REPOWER
ENERGY
DEVELOPMENT
CORPORATION

CODE OF DISCIPLINE

Policy Statement

Repower Energy Development Corporation Code of Discipline is considered an articulation of an organization's purpose, values, and expectations to all stakeholders, regardless of company size, industry, or for-profit/non-profit status.

Discipline is essential to the attainment of the Company's objectives. Every employee therefore is expected to observe discipline in the attendance to their respective jobs and in interacting with other employees and the public in general.

SELF-DISICPLINE rather than imposed discipline is preferred. This means that, employees out of their own sense of responsibility and not out of fear should discharge their functions with diligence and dedication. Ultimately, all employees are partners in the pursuit of goals and doing their job is their basic contribution to this end.

Employees who violate policies and regulations and manifestly lack of discipline will be meted appropriate penalties.

Penalties are meant to reform and rehabilitate employee and should not merely punish them.

1. Purpose

This policy aims to provide better understanding of company standards and clarify expectations among management and staff. It likewise expounds on the principles of the Company's discipline and sanctions for possible infractions.

The code articulates the values the organization wishes to foster in leaders and employees and, in doing so, defines desired behavior.

2. Scope

This policy shall apply to all of the Company's personnel, regardless of employment status.

3. Definition

3.1 **Affiliate(s)** shall mean and include any individual, corporation or other business entity directly or indirectly controlling, controlled by or under common control of the Company.

3.2 **Demotion** is a serious form of reprimand, which may be taken against an employee whose infraction manifests incompetence or neglect of duty. Demotion does not include salary reduction.

3.3 **Infraction** means an act that is a violation of the terms of this Code of Discipline or any existing policies.

3.4 **Offense Subject to Disciplinary Action** (OSDA) a list of examples of such offenses are provided with corresponding numbers for easy reference.

3.5 **Preventive Suspension** means to restrain an employee who has been charged with serious offense from compromising the office or the proceedings of employee's case. An employee who has been placed under preventive suspension may either be

reinstated if exonerated or terminated for cause.

3.6 **Subsidiary(ies)** shall mean any individual, corporation or other business entity controlled directly or indirectly by the Company.

3.7 **Suspension** is a form of reprimand in which employee is relieved of duties for a specific and definite period. All suspensions are without pay and benefits are likewise forfeited during said period.

3.8 **Warning** is a mild form of reprimand, either oral or written, intended to call the attention of the erring employee.

4. Responsibilities

4.1 **Human Resources (HR)** is tasked to serve as consultant to Supervisors in the event that imposed discipline becomes inevitable. HR shall ensure due process is observed in any case of imposed discipline.

4.2 **Immediate Supervisor** is responsible for fostering self-discipline. Shall also be responsible for emphasizing to their subordinates the importance of the employees' roles in the operation of their respective units, the need for dedication and sense of responsibility and the rationale of maintaining discipline among themselves. Above all, the supervisor shall set a good example to subordinates and apply intelligently the accepted principles of good supervision.

4.3 **Disciplinary Committee (DISCOM)** is an adhoc committee that shall be responsible for hearing the side of the erring accused employee and may serve as jury to determine if the alleged violation has been committed.

5. Implementing Guidelines

5.1 The disciplinary measures that can be taken against erring employees shall be the following:

5.1.1 Oral or written warning
5.1.2 Suspension
5.1.3 Demotion
5.1.4 Termination

5.2 Ideally, penalties will be imposed progressively; thus, written warning shall precede termination. This rule, however, depends greatly upon the nature of the offense. Such offense like dishonesty, theft, willful destruction of property, among others, may merit immediate dismissal or termination.

5.3 Infractions, more often are discovered at the unit level customarily by the Immediate Supervisor. Immediate Supervisor shall be responsible in erring employee to ferret out the truth and discuss the matter with the concerned employee and document such and any action taken by submitting a report to HR.

5.4 The infraction shall also be reported in the form of a complaint, may be formal or informal, and submitted either to the Immediate Supervisor of the erring employee or directly to the HR unit.

