissal				
<b>G</b>	<b>CONDUCT, BEHAVIOR AGAINST PUBLIC MORALS</b>	<b>DEGREE</b>				
G1	Any acts against norms and morality, immoral conducts or indecency or any scandalous acts which affects the sensibilities of other employees and directly or indirectly affects the image of the Company (e.g. illicit relationship, scandalous	Dismissal				

	behavior, immoral practices, etc.)					
G2	Reporting to the place of work while under the influence of prohibited drugs or performing work while under the influence of drugs and/or Possession of narcotics or prohibited drugs inside the company premises	Dismissal				
G3	Reporting to the place of work while under the influence of liquor or any alcoholic beverages within company premises or drinking alcoholic beverage during worktime except on Company authorized occasions	15 days Suspension	Dismissal			
G4	Brining or attempting to bring inside the company premise alcoholic beverages except if the purpose is for company authorized occasions	Written Warning	5 days Suspension	10 days Suspension	Dismissal	
G5	Stealing or attempting to steal from the company client or co-employee	Separation				
G6	Failure to endorse assigned area to co-employee before taking a break/ meal	Written Warning	1 Day suspension	3 Days suspension	Dismissal	
G7	Giving false information regarding one's employment	Separation				
G8	Tampering or falsifying company records or documents such as sales receipts, order slip, daily time records, etc.	Separation				
G9	Engaging in disorderly conduct i.e Horse playing, scuffling, shouting, throwing things..etc and making insulting jokes or pranks to co-employees or act of demonstration causing confusion/distracting the attention of co-workers and guests alike	Written Warning	5 days Suspension	Dismissal		
G10	Eating while on duty	1 Day suspension	3 Days suspension	7 Days suspension	Dismissal	
G11	Staying inside the Company premises after timing out	Written Warning	1 Day suspension	3 Days suspension	Dismissal	

	(except with supervisor's approval)					
G12	Demanding, soliciting, and accepting directly or indirectly any sum of money or anything of value in consideration of any act of service connected within the performance of the employee's duties and responsibilities	Separation				
G13	Engaging in malicious gossip or rumor mongering	Written Warning	15 days Suspension	Dismissal		
G14	Engaging or playing any game of skill (i.e. board games, cards, etc..) within the company premise during working hours	Written Warning	2 days Suspension	10 days Suspension	Dismissal	
G15	Gambling in any form, promoting or assisting gambling operators, betting, lottery, or any game of chance within the company premise	7 days Suspension	15 days Suspension	Dismissal		
<b>H</b>	<b>DEALING WITH CLUB MEMBERS AND GUESTS</b>	<b>DEGREE</b>				
H1	Arguing with club members and guests for any reason	Separation				
H2	Not attending to a club member/ guest promptly or ignoring them	7 Days suspension	12 Days suspension	Dismissal		
H3	Failure to report club member/ guest complaint to the manager or supervisor	1 Day suspension	3 Days suspension	7 Days suspension	Dismissal	
H4	Disrespect towards club members/ guests or other business contacts of the Company	7 Days suspension	12 Days suspension	Dismissal		
<b>I</b>	<b>DISHONESTY</b>	<b>DEGREE</b>				
I1	Giving false testimony during an investigation or administrative fact-finding process	Dismissal				
I2	Falsification or any misinterpretation of personal records when applying for an employment	Dismissal				
I3	Any attempt to falsify or pad travel expenses, reports, receipts, invoices or any other documents upon which reimbursement is based	Dismissal				

14	Falsifying any written statement, record or documents or making false malicious or misleading written information regarding an employee, the Company or its services	Dismissal				
15	Engaging or conniving in anomalous transactions	Dismissal				
16	Bribery or offering or accepting anything of value in exchange for a job, work assignment, or favorable working condition of employment	Dismissal				
17	Favoring suppliers or customers or any other person in consideration of kickback or anything of value	Dismissal				
18	Unauthorized altering of time and attendance records	Dismissal				

Revision Date	Release Date	Revised by
January 2021	January 2021	Johann V. Ramirez