

# **CODE OF ETHICS**

CHINABANK INSURANCE BROKERS INC.

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## **I. OBJECTIVE**

Employees of the CIBI are hired based on trust and confidence. The CIBI expects the employees:

1. to work efficiently, diligently and loyally;
2. to exercise courtesy and dignity when conducting themselves on and off duty; and
3. to maintain high moral and ethical standards in public.

For this purpose, guidelines have been set to ensure that discipline and order is maintained for CIBI's respectable image. Thru this Code, CIBI hopes to awaken and sustain within the employees a sense of duty and a commitment to the virtues of honesty, integrity, prudence and responsibility, and to achieve job efficiency and effectiveness in the attainment of corporate goals.

## **II. COVERAGE**

The provisions of this Code shall apply to ALL employees of Chinabank Insurance Borkers Inc.:

1. Officers
2. Supervisors
3. Regular Employees
4. Probationary Employees

### **III. RESPONSIBILITIES**

#### **3.1 Responsibility of Supervising Officer**

Every officer/supervisor has the primary responsibility to enforce discipline within his jurisdiction and ensure the observance of the highest standards of competence, professionalism, courtesy, punctuality, attendance, effective and efficient performance of jobs and assignments, honesty, integrity, probity, teamwork and cooperation, from all his subordinates. He is responsible for informing his subordinates about the provisions of this Code and all other policies, rules and regulations and guidelines promulgated by the CIBI. Correspondingly, each officer/supervisor shall be given sufficient authority to effectively discharge the foregoing responsibilities.

#### **3.2 Responsibility of Employee**

Every employee shall be provided with a copy of this Code and shall be duly informed of any amendments or supplements thereto. It is the duty and responsibility of every employee to study and understand the provisions of this Code, including its amendments and supplements. Ignorance of or unfamiliarity with the provisions of this Code shall not be an excuse for violations.

### **IV. CODE OF ETHICS**

#### **4.1 HONESTY**

- a. All employees are expected to be honest and truthful in the performance of their jobs and their dealings with CIBI, its officers, employees, clients or suppliers. They should not be engage in any fraud, deceit, or any form of dishonesty, nor facilitate/aid in the commission of fraud, deceit or any form of dishonesty, nor conceal any act which constitutes fraud, deceit, or any form of dishonesty, which may directly or indirectly affect CIBI.
- b. Every employee of CIBI, must, at all times, furnish correct and complete information on documents and other papers deemed necessary by CIBI.
- c. Employees of CIBI must always exercise honesty in the performance of their duties. They must not use their positions for their own interest.

#### **4.2 COMPLIANCE WITH STANDARD OPERATING POLICIES AND PROCEDURES**

Employees of CIBI must comply with all established procedures of CIBI. These procedures were carefully designed to guard against losses and to assure effective operations at all times.

Violations on operating procedures will be dealt with according to CIBI's Operations Policies and Procedures (OPPMs), Insurance Commission (IC) and other government agencies' rules and regulations and other written policies, guidelines, or instructions issued by Senior Management, Management Committee, Head of Divisions/Groups/Departments or Branch Managers as circularized, subject to the penalty provision of this Code.

#### **4.3 PROPER CONDUCT AND BEHAVIOR**

Employees are expected to conduct their official and personal business with proper decorum to protect the name and goodwill of China Banking Corporation. They are expected to conduct themselves properly at all times, within or outside CIBI premises, on or off duty. Employees should avoid any act that may embarrass or discredit the CIBI.

#### **4.4 HIGH MORAL STANDARDS**

Employees should maintain high moral standards of behavior and must refrain from indecent, lewd and immoral acts which could give occasion for scandal or loss of confidence in CIBI.

#### **4.5 WORK RESPONSIBILITIES**

- a. Employees of CIBI are expected to perform their assigned tasks during their scheduled hours of work and at their designated work area.
- b. Employees of CIBI are expected to exercise efficiency in the performance of their duties. Acts of negligence or carelessness resulting in administrative/operational difficulty or prejudice to CIBI is a violation of this provision.

#### **4.6 INSUBORDINATION**

Every employee must comply with and perform all legal directives and instructions of duly authorized superiors to ensure productivity and efficiency which are essential to the attainment of CIBI's corporate objectives.

