

No. 000079

EMPLOYEES' CODE OF DISCIPLINE



Philippine Public School Teachers Association

245 Banawe Street, Quezon City

EMPLOYEES' CODE OF DISCIPLINE

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Vision

PPSTA shall always be the foremost teachers' association and financial security provider preferred by public school teachers because it embodies their personal and professional aspirations; helps them to realize those aspirations; and champions the values that teachers impart and stand for.

Mission

As the foremost teacher association and financial security provider preferred by public school teachers, PPSTA aims to actualize its service motto "Teacher you're a hero, PPSTA cares for you" by:

- Providing career and professional advancement opportunities through scholarship and other competency-building programs;
- Providing optimum insurance, retirement, loans, and other financial services and benefits to uplift members' standard of living;
- Providing excellent customer service through competent, well-motivated service personnel and properly equipped and empowered organization.

Core Values

In PPSTA we are always guided with our core values incorporated in the Acronym of the association

Pro-active

The joyful willingness to take initiatives in the service of the Organization and its customers.

Prudence

The virtue that disposes practical reason to discern our true good in every circumstances and to choose the right means of achieving it, because it is just, fair and proper

Service Excellence

The quality of having a true servant's heart, going extra mile and performing with consistent energy and quality at all times.

Trustworthy

The principle of honesty, transparency and integrity in our actions born out of our moral vision of goodwill among men.

Accountability

The moral fortitude of doing our tasks conscientiously and highest excellence and then the willingness to take responsibility for the outcome of our work and our actions.

FOREWORD

An employee is more than just a worker. At PPSTA, he/she is a colleague and partner in the achievement of the goals and objectives of the company. Therefore, the growth and success of PPSTA is highly dependent on the quality of the relationship among all employees, and the effort that we exert together in delivering our services to our members.

Our common goal since the establishment of PPSTA in 1947 is to provide financial security, career and professional advancement, provide optimum social security insurance, retirement and other financial services and provide excellent customer service to our members.

PPSTA's bouncing back towards growth is giving us new lessons in doing business. Indeed, if we continue to work hard, serve the needs of our members, and correct/improve our way of doing business, PPSTA will continue to grow, succeed and ensure the social, professional and financial security of its members.

The development of this Code of Discipline is part of our efforts to improve our corporate governance and quality of doing business. We feel that it is now time to professionalize our workforce and the way we are running PPSTA.

This Code will give us a better understanding and appreciation of our policies and procedures, the terms and references of our employment, the management of discipline within our organization, and our way of doing the many things necessary to make our organization effective and efficient.

With these, we expect improvement not only within our organization, but also within ourselves, and our relationships with our members and colleagues.

PPSTA is our business, our livelihood, our partner and ... our future!

Bayani ka, Gurong Pilipino. Ang PPSTA, kumakalinga sa iyo!"

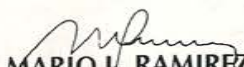

MARIO L. RAMIREZ
President

TABLE OF CONTENTS

Statement of Policy	5
Basic Objectives	5
Procedures for Implementing Discipline	6
Types of Penalties	7-9
Infractions and Penalties	9
List of Offenses and their Penalties	10-23
Other Infraction	24



CODE OF DISCIPLINE

1. Statement of Policy

This Code of Discipline is established to maintain a safe, healthy, and productive working atmosphere for everyone. The disciplinary measures for infractions, violations, and offenses are designed to be corrective and deterrent in nature, and shall be effective within a TWELVE (12) MONTH period. Within the twelve (12) month period, any repetition of the same offense and/ or commission of other offenses will subject the concerned employee to a higher or more severe penalty.

2. Basic Objectives

This Code of Discipline has the following objectives:

- 2.1 To inform and remind everyone of the expected standards of conduct and behavior at the workplace and their relationship with others;
- 2.2 To implement a clear and consistent policy on offenses and penalties in order to avoid any problem arising from subjective interpretations.

code of discipline

- 2.3 To establish a consistent procedure in handling and managing organization discipline and ensure observance of DUE PROCESS OF LAW at all times.