5.5 For less serious offenses, the Immediate Supervisor, in consultation with HR, shall prepare the Notice of Disciplinary Action (NDA), which shall be released to the erring employee.

5.6 The Immediate Supervisor shall immediately inform HR if the infraction carries the penalty of suspension or possible termination for serious and grave offense to ensure proper handling of the case and that due process is observed.

a) Secure the employee's side guaranteeing they are heard; and
b) Ensure employee has been properly notified of management's decision.

5.7 HR shall convene the DISCOM, an ad hoc committee, which is tasked to hear the side of the erring employee and serve as jury to determine if the alleged violation has been committed. The committee shall be composed of HR together with a Supervisor and a Rank-and-File staff belonging to the department not related to the erring employee.

5.8 The Immediate Supervisor of the erring employee shall likewise be asked to join in the proceedings to serve as Management's representative in initiating the investigation.

5.9 The DISCOM shall submit to the President its findings, which will be the basis of the disciplinary action to be issued by HR.

5.10 All cases shall be resolved within thirty (30) working days from the date of the discovery of the infraction or the date of release of the preventive suspension, whichever comes later.

5.11 Employees who wish to appeal a decision shall submit an appeal letter to the President of company within three (3) working days.

5.12 The decision of the President is final and shall signify exhaustion of all administrative remedies.

5.13 Offense classification may range from less serious to grave company's acceptable demeanor and shared values. Five (5) schedules of penalties shall be prepared and prescribed to deal with this wide range of offense classification. To facilitate citation, the penalty schedules shall be labeled A, B, C, D and E. Schedules A & B shall be taken as less serious offenses; C & D are considered serious while schedule E shall cover offenses considered Grave.

5.14 The list of punishable acts is not exhaustive to cover every possible offense as it serves more as list of examples rather than as an enumeration of offenses.

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OFFENSES AND PENALTIES

Procedure:

A. Oral reprimand with written warning (OR/WW)
B. Written Reprimand w/ Suspension Warning (WRSW)
C. Suspension
D. Termination

This set of rules shall hereafter be known as the CODE OF CONDUCT for Repower Energy Development Corporation employees.

Rule 1: Disciplinary Measures for Attendance and Punctuality

I. AWOL or AWOP (Absence without leave or Absence without permission)

	1ST	2ND	3RD	4TH
Lasting for one (1) day	Written Warning	3 days suspension	15days suspension	Termination
Lasting for two (2) to three (3) days	3 days suspension	15 days suspension	Termination	
Lasting for four (4) days	15 days suspension	Termination		
Lasting for five (5) to six (6) days (abandonment)	Termination			

I. Unexcused Absences

	1ST	2ND	3RD	4TH
Lasting for one (1) day	Written Warning	15 days suspension	30 days suspension	Termination
Lasting for two (2) to three (3) days	15 days suspension	30 days suspension	Termination	
Lasting for four (4) days	30 days suspension	Termination		
Lasting for five (5) to six (6) days (abandonment)	Termination			

III. Absenteeism

	1ST	2ND	3RD	4TH	REMARKS
Once a week absent	Written Warning	3 days suspension	15 days suspension	Termination	Without valid reason
Twice a week absent	Written Warning	3 days suspension	15 days suspension	Termination	

Habitual Absenteeism ten (10) days or more in a month	Written Warning	3 days suspension	15 days suspension	Termination	

IV. Tardiness

a. Tardiness shall be construed to mean any reporting after the start of the office hours or shift schedule.

b. A Fifteen (15) minutes grace period will be given to all employees.

c. For example, employees time in is 9:16 Total late is 16 minutes.
9:15 Total late is 0 minutes.

d. In addition, the equivalent number of minutes tardy shall be deducted from the salary of the employee based on the principle **NO WORK NO PAY**

	1ST	2ND	3RD	4TH	5TH	6TH
Tardiness four (4) times in a month	1st Written Warning	3 days suspension	6 days suspension	15 days suspension	30 days suspension	Termination
Tardiness five (5) times or more in a month	3 days suspension	6 days suspension	15 days suspension	30 days suspension	Termination	
Unexcused Tardiness for Teachers (Seminar, Program, School)	1st Written Warning	3 days suspension	6 days suspension	15 days suspension	30 days suspension	Termination