#### **4.7 CONFLICT OF INTEREST**

Conflict between the interest of CIBI and the interest of the employees should be avoided at all times. In cases of conflict, the interest of CIBI should prevail.

#### **4.8 ATTENDANCE AND PUNCTUALITY**

All employees are required to be punctual and regular in their attendance. They are expected to be at work during their working hours, except during authorized breaks.

#### **4.9 OFFICE ATTIRE**

Due to the nature of CIBI's business, it is imperative that employees come to work in proper attire, in accordance with the guidelines issued by its Human Resource Management & Development Division (HRMDD). Proper attire lends respectability and dignity to both the employee and CIBI.

#### **4.10 WEARING OF SECURITY IDENTIFICATION CARDS**

For security and identification purposes, all employees are required to wear their CIBI Identification Cards upon entering CIBI and while within CIBI premises.

#### **4.11 CIBI PROPERTY**

Using CIBI property for a private purpose other than officially approved activity is prohibited. Furthermore, employees are required to protect and conserve CIBI property, including equipment and supplies entrusted to them.

#### **4.12 SAFETY AND SECURITY**

Employees of CIBI must promote safety and security within CIBI premises. They are required to abide by the safety rules and regulations of CIBI.



## **V. OFFENSES AND PENALTIES**

### **5.1 OFFENSES**

- 5.1.1 Acts or omissions which violate CIBI operational procedures
- 5.1.2 Acts prejudicial to the interest of CIBI, its image, name, property or goodwill, stockholders, officers, employees, clients or the public in general, whether or not these are explicitly defined.
- 5.1.3 A crime or an illegal act.
- 5.1.4 Acts as enumerated in this Code of Ethics, Personnel Policies or those which are similar thereto.

### **5.2 DEGREE OF OFFENSES**

The seriousness of an offense is determined by a combination of factors which include the subject matter of the act or omission and the actual harm resulting from the act or omission. The following factors, which may however not be an exclusive enumeration, are usually considered in determining the degree of seriousness of an offense:

#### **5.2.1 FIRST DEGREE OFFENSES**

- characterized by wantonness, deliberate intent or gross negligence
- involve sums of money, confidential information, or what is generally regarded as substantial matter as may be determined by CIBI
- can be occasion for public scandal and consequent erosion of confidence (e.g. dishonesty, habitual drunkenness, immorality)
- maliciously intended or deliberately planned (whether the intended harm is achieved or not)
- result in serious financial loss or administrative/operational difficulty, damage to CIBI property, corporate embarrassment for CIBI, or physical harm to its stockholders, officers or employees
- seriously undermine duly constituted authority
- gross and habitual disregard for established procedure or neglect of assigned responsibilities

#### **5.2.2 SECOND DEGREE OFFENSES**

- unconcern for the interests of CIBI
- repeated violations within a relatively short period of time of what otherwise would be a minor offense
- culpable commission or omission of an act which results in any of the consequences enumerated in Section 5.2.1, though to a lesser degree, as determined by CIBI.

### 5.2.3 THIRD DEGREE OFFENSES

- involve an infraction of a rule or procedure which may not result in any of the above consequences (i.e. financial loss, administrative/operational difficulty, damage to CIBI property, corporate embarrassment or physical harm)
- an omission or an oversight rather than a positive wrongdoing
- a mistake or an act of negligence which does not result in a serious inconvenience either to another person or to CIBI

## 5.3 RULES AND REGULATIONS

The penalties indicated for each group of offenses in this Code should under normal circumstances, be the penalties imposed. This is to ensure uniformity in the application of sanctions and to ensure that the disciplinary actions enforced are neither too lax nor too severe.

It is understood that any offense included in this Code, either explicitly or by reference, shall be punishable if it is committed deliberately or through negligence and without justifiable cause or excuse. Unless explicitly stated, the presence of aggravating circumstances shall increase the severity of the penalty, and the presence of mitigating circumstances shall reduce it.

**Mitigating circumstances** shall mean those circumstances by virtue of which the penalty incurred by a person who commits an offense is lessened or made less severe. Such circumstances shall include an employee's past performance with CIBI, his degree of participation, the lack of prior offenses in his record of employment and, in general, any circumstances which in the judgment of Management justify the imposition of a penalty less severe than that provided.