3. Procedures for Implementing Discipline

In implementing this Code of Discipline, a Discipline Committee shall be formed.

The company, through the Discipline Committee, shall implement a progressive (STEP LADDER) type of discipline procedure in implementing disciplinary actions. These STEPS are the following:

- Step 1** - Verbal Warning
- Step 2** - Written Warning
- Step 3** - Light Suspension
- Step 4** - Severe Suspension
- Step 5** - Dismissal or Termination of Employment

However, the company recognizes that there may be certain types of infractions or offenses wherein the entire STEPS may be shortened or may NOT APPLY at all due to the gravity of the offense committed. These infractions or offenses are explicitly provided for in Article 282 of the Labor Code. When this happens, the concerned employee may be separated immediately after the FIRST OFFENSE or violation.

In all cases, the DUE PROCESS OF LAW mandated by the Labor Code of the Philippines shall apply. NO employee of the company shall be separated from service illegally.

The DUE PROCESS of LAW procedures shall involve the following steps at all times, i.e. **TWIN NOTICE** and **HEARING – IN BETWEEN**:

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1. The employee shall be **INFORMED in WRITING** (first notice) about the case/s being charged or brought against him/ her; then
2. The employee shall be **GIVEN the OPPORTUNITY to EXPLAIN** his side (in WRITING) of the case and/ or be **HEARD** by his Immediate Superior, and/ or the Discipline Committee; and
3. The employee shall be **INFORMED in WRITING** (second notice) **about** the results of the investigation, hearing, and **decision on the case** through the issuance of a **Personnel Action Memorandum** on the matter.

MOREOVER, when the CASE involves TERMINATION of employment or SEVERE SUSPENSION, the employee shall be given the OPPORTUNITY to APPEAL his case to the Discipline Committee and/ or the President and the Board of Trustees. A procedure for appeals shall be formulated for this purpose.

4. Types of Penalties

The following shall be the penalties that will be imposed depending on the nature of the offense and the frequency of the infraction:

4.1 Verbal Warning

This is a one-on-one meeting, between the employee and the immediate superior to discuss the problem areas and ways of improvement or corrective measure. This may also take the form of counseling in the presence of the Administrative

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Officer or the Administrative Assistant for Personnel. A written record of the meeting shall be prepared and signed by the employee and the Immediate Superior as proof of implementation.

4.2 Written Warning

This is a written notice given to the employee with a "stern" warning that a repetition of the same offense will be dealt with more severely. This can be given following an employee's failure to correct an earlier performance problem, or a repetition of the same offense where a Verbal Warning has been given, or when the offense is serious enough to warrant it, even without a prior oral reprimand.

4.3 Suspension

This refers to the temporary cessation of the performance of work, duties, and responsibilities as a result of a Disciplinary Action. A suspended employee does not earn any compensation or benefit during the period of suspension.

4.3.1 *Light Suspension* 1 to 10 workdays

4.3.2 *Severe Suspension* 15 to 30 workdays

A suspended employee may be barred from entering company premises when the company feels that the employee's presence may obstruct investigation, threaten the life of witnesses and other employees, and/ or endanger company property. In this situation, the Suspension shall be

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considered PREVENTIVE and shall be implemented pursuant to the rules of law governing such action.

4.4 Dismissal or Termination of Employment

This refers to the dishonorable separation or termination from service initiated by the company based on lawful and authorized causes provided by the Labor Code, other pertinent and applicable laws, and this Code of Discipline.

A terminated or dismissed employee shall lose his/her right to all retirement and separation benefits, except those provided by law (i.e., dismissal for cause under the Labor Code).

5. *Infractions and Penalties*

The penalties prescribed herein shall not also preclude the imposition of penalties that are less or more severe than those provided for each specific offense. The company reserves the right to lessen or increase the penalty, depending on the record of the employee and other circumstances surrounding the commission of the offense.

Also, the enumeration of the offenses herein shall not be considered exclusive. Other offenses or violations not specifically covered herein or under any company policy, rule, or regulation, and those provided under existing policies, rules & regulations but for which no specific penalty has been prescribed, shall be penalized in the manner most consistent and appropriate, in the sole discretion of the company, and in accordance with the "Procedures for Implementing Discipline" mentioned earlier (Item 3).

