



CODE OF CONDUCT OPERATIONAL GUIDELINES

Cultivating a Positive Work Place



TABLE OF CONTENTS

EXPECTED BEHAVIOR OF FPG INSURANCE EMPLOYEES	4
WHISTLEBLOWER POLICY	4
CATEGORIES OF OFFENSES	5
CORRECTIVE ACTIONS	6
• WRITTEN COUNSELLING	6
• SUSPENSION	6
• DISMISSAL	6
• PREVENTIVE SUSPENSION	7
EFFECT OF MITIGATING AND AGGRAVATING CIRCUMSTANCES	7
OFFENSES NOT SPECIFICALLY FOUND IN THE OPERATING GUIDELINES	7
AGEING OF OFFENSES	7
DUE PROCESS	8
TABLE OF OFFENSES	9
CONFLICT OF INTEREST	10
PERFORMANCE AND ATTENDANCE	11
IT & COMMUNICATIONS	12
SAFETY AND ENVIRONMENT	13
HARASSMENT AND DISCRIMINATION	15
BRIBERY AND CORRUPTION	16
MORAL VALUES AND CONDUCT	16

INTRODUCTION

We are committed to fostering a community where every individual is treated with dignity and respect. As part of our dedication to creating a positive and inclusive environment, we have established this document to guide our interactions and ensure that everyone feels welcome and valued.

The purpose of these Operational Guidelines is to ensure a clear understanding of the expectations set forth in the Code of Conduct and to outline the procedures that will be followed in the event of a violation. It is our collective responsibility to uphold the values and standards of behavior outlined by FPG, fostering a culture of integrity, respect, accountability for one's actions, results-driven, collaboration and open communication.

As a member of FPG, it is crucial to familiarize yourself with both the Code of Conduct and these Operational Guidelines. By doing so, you contribute to the creation of a safe and respectful environment for everyone involved. Your commitment to these guidelines is integral to the success of our community.

EXPECTED BEHAVIOR OF FPG INSURANCE EMPLOYEES

Every employee is capable of conducting himself uprightly. Tasked to perform his duties and responsibilities in cooperation with his co-employees, he and his peers, working as a team, are likewise disposed to act in a manner conducive to the attainment of the group's aims within the organization.

Accordingly, these Operational Guidelines, like the other company rules and regulations, are not meant to supplant such personal discipline but instead complement it by clarifying the acceptable standards of behavior.

WHISTLEBLOWER POLICY

Reporting Illegal or Non-compliant Conduct (Ensuring that all employees act with integrity in all situations)

- Employees shall report any practices or actions that violate FPG Insurance's Code of Conduct, Company Policies, laws, or regulatory requirements to the Company's Central Email. Employees have an obligation to report in good faith any suspected violations with supporting evidence or to seek appropriate guidance when the propriety and legality of a course of action are unclear.
- If appropriate, in view of the nature of the reported matter, reports of violations may be made directly to higher levels including the Group's Chief Executive Officer.
- Complaints may be made on a confidential basis or through Employee Hotlines (if available), which shall be properly investigated.
- FPG Insurance prohibits retaliation against any employee for reports made in good faith, while it also protects the rights of the incriminated person. Any act or omission threatened or committed against any employee who has submitted a report covered by this policy is considered retaliation and is a grave violation of FPG Insurance's Code of Conduct. Any employee found to engage in retaliatory acts against employees reporting a suspected violation in good faith or assisting with any investigation may be subject to appropriate disciplinary action by FPG Insurance, including termination of employment.
- Employees who knowingly report or provide evidence that is false or was submitted in bad faith with full knowledge that such report or evidence is not truthful and accurate may be subject to appropriate disciplinary action by FPG Insurance, including termination of employment.

CATEGORIES OF OFFENSES

LEVEL 1 OFFENSE: Minor Offense

- No detrimental impact to the business; may be considered as light offenses.
- Minimal or with no financial loss.
- Low risk/ Low impact on the company, customer and employee's security but compromises the Company's compliance with policies.
- Does not involve a question of integrity.
- Merits a penalty ranging from verbal reprimand to suspension.