**Aggravating circumstances** shall mean those circumstances by virtue of which the penalty incurred by a person who commits an offense is increased or made more severe. Such circumstances shall include the employee's past record of offenses, the frequency of his offenses adverse publicity to CIBI caused by the offense, and, in general, any circumstances which in the judgment of Management justify the imposition of a penalty more severe than that provided.

## **5.4 KINDS OF PENALTIES**

### **5.4.1 VERBAL REPRIMAND**

This penalty is an oral warning calling attention to the offense and counseling the offender that repetition of such violation in the future would automatically necessitate the issuance of a written reprimand.

### **5.4.2 WRITTEN REPRIMAND**

This penalty is a written notice calling attention to the offense and warning the offender against repetition of such violation in the future. The written reprimand should contain a summary of the events requiring the imposition of this penalty.

Copy of notice should be acknowledged by the erring employee and made part of his 201 file.

### **5.4.3 SUSPENSION**

This penalty is a physical detachment from service for a designated period not to exceed thirty (30) calendar days without pay depending on the gravity of the violation. Suspension deprives the employee of his pay and benefits during the period of suspension. The employee should be given a written notice of the period of suspension indicating the exact dates to be covered and the particular acts or omissions constituting the grounds for imposition of this penalty.

Copy of notice should be acknowledged by the erring employees and made part of his 201 file.

### **5.4.4 DISMISSAL**

This penalty is a dishonorable separation from the service of CIBI where the employee automatically forfeits all benefits which would normally accrue to him on retirement or separation for reasons other than for just cause. The employee should be furnished a written notice stating the particular acts or omissions constituting the grounds for his dismissal.

Copy of notice should be acknowledged by the erring employee and made part of his 201 file.

## 5.5 EFFECTS OF PENALTIES ON PERFORMANCE RATING AND PROMOTIONS

Penalties imposed have adverse effects on promotion and performance ratings for a given period. The following effectivity periods are specified to protect employees from being unduly penalized beyond such periods:

PENALTY	EFFECT ON PROMOTION	EFFECT ON PERFORMANCE RATING	EFFECTIVITY PERIOD
Written reprimand	No promotion	No rating higher than "Satisfactory"	For 6 months from date penalty was imposed
Suspension of not more than 10 working days	No promotion	No rating higher than "Satisfactory"	For 18 months from date penalty was imposed
Suspension of more than 10 working days	No promotion	"Unsatisfactory" rating	For 24 months from date penalty was imposed

## VI . SCHEDULE OF PENALTIES

**TABLE 6.1 HONESTY**

VIOLATIONS	PENALTIES		
	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>rd</sup> OFFENSE
1. Stealing or attempting to steal from the CIBI of from others within CIBI premises	Dismissal		
2. Misappropriation / malversation of CIBI funds or assets	Dismissal		
3. Failure upon demand to turn over CIBI funds/assets entrusted by clients to CIBI	Dismissal		
4. Usurping or misrepresenting authority of CIBI officers that may cause damage to CIBI	Dismissal		
5. Fraud, soliciting money, gifts, shares, benefits or favors from any person or through mediation of another as a condition for the performance of one's duty	Suspension / Dismissal	Dismissal	
6. Unauthorized intervention in any matter pending with CIBI in which the employee, his spouse or any of his relatives or friend have a direct interest	Suspension / Dismissal	Dismissal	
7. Falsifying personal and/or other records, either upon applying for employment or during employment	Dismissal		
8. False sick leave application (Malingering)	Dismissal		
9. Tampering or altering of time cards and attendance record	Dismissal		

10. Tampering or altering vouchers, receipts, tickets & the like for reimbursement of out-of-pocket expenses	Dismissal		
11. Falsifying CIBI records or documents and tampering* with CIBI equipment or facilities for the purpose of defrauding CIBI or to commit a dishonest act	Dismissal		
12. Using Fraudulent means such as tampering of receipts of appliances purchased, fabrication of certifications of hospitalization expenses incurred and the like, in order to qualify for and/or secure loans under any of the features of the Bank's Loan Program, which would otherwise not be covered by it and misuse of loans proceeds	Suspension & Permanent Disqualification from availment of benefits program / Dismissal	Dismissal	
13. Punching another's time card or logging another person's time in or out in the record book	Dismissal		
14. Allowing others to punch your time card or log your time in or out in the record book	Dismissal		
15. Planting evidence against another employee for the purpose of unduly imputing crime of the commission of an offense under this Code against the latter or of evading responsibility for the commission of the crime/offense under this Code	Dismissal		
16. Giving this testimony or submitting false sworn statement during an investigation	Dismissal		
17. Concealment of defective work which may or may not result in loss or prejudice to CIBI	Written Reprimand / Suspension	Suspension/Dismissal	Dismissal
18. Concealment of one's knowledge to the commission of fraud, deceit or other forms of dishonesty	Suspension	Suspension/Dismissal	Dismissal