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A penalty prescribed for an offense **may be appealed** by the concerned employee to the Immediate Superior and/ or the **Discipline Committee** for review and/ or reconsideration, especially for Severe Suspension and Dismissal cases.

An **appeal** shall trigger a re-investigation of the case. However, should the same findings or conclusion be found, no penalty modification shall be allowed, except for humanitarian or operational consideration, in which case, the penalty reduction shall not exceed **one (1) degree lower** than the original penalty prescribed.

A Discipline Action handed down for **Suspension** cases shall be served at **ONE TIME**. It cannot be given or served on **STAGGERED** basis.

An employee serving a Suspension cannot be recalled to work, except for reasons of operational exigency. Moreover, the employee must have served at least 50% of the given penalty, and the recall must have the approval of the President and the concurrence of the Board of Trustees.

In all cases, a recalled employee shall be paid his/ her appropriate wages and the remaining un-served suspension waived. However, the actual penalty cannot be changed and shall remain "on record" in the employee's 201 File.

6. List of Offenses and their Penalties

6.1 Offenses Against Persons

6.1.1 Any boxing/ physical fighting or deliberate attempt to inflict or cause bodily harm or injury upon another; or, have in fact inflicted or caused bodily harm to another, either personally or through other

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persons, for any reasons, and within company premises, property, or elsewhere if started from within and consummated outside company premises, or during company sponsored activities.

1ST Offense Dismissal

6.1.2 Commission of crime, threats, intimidation, provoking a fight, undue interference, or coercion against any employee, or person of authority, inside company premises.

1ST Offense 15 - 30 days Suspension

2ND Offense Dismissal

6.1.3 Use of profane, abusive, defamatory, or slanderous language; making false rumors, malicious statements against another employee, or person of authority

1ST Offense 1 - 10 days Suspension

2ND Offense 15 - 30 days Suspension

3RD Offense Dismissal

6.1.4 Uncontrolled temper unbecoming of an Executive Officer, Manager, Supervisor, and/ or an employee.

1st Offense Verbal Warning

2nd Offense Written Warning

3rd Offense 1-10 days Suspension

4th Offense 15-30 days Suspension

5th Offense Dismissal

6.2 Offenses Against Property

6.2.1 Any act of stealing, whether from a fellow employee, superior, supplier, member, or visitor.

1ST Offense Dismissal

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- 6.2.2 Any act of stealing or theft of company property, including the malicious removal and/ or transfer of company property without proper authorization and documentation.

1ST Offense Dismissal

6.3 Infractions Against Company Interest and Policy

- 6.3.1 Any act of fraud or willful breach of trust reposed on the employee, especially acts constituting falsification, misrepresentation, tampering, or fraudulently altering personnel/ employment records, files, time records, and other personnel and/ or company documents.

1ST Offense Dismissal

- 6.3.2 Leaking and/ or disclosing confidential or classified company information, records, technical data, business plans, without proper authorization.

1ST Offense Dismissal

- 6.3.3 Deliberate concealment of conflict of interest situations in order to have personal gain.

1ST Offense 15 - 30 days Suspension

2ND Offense Dismissal

- 6.3.4 Misappropriation and/ or malversation of company funds, including the tampering of travel reimbursement receipts/ documents.

1ST Offense Dismissal

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- 6.3.5 Leaves Without Pay in excess of five (5) days within twelve (12) months period and confirmed by the Discipline Committee/ Administrative Officer or Administrative Assistant for Personnel.

6TH Day Verbal Warning

7TH Day Written Warning

8TH Day 1- 10 days Suspension

9TH Day 15 -30 days Suspension

10TH Day Dismissal

- 6.3.6 Absence Without Official Permission (AWOP) or leave.