Rule 2: Disciplinary Measures for the use of Time Cards/ Biometrics

	1ST	2ND	3RD	4TH
Unauthorized removal of time card	30 days suspension	Termination		
Unauthorized alteration in the time card	30 days suspension	Termination		
Punching another employee's time card	30 days suspension	Termination		
If violator is in charged or responsible for implementing this rule (i.e. Timekeeper)	Termination			
Timing in but leaving work station during working time without permission of the immediate head or without timing out	Written Warning	3 days suspension	15 days suspension	Termination
Failure to Punch-in without valid reason (within one calendar year	Written Warning	3 days suspension	15 days suspension	Termination

Rule 3: Disciplinary Measures Against Company Interest

	1ST	2ND	3RD	4TH
Falsification of Company Records such as 201 files, time card, other vital records covered by the Company Policies & Procedures	Termination			
Giving False testimony, (whether oral or in writing) or false narration of facts or memorandum in any investigation conducted by the Company	Termination			
Divulging of confidential classified information	Termination			
Tampering or unauthorized use of Company material, tools or equipment leading to damage	Termination			
Malversation of Company Funds	Termination			
Tampering of Official Receipts/ Documents	Termination			

Refusal to perform a duty when requested or to perform assigned task of authority, or any act of willful disobedience to superior	Termination			
Insubordination/ Disobedience or refusal to perform a duty when so requested by his superior or refusal to do task related to his job resulting to loss or damage to property & company	Termination			
Willful refusal to follow any lawful orders/ requirements of the company or its representative	Termination			
Defiance or disregard towards inter-office memorandum and guidelines	Termination			
Attempting to sabotage & violation of the company's security control & procedures/policies	Termination			
Engaging in usurious transactions and or conflict with the company's business	Termination			
Leaving work area/company premises during working hours without prior permission from superior	Written Warning	3 days suspension	15 days suspension	Termination
Wasting time, extending breaks, loitering & horse playing, playing computer games / electronic gadgets or board games during working hours	Written Warning	3 days suspension	15 days suspension	Termination
Sleeping while on duty	Written Warning	3 days suspension	15 days suspension	Termination
Failure to report immediately a personal injury incurred on Company time or any accident involving Company property	Written Warning	3 days suspension	15 days suspension	Termination
Borrowing money, merchandise from customers/ suppliers	30 days suspension	Termination		

Rule 4: Disciplinary Measures Against Company Property

	1ST	2ND	3RD

Stealing or attempting to steal at any time within Company premises	Termination		
Bringing out any Company material and or property without authorization or gate pass	Termination		
Willful and deliberate destruction of Company Property to disrupt operations	Termination		
Unauthorized possession and /or use of firearms, explosives and other deadly weapons as defined by law, within company premises	Termination		
Vandalism, posting or removing from company bulletin boards any material without authority	Written Warning	15 days suspension	Termination

Rule 5: Disciplinary Measures Against Performance of Duties
Damage or loss of Company Properties & Equipment's due to negligence will be charged against responsible individuals that will be proven at fault

	1ST	2ND	3RD	4TH
Unsatisfactory performance, failure to comply with production, quality, sales or other performance standards or quota set by the company	Written Warning	Final Warning	Termination	
Simple negligence Failure to observe the degree of diligence demanded by the situation taking into consideration the time, place and environment, among others, thereby exposing the company to unnecessary risk	Written Warning	3 days suspension	15 days suspension	Termination
Gross and /or habitual negligence: Blatant disregard to perform the required care and diligence demanded by the situation amounting to wanton or reckless disregard of established rules and regulations.	Termination			
On the Job Trainees (OJT) are the direct responsibility of the employee designated by the Company to supervise them and damages/injuries caused by OJTs while under the supervision of the employee shall be the	Written Warning	3 days suspension	15 days suspension	Termination

responsibility of the latter under the principle of "command responsibility."				
Unauthorized driving/use of any company vehicle.	15 days suspension	30 days suspension	Termination	
Allowing unauthorized persons (outside) to use Company any of the company property	Termination			