*\*to meddle especially for the purpose of altering, misusing, etc.; to engage secretly or improperly in something*

**TABLE 6.2 COMPLIANCE WITH STANDARD OPERATING PROCEDURES**

VIOLATIONS	PENALTIES			
	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>TH</sup> OFFENSE
1. Infraction of CIBI procedures in handling any CIBI transaction or work assignment which results in a loss or probable loss	Written Reprimand/ Suspension *	Suspension/ Dismissal *	Dismissal*	
2. Infraction of CIBI procedures in handling any CIBI transaction which did not result to a loss.	Counseling	Written Reprimand	Suspension/ Dismissal	Dismissal

*\*With Restitution, if warranted.*

**TABLE 6.3 PROPER CONDUCT AND BEHAVIOR**

VIOLATIONS	PENALTIES		
	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
1. Willful disrespect/insult to superiors	Written Reprimand / Suspension	Suspension / Dismissal	Dismissal
2. Offering or receiving money or other valuable consideration in exchange for a job, position or better working condition	Suspension / Dismissal	Dismissal	
3. Offering, soliciting or receiving anything of value to perform any act/activity prejudicial to the interest of CIBI	Suspension / Dismissal	Dismissal	
4. Borrowing/solicitation of personal business from clients	Suspension / Dismissal	Dismissal	
5. Commission of an act which is or may constitute a crime	Dismissal		
6. Willful misconduct in the performance of duty whether or not CIBI suffers a loss	Suspension / Dismissal*	Dismissal*	
7. Fighting or attempting bodily harm on any person except in self-defense while in the CIBI premises or while performing work for CIBI inside or outside of CIBI premises or during CIBI sponsored activities or occasions	Suspension / Dismissal	Dismissal	

8.	Committing physical force or violence or inflicting bodily harm on co-employees or other persons within CIBI premises or while performing work for the CIBI inside or outside of CIBI premises or during CIBI sponsored activities or occasions	Suspension / Dismissal	Dismissal	
9.	Malicious mischief or horseplay resulting in injury to persons or destruction of CIBI property or any other property for which CIBI may be held liable.	Written Reprimand / Suspension*	Suspension / Dismissal*	Dismissal*
10.	Provoking, encouraging if not actually engaging in any form of quarrel within CIBI premises or while performing work for CIBI inside or outside of CIBI premises or during CIBI sponsored activities or occasion.	Written Reprimand / Suspension	Suspension / Dismissal	Dismissal
11.	Threatening, intimidating or coercing of other employees in CIBI, clients and other parties doing business with CIBI, whether it involves only the use of threatening or profane language or physical violence which may or may not adversely affect CIBI's interest	Written Reprimand / Suspension	Suspension / Dismissal	Dismissal
12.	Engaging in horseplay during work hours	Written Reprimand	Suspension / Dismissal	Dismissal
13.	Inciting or participating in disorders/illegal activities	Suspension / Dismissal	Dismissal	Dismissal
14.	Serious insult or willful disrespect to any employee or persons / clients transacting business with CIBI within CIBI premises or while discharging official functions	Written Reprimand / Suspension	Suspension / Dismissal	Dismissal
15.	Rumor mongering or circulating untrue or confidential information affecting the interest of CIBI, its directors, stockholders, officers or employees	Written Reprimand / Suspension / Dismissal	Suspension / Dismissal	Dismissal
16.	Taking part in any gambling, lottery or any other game of chance on CIBI time or in the work premises	Written Reprimand / Suspension	Suspension / Dismissal	Dismissal
17.	Reporting for work while under the influence of liquor and/or prohibited drugs	Written Reprimand / Suspension / Dismissal	Suspension / Dismissal	Dismissal
18.	Drinking liquor within CIBI premises, except on occasions and in locations	Written Reprimand	Suspension /	Dismissal



authorized by the CIBI	/ Suspension	Dismissal	
19. Unfitness for work due to excessive drinking of alcoholic beverage	Written Reprimand / Suspension	Suspension / Dismissal	Dismissal