1st AWOP Verbal Warning

2nd AWOP Written Warning

3rd AWOP 1 – 10 days Suspension

4th AWOP 15 – 30 days Suspension

5th AWOP Dismissal

- 6.3.7 Tardiness in excess of TWO (2) HOURS within a month, with each violation committed only AFTER the FIFTEEN (15) MINUTES grace period (but which will be included in the computation of the aggregate number of minutes when late), and each month considered as a specific offense:

1st Offense Written Warning

2nd Offense 3 days Suspension

3rd Offense 15 days Suspension

4th Offense 30 days Suspension

5th Offense Dismissal

- 6.3.8 Wasting time, loitering, or abandoning work area/ station during work hours without proper permission from the immediate superior.

code of discipline

1ST Offense Verbal Warning
2ND Offense Written Warning
3RD Offense 1- 10 days Suspension
4TH Offense 15 - 30 days Suspension
5TH Offense Dismissal

6.3.9 Sleeping on the job, while on duty, or within company time.

1ST Offense Verbal Warning
2ND Offense Written Warning
3RD Offense 1 - 10 days Suspension
4TH Offense 15 - 30 days Suspension
5TH Offense Dismissal

6.3.10 Deliberately slowing down or disrupting operation, office work, and/ or engaging in a sabotage of company operations, or cause losses to the company.

1ST Offense Written Warning
2ND Offense 1 – 10 days Suspension
3rd Offense 15 -30 days Suspension
4th Offense Dismissal

6.3.11 Serious misconduct, insubordination or willful disobedience of superior's lawful orders, requests, including refusal to perform or accept job assignments.

1ST Offense 1 – 10 days Suspension
2ND Offense 15 -30 days Suspension
3rd Offense Dismissal

6.3.12 Gross, habitual, and inexcusable negligence, carelessness, incompetence or lack of knowledge resulting in quality or safety problems, accidents, or work disruption.

code of discipline

1ST Offense Verbal Warning
2ND Offense Written Warning
3RD Offense 1- 10 days Suspension
4TH Offense 15 -30 days Suspension
5TH Offense Dismissal

6.3.13 Failure to render overtime (OT) work, or report for holiday work, after being scheduled and agreeing to report for work.

1ST Offense 1 – 10 days Suspension
2ND Offense 15 -30 days Suspension
3RD Offense Dismissal

6.3.14 Failure to wear prescribed uniform,

1ST Offense Verbal Warning
plus fine of P100.00
2ND Offense Written Warning
3RD Offense 1 - 10 days Suspension
4TH Offense 15 – 30 days Suspension
5TH Offense Dismissal

6.3.15 Failure to punch time cards and attendance sheets.

1ST Offense Verbal Warning
2ND Offense Written Warning
3RD Offense 1 - 10 days Suspension
4TH Offense 15 – 30 days Suspension
5TH Offense Dismissal

6.3.16 Reporting for work under the influence of liquor and/ or prohibited drugs.

1ST Offense 15 – 30 days Suspension
2ND Offense Dismissal

code of discipline

6.3.17 Using or operating company equipment, machinery, or vehicle without proper authorization and documentation.

a) Not resulting to damages or injury to self and others:

1ST Offense Verbal Warning
2ND Offense Written Warning
3RD Offense 1 - 10 days Suspension
4TH Offense 15 -30 days Suspension
5TH Offense Dismissal

b) Resulting to damages and/ or injury to self or others:

1ST Offense 15 -30 days Suspension
2ND Offense Dismissal

6.3.18 Creating or contributing to the unsanitary conditions and/ or poor housekeeping practices within the head office building, branches, and other facilities.

1ST Offense Verbal Warning
2ND Offense Written Warning
3RD Offense 1 - 10 days Suspension
4TH Offense 15 – 30 days Suspension
5TH Offense Dismissal

6.4 Infractions against Security, Public Order, and Public Morals

6.4.1 Sexual harassment under RA 7877 (Anti Sexual Harassment Act of 1995)

1ST Offense Dismissal

code of discipline

6.4.2 Committing or engaging in any indecent act, immoral conduct, illicit relationship, or any act of lasciviousness, including but not limited to, any unwanted or unwelcome sexual advances, demands or requests for sexual favors, verbal or physical conduct of a sexual or otherwise offensive nature, the display of sexually suggestive objects or pictures, offensive comments, jokes, innuendoes, or other sexually oriented statement, made by an employee to another employee, applicant, trainee, or person transacting or carrying out official matters or business with the company, where the act/s or circumstances do not constitute sexual harassment under RA 7877 (e.g. where the offender-employee has no authority, influence, or moral ascendancy over the offended party, etc.).