Rule 6: Disciplinary Measures Against Person

	1ST	2ND	3RD	4TH
Disorderly conduct fighting while inside the company premises	Written Warning	15 days suspension	Termination	
Infliction or attempted infliction of bodily injury or death on employee at any time within the Company premises	Termination			
Grave disrespect & misconduct towards superior	Termination			
Threatening, intimidating, coercing assaulting or harassing a co-employee or anyone within the company premises	Written Warning	15 days suspension	Termination	
Sexual Harassment	Termination			
Creating intrigues or making false or malicious statements against another employee, supervisor or officer of the company that harm or destroy the reputation, authority or official standing of those concerned	Written Warning	3 days suspension	15 days suspension	Termination

Verbal abuse saying insulting words using obscene or indecent language in addressing co-employee, supervisor or officer of the company at anytime	15 days suspension	Termination		
Abuse of authority in the company in an attempt to gain profit or take advantage of the employees under his supervision	Written Warning	3 days suspension	15 days suspension	Termination

Rule 7: Disciplinary Measures Against Safety and Security

	1ST	2ND	3RD	4TH
Unauthorized entry to or exit from any restricted area so designated by the company	Written Warning	3 days suspension	15 days suspension	Termination
Violation of Safety Rules & Regulations	Termination			
Violations of Safety Rules & Regulations by causing another person to violate which endangers life or may lead to serious injuries and /or causes major loss(es)to the company	Termination			
Violations of Safety Rules & Regulations by causing another person to violate without endangering life or may lead to serious injuries and /or causes major loss(es)to the company	Written Warning	15 days suspension	Termination	
Failure to or refusal to undergo physical examinations as required by the company on certain occasions	Written Warning	3 days suspension	15 days suspension	Termination
Concealment of contagious disease and other health hazards which would endanger the health and safety of co-employees	Termination			
Smoking in restricted are as marked “No Smoking”	Written Warning	3 days suspension	15 days suspension	Termination

Violation of Security Regulations such as not wearing Company I.D., uniform or dress code, refusal to submit to Company authorized security personnel in the performance of their duties i.e. frisking or checking of vehicles and personal belongings	Written Warning	3 days suspension	15 days suspension	Termination

Rule 8: Disciplinary Measures Against Public Morality and Order

	1ST	2ND	3RD	4TH
Taking part in gambling within the Company premises at any time	Written Warning	15 days suspension	Termination	
Immoral conduct or indecent acts	Termination			
Offering or accepting anything of value in exchange for a job, work assignment and /or other favors relative to condition of employment which is in conflict with the official time of the employee	Termination			
Soliciting or collection of contributions, money or material objects without approval of the Management or Superior	Written Warning	3 days suspension	15 days suspension	Termination
Creating or contributing to unsanitary conditions within company premises i.e. urinating, littering, spitting at undesignated areas	Written Warning	3 days suspension	15 days suspension	Termination
Drug pushing or illegal possession of prohibited drugs or derivatives	Termination			
Under the influence of alcohol during work hours leading to disorderly conduct or minor damages in the company	Written Warning	15 days suspension	Termination	
Under the influence of alcohol during work hours leading to harassment to others and major damages to the company	Termination			

Attempting to bring in or using of alcoholic beverage without authority within the company premises at any time	Termination			

6. Administration

The Human Resource Department is directed to manage, implement, and monitor compliance to all the provisions stipulated in this policy.

7. Amendments or Revision of Policy

Any amendment or revision of this policy shall be subject to the approval of the President upon the endorsement of the Human Resources Head/HR Manager.

8. Effectivity

This policy shall take effect five (5) days after email cascading by Human Resources Dept. (HR) and shall remain enforced unless revoked by the undersigned.

Effectivity Date: May 2019

9. Overview

This policy will be on year-to-year basis unless there is a reason to modify, revise or supersede this policy before the end of the year.

10. Interpretation

The Managements' thrust is giving proper guidance to its officers and employees handling critical tasks in the management and control of this policy and in the execution of employees' responsibilities as directed by its immediate line of command and/or by the President.