*\*With Restitution, if warranted.*

**TABLE 6.4 HIGH MORAL STANDARDS**

VIOLATIONS	PENALTIES		
	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
1. Unauthorized use or possession of prohibited / regulated drugs within CIBI premises and paraphernalia, improvised or otherwise for the administration of the said drug	Dismissal		
2. Selling or inducing any employee or person to take prohibited/regulated drugs within the CIBI premises except when duly authorized for medical reasons	Dismissal		
3. Distribution of pornographic viewing or reading materials within the CIBI premises	Written Reprimand / Suspension	Suspension / Dismissal	Dismissal
4. Engaging in indecent, lewd and immoral acts which could give occasion for scandal or loss of confidence in the CIBI	Verbal Reprimand / Written Reprimand	Written Reprimand / Suspension	Suspension / Dismissal
5. Sexual Harassment as defined in Republic Act No. 7877(Anti-Sexual Harassment Act of 1995)	Suspension	Dismissal	

**TABLE 6.5 WORK RESPONSIBILITIES**

VIOLATIONS	PENALTIES				
	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
1. Dereliction of duty whether or not CIBI suffers a loss.	Written Reprimand /	Suspension / Dismissal*	Dismissal*		

2. Furnishing of incorrect or misleading data to employers or persons duly authorized to ask, receive or secure such information as a consequence of the employee's neglect or failure to conduct the proper research, investigation or verification of facts.	Suspension*				
3. After having access to information, failure to report immediately any loss or pilferage from which CIBI has suffered.	Written Reprimand / Suspension*	Suspension / Dismissal*	Dismissal*		
4. Failure to inform or advise higher authority or superior of any inducement, instructions or order from an employee, a superior or other high-ranking officer, or clients/suppliers/ other parties to commit any violation of CIBI's rules, procedures or policies	Written Reprimand / Suspension*	Suspension / Dismissal*	Dismissal*		
5. Losing/misplacing CIBI's records which cause prejudice to the CIBI	Written Reprimand / Suspension	Suspension / Dismissal	Dismissal		
6. Allowing one's self to be relieved by another known to be under the influence of liquor or narcotics	Written Reprimand / Suspension*	Suspension / Dismissal*	Dismissal*		
7. Willful holding back, slowing down, hindering, limiting of work output	Written Reprimand / Suspension*	Suspension / Dismissal*	Dismissal*		
8. Wasting time/loitering/loafing or sleeping during working hours	Verbal Reprimand	Written Reprimand	Suspension	Suspension/ Dismissal	Dismissal
9. Attending to personal matters for gain during office hours	Written Reprimand	Suspension	Suspension/ Dismissal	Dismissal	
10. Frequently receiving personal visitors or making personal telephone calls during office hours.	Verbal Reprimand	Written Reprimand	Suspension	Suspension/ Dismissal	Dismissal

*\*With Restitution, if warranted.*

**TABLE 6.6 AUTHORITY AND SUBORDINATION**

VIOLATIONS	PENALTIES			
	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>th</sup> OFFENSE
1. Willful disobedience to the lawful orders of superiors in connection with duties resulting in the disruption of CIBI operations and activities	Written Reprimand / Suspension*	Suspension / Dismissal*	Dismissal*	
2. Failure to carry out lawful orders or instructions of superiors.	Verbal Reprimand / Written Reprimand*	Written Reprimand / Suspension*	Suspension / Dismissal*	Dismissal*

\*With Restitution, if warranted.