1ST Offense 15 - 30 days Suspension
2ND Offense Dismissal

6.4.4 Deliberate disregard and/ or violation of company security and safety rules and regulations.

1ST Offense 1 – 10 days Suspension
2ND Offense 15 -30 days Suspension
3RD Offense Dismissal

6.4.5 Use, peddling, and/ or distribution of prohibited drugs.

1ST Offense Dismissal

6.4.6 Conviction for a felony.

1ST Offense Dismissal

code of discipline

6.4.7 Possession and/ or distribution of printed materials that are illegal, subversive, immoral, and/ or unauthorized by the company, within its premises and/ or during company time.

1ST Offense 15 -30 days Suspension
2ND Offense Dismissal

6.4.8 Deliberate lying during formal company investigation.

1ST Offense Dismissal

6.4.9 Forcing entry into company office/ building premises without proper authorization.

1ST Offense Dismissal

6.4.10 Failure to wear company ID and/ or refusal to submit to security checks being instituted by the company.

1ST Offense Verbal Warning
2ND Offense Written Warning
3RD Offense 1 - 10 days Suspension
4TH Offense 15 - 30 days Suspension
5TH Offense Dismissal

6.4.11 Possession and/ or concealment of firearm/s and/ or deadly weapons within company premises without proper authorization or clearance from the President and/ or the Board of Trustees.

1ST Offense 15 - 30 days Suspension
2ND Offense Dismissal

code of discipline

6.4.12 Deliberately defacing and/ or destroying company property.

1ST Offense 15 -30 days Suspension
2ND Offense Dismissal

6.4.13 Showing/ exhibiting pornographic materials, pictures, and/ or literature on company time and/ or within company premises.

1ST Offense Verbal Warning
2ND Offense Written Warning
3RD Offense 1 - 10 days Suspension
4TH Offense 15 -30 days Suspension
5TH Offense Dismissal

6.4.14 Having a serious contagious disease that can endanger other employees, knowing about it but deliberately concealing it from management and medical staff.

1ST Offense Dismissal

6.4.15 Excessive drinking and public drunkenness within company premises and/ or during company time.

1ST Offense Verbal Warning
2ND Offense Written Warning
3RD Offense 1 - 10 days Suspension
4TH Offense 15 -30 days Suspension
5TH Offense Dismissal

6.4.16 Receiving gifts from clients to facilitate approval and/ or release of loans.

code of discipline

- 1st Offense 1 – 10 days Suspension
2nd Offense 15 – 30 days Suspension
3rd Offense Dismissal

6.4.17 Receiving commissions from suppliers of goods or services.

- 1st Offense Dismissal

6.4.18 Disorderly conduct of any kind like gossiping, shouting, or horse playing; littering and unsanitary maintenance of one's work area; and any act of discourtesy towards customers, clients, and/ or members.

- 1st Offense Verbal Warning
2nd Offense Written Warning
3rd Offense 1 -10 days Suspension
4th Offense 15 – 30 days Suspension
5th Offense Dismissal

6.4.19 Conspiracy with any employee, officer, or member in the pursuit of crime, or commission of any act/s that is disadvantageous to the interest of the company.

- 1st Offense Dismissal

6.5 Infractions Against Public Safety and Health

6.5.1 Failure by employee to report immediately any damage or defect of company vehicles, office machine or equipment that are under his/ her care and resulting to accident, or increase in cost of repair, or total wreck.

code of discipline

- 1st Offense Written Warning
2nd Offense 1 -10 days Suspension
3rd Offense 15 – 30 days Suspension
4th Offense Dismissal

6.5.2 Operating or tinkering with company vehicles, office machine or equipment, the use and operation of which requires specialized skills or training, and to which the employee has not been assigned or given authority.

- 1st Offense Written Warning
2nd Offense 1 -10 days Suspension
3rd Offense 15 – 30 days Suspension
4th Offense Dismissal

6.5.3 Without prior authority, allowing a third person to operate or tinker with company vehicles, use/ operate office machines, and/ or specialized tools and equipment resulting to damage.

- 1st Offense Written Warning
2nd Offense 1 -10 days Suspension
3rd Offense 15 – 30 days Suspension
4th Offense Dismissal

6.5.4 Boarding or alighting from any moving company vehicle or equipment within company premises.

- 1st Offense Written Warning
2nd Offense 1 -10 days Suspension
3rd Offense 15 – 30 days Suspension
4th Offense Dismissal

code of discipline

- 6.5.5 Failure to wear the prescribed safety uniform, belt, apparel, or personal protective equipment while on duty.

1st Offense Written Warning
2nd Offense 1 -10 days Suspension
3rd Offense 15 – 30 days Suspension
4th Offense Dismissal

- 6.5.6 Gross and inexcusable violation of safety and/ or traffic rules and regulations, especially those common causes of accidents, as determined by the company; or gross and inexcusable violation of standard operating procedures on office machines and equipment; or, safety violations resulting to property damage or injury to others.

- a) With damage or injury to other persons/ property:

1st Offense Dismissal

- b) No damage or injury to other persons/ property:

1st Offense 15 – 30 days Suspension
2nd Offense Dismissal

- 6.5.7 Failure to report to the immediate superior any accident encountered within company premises, no matter how minor.

1st Offense Verbal Warning
2nd Offense Written Warning

code of discipline

3rd Offense 1-10 days Suspension
4th Offense 15 – 30 days Suspension
5th Offense Dismissal

- 6.5.9 Smoking or cooking in confined spaces or prohibited areas.

1st Offense Written Warning
2nd Offense 1 -10 days Suspension
3rd Offense 15 - 30 days Suspension
4th Offense Dismissal

- 6.5.10 Driving company vehicle while drunk or intoxicated.

1st Offense 1 -10 days Suspension
2nd Offense 15 - 30 days Suspension
3rd Offense Dismissal

- 6.5.11 Driving company vehicle outside company premises without proper driver's license for the current year; or, driving/ operating company vehicle/ equipment without proper permit issued by the company.

1st Offense 1 -10 days Suspension
2nd Offense 15 - 30 days Suspension
3rd Offense Dismissal

7. Other Infractions

PPSTA may, from time to time, formulate new/ other policies and guidelines that will form part and parcel of this Code of Discipline after considering employees' inputs and suggestions.

Violations of these new issuances, after due dissemination, shall also be subject to discipline measures and procedures that are consistent with this Code of Discipline.

AWIT PPSTA

(Titik ni Lilia S. Cutad, dagdag titik ni Francisco E. Josef)

(Himig ni Prof. Josefino "Chino" Toledo)

1

Mga gurong Pilipino,
Naglilingkod sa lupang pangako,
Sa gabi at araw alaga ang turo
Sa pagod at puyat, hindi sumusuko,
Saanmang dako nitong bayan ko
Kristiyano, Muslim, mga Katutubo.

TULAY:

Mga gurong Pilipino,
Bayaning sadyang may dangal at puso.

KORO:

Nabubuklod tayo sa isang samahan
Nang taas ang noo, walang alinlangan,
Itong kahirapan ay hindi sagabal
Sa pagkakaisa at pagtutulungan.

Ang PPSTA ay laging nariyan,
May bukas na kamay, handang umagapay,
Ang lahat ay lubos na nakikinabang,
Lahat pantay-pantay sa biyayang laan.

2

Mga gurong Pilipino,
Pangarap natin, hindi mabibigo,
Ang PPSTA tutulungan tayo
Sa mga hamon tayo ay tatayo
Mula unang araw hanggang dulo
Lahat ng kasama laging sinusuyo

(Ulitin ang TULAY at KORO)

KODA:

PPSTA kumakalinga sa iyo
Bayani ka, gurong Pilipino