**TABLE 6.7 CONFLICT OF INTEREST**

VIOLATIONS	PENALTIES		
	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
1. Having work competitive with CIBI	Written Reprimand	Suspension / Dismissal	Dismissal
2. Engaging directly or indirectly, in financial transactions as a result of, or primarily relying upon "insider information"	Written Reprimand / Suspension	Suspension / Dismissal	Dismissal
3. Having direct or indirect financial interests that conflict or appear to conflict with his duties and responsibilities as an employee of CIBI	Written Reprimand / Suspension	Suspension / Dismissal	Dismissal
4. Unauthorized disclosure / divulging of CIBI secrets, confidential information / matters	Suspension / Dismissal	Dismissal	
5. Engaging in other work outside of CIBI, without the CIBI's written permission	Written Reprimand / Suspension	Suspension / Dismissal	Dismissal

**TABLE 6.8 ATTENDANCE AND PUNCTUALITY**

VIOLATIONS	PENALTIES			
	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>th</sup> OFFENSE
1. Absence without official leave up to two (2) working days	Written Reprimand with Warning	Suspension (5 days) with Severe Written Reprimand & Last Warning	Dismissal	
2. Absence without official leave from three (3) to five (5) working days	Suspension (5 days) with Severe Written Reprimand & Last Warning	Dismissal		
3. Absence without official leave from six (6) to seven (7) working days	Dismissal			
4. Seven (7) or more tardiness	Written Reprimand*	Suspension (3 days)*	Suspension (7 days) */ Dismissal	Dismissal*

*\*If offense is incurred within a three-month period*

**TABLE 6.9 OFFICE ATTIRE**

VIOLATIONS	PENALTIES			
	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>th</sup> OFFENSE
1. Improper Office Attire	Verbal Reprimand / Written Reprimand	Written Reprimand / Suspension (1 day)	Suspension (1 to 3 days) With Final Warning	Dismissal

**TABLE 6.10 WEARING OF SECURITY IDENTIFICATION CARDS**

VIOLATIONS	PENALTIES			
	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>th</sup> OFFENSE
1. Failure to wear Security Identification Card within CIBI premises	Written Reprimand	Suspension (1 day)	Suspension (2 days)*	Suspension (3 days)*

*\* If offense is committed within a one-month period*

**TABLE 6.11 CIBI PROPERTY**

VIOLATIONS	PENALTIES			
	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>th</sup> OFFENSE
1. Unauthorized use of CIBI property / resources	Verbal Reprimand	Written Reprimand*	Suspension*	
2. Intentionally destroying, vandalizing, sabotaging or damaging CIBI's property or any property for which CIBI may be held liable including equipment and/or devices	Suspension / Dismissal*	Dismissal*		
3. Improper or incorrect use of equipment or its parts which leads to the damage or potential damage of said property	Verbal Reprimand	Written Reprimand*	Suspension*	
4. Failure to report loss or damage of company property	Written Reprimand / Suspension*	Suspension / Dismissal*	Dismissal*	
5. Putting up unauthorized posters, messages, propaganda on the walls, bulletin boards, or similar	Verbal Reprimand	Written Reprimand	Suspension	

places within the CIBI premises				
6. Unauthorized removing of company memos, posters from company bulletin boards	Verbal Reprimand	Written Reprimand	Suspension	

*\*With Restitution, if warranted*

**TABLE 6.12 SAFETY AND SECURITY**

VIOLATIONS	PENALTIES			
	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE	4 <sup>th</sup> OFFENSE
1. Unauthorized use / possession of firearms or any prohibited / deadly weapons/banned/hazardous objects (ex. Firearms) within CIBI premises	Dismissal			
2. Carelessness resulting to bodily harm and/or injury to co-employees	Verbal Reprimand	Written Reprimand	Suspension / Dismissal	Dismissal
3. Failure to observe CIBI safety / security rules and regulations except those covered under Table 6.7 #4	Written Reprimand / Suspension	Suspension / Dismissal	Dismissal	
4. Holding any unauthorized meeting or those which are held without securing permission from head of team/department/ or branch managers within the CIBI premises	Written Reprimand / Suspension	Suspension / Dismissal	Dismissal	

## **VII. IMPLEMENTATION OF PENALTIES**

### **7.1 SPIRIT OF IMPLEMENTATION**

It is important to understand and uphold the spirit behind the implementation of these rules and regulations. Although disciplinary action may be imposed for violation of these rules and regulations, the *overall intent is more of prevention of the infraction rather than the administration of the penalty.* Penalties

should be resorted to only to the extent necessary. Sanctions should be imposed to restore discipline and to correct improper conduct and should never serve as a mere reprisal.

All employees must be given due process. In the investigation of cases, the responsible authorities should be impartial and open-minded to ensure uniformity and fairness in the imposition of penalties. Action must be timely, but circumspect.

## **7.2 GENERAL GUIDELINES**

### **7.2.1 Summary Proceedings**

Administrative investigations and other proceedings shall be expeditiously conducted and shall be summary in nature. They shall not be governed by the strict technical rules of procedure or by the rules on evidence applied in judicial proceedings. However, the findings of administrative investigations shall be based on such relevant evidence as a reasonable mind might accept as adequate to support a conclusion.

### **7.2.2 Timeliness of Penalties**

Disciplinary action or penalties, when found warranted by evidenced and after observing due process, should be imposed immediately or as soon as possible after the offense is committed or discovered.

### **7.2.3 Uniformity of Penalties**

Discipline shall be imposed consistently. It shall be applied uniformly to offenders similarly situated regardless of rank or position within CIBI. The same sanctions shall be applied on any offender for offenses committed under similar facts and circumstances. Like penalties shall be imposed for like offenses; unless by reason of the employee's prior record of offenses and the progressive nature of penalties, a graver penalty should be meted.

### **7.2.4 Imposition of Discipline**

The imposition of disciplinary action and of penalties shall be impersonal. Disciplinary actions and penalties are directed at the offender's punishable acts or omissions, not at his person or personality. As a rule, the offense alone, together with mitigating and/or aggravating circumstances, shall be the measure of the penalty to be imposed.

### **7.2.5 Restitution/Forfeiture of Benefits**

Restitution may be imposed independently or together with any other penalty in case of loss or damage to the property of CIBI, its employees, clients or other parties doing business with CIBI. CIBI may recover the amount involved by means of salary deduction or whatever legal means that will prompt offenders to pay the amount involved. But restitution shall in no way mitigate the penalties attached to the violation or infraction.

Forfeiture of benefits/privileges may also be effected in cases where infractions or violations were incurred in connection with or arising from the application/ availment thereof.

### **7.2.6 Cumulative Record**

An employee's record of offenses shall be cumulative .The penalty for an offense shall be determined on the basis of his part record of offenses of any nature, or the absence thereof. The more habitual an offender has been, the greater shall the penalty be for the latest offense. Thus an employee may be dismissed if the number of his past offenses warrants such penalty in the judgment of Management even if each offense considered separately may not warrant dismissal. On the other hand, due regard shall be given to the length of time between commissions of individual offenses to determine whether the employee's conduct may indicate occasional lapses (which may nevertheless require sterner disciplinary action) or a pattern of incorrigibility.

### **7.2.7 Right to Hearing and Defense**

An employee shall be informed, within reasonable time and in writing, of his alleged misconduct or infractions. Any employee charged with an offense shall be afforded ample opportunity to be heard and, if he so desires, to defend himself with the assistance of his counsel but he shall not be allowed to unduly delay the administrative proceedings and the final resolution of the case.

## **7.3 IMPLEMENTATION OF DISCIPLINARY ACTION**

The immediate supervising officer is responsible for implementing the approved disciplinary action.

## **VIII. OTHERS**

**8.1** Penalties imposed by law for the infractions or violations of ordinances, decrees or other laws or regulations shall not be a bar to the imposition of internal CIBI sanctions; likewise, any CIBI sanction shall not be a bar to legal remedies, where warranted.

**8.2** Restoration of monetary losses or repair of damage to property should always be stated clearly in the memorandum imposing the disciplinary action.



**8.3** Implementing authorities must furnish HRMDD with original copies of notices of disciplinary action for 201 files so that their effects on promotions and performance ratings may be monitored.

**8.4** CIBI reserves the right to impose penalties for violations not enumerated above, on a case-to-case basis.

**8.5** Management, in the exercise of its sole and exclusive prerogative, may add, delete, amend and/or revise this Code of Ethics.

**8.6** Where the offense involved partakes of the nature of a criminal offense, HRMDD shall notify Legal Group of the case in writing. The Legal Group shall have the responsibility of coordinating with CIBI's external counsel.

## **IX. EFFECTIVITY**

This Code takes effect on **November 01, 2022**. All standing policies and work rules not inconsistent herewith shall supplement this Code.