LEVEL 2 OFFENSE: Major/Serious Offense

- Causes delay in operations and affects productivity and possible loss of opportunities.
- Compromises team effectiveness and relationships and level of service/work quality.
- Causes heavy financial loss to the company.
- Has a medium risk potential of compromising the security of a customer, client and employee information.
- Poses a real safety hazard and creates possible occasions for injury.
- Merits a penalty ranging from suspension to dismissal.

LEVEL 3 OFFENSE: Extremely Serious/Grave Offense

- Disrupts continuity of work/operations and adversely affects public perception of the company.
- Causes heavy loss to the company.
- Has a high-risk impact and is considered a critical offense that has compromised the safety or security of customer information, the integrity of customer and /or employees.
- Results in physical harm to points of contact and business partners, visitors or employees.
- Creates a strong and serious doubt on the offender's integrity.
- Any offense considered as a just cause for termination of employment under the law, such as serious misconduct, willful disobedience of lawful orders in connection with work, gross, and habitual neglect of duties, fraud or willful breach of trust, a commission of a crime or offense against FPG Insurance or its employees, and such other analogous causes.
- May merit up to a maximum penalty of termination of employment.

CORRECTIVE ACTIONS

The severity of Disciplinary Action is determined by:

- The nature of the misconduct, breach, violation or impropriety.
- The impact or potential impact/seriousness/gravity of the same on customers, employees, or company.
- Whether it is a repeat violation/offense (even of a different type).
- The aggravating and/or mitigating circumstances attendant to the violation.

WRITTEN COUNSELLING

where the erring employee's immediate superior:

- reminds and advises him in writing of the acceptable standard of behavior in relation to an act or omission he committed;
- embodies such advice in a memo to be addressed to the employee, copy 201 file, and agrees with him that in case of subsequent commission of the same act or omission, a stiffer corrective action shall be taken;
- assists him in correcting the act or omission he committed to make it conform with the acceptable standard of behavior;
- and monitors future conduct to obviate his commission of the same act or omission.

SUSPENSION

where the erring employee's immediate superior

- counsels him on the acceptable standard of behavior in relation to an act or omission he committed;
- temporarily relieves him from work for a certain number of working days to allow him to contemplate, plan and adopt a resolution and specific course of action to correct the act or omission he committed to make it conform to the acceptable standard of behavior;
- assists him in correcting the act or omission he committed to make it conform to the acceptable standard of behavior; and
- monitors his future conduct to obviate his commission of the same act or omission.

DISMISSAL

where the erring employee's immediate superior

- terminates his employment either because the act or omission is absolutely inconsistent with the acceptable standards of behavior and results in serious potential or actual damage to the company
- where his behavior in the judgement of his superior can no longer be rectified through coaching, counsel and advice to conform with the acceptable standard of behavior.

PREVENTIVE SUSPENSION

where the erring employee's immediate superior

- thinks that the employee's continued presence in the workplace when the employee's continued presence in the workplace poses a serious and/or imminent threat to the life &/ or property of FPG.
- employee will unduly prejudice the administrative investigation. In addition, this may also be proper upon assessment of the immediate superior, his Head with the Human Resources with prior approval of the FPG President & CEO.

Procedure. The Notice of Preventive Suspension is proper upon assessment of the immediate superior, Head with the Human Resources with prior approval of the FPG President & CEO. This is also incorporated in the Memo to Explain. The suspension takes effect immediately following receipt of the said Notice.

Period of preventive suspension. Employees may be placed on preventive suspension for a period of thirty (30) days without pay. After such period, in case the situation calls for the continuance of such preventive suspension, the employee may still continue in preventive suspension with pay and full benefits.

EFFECT OF MITIGATING AND AGGRAVATING CIRCUMSTANCES

MITIGATING CIRCUMSTANCES. The presence of any or all of the following serves to lower the penalty:

- Exemplary record of service with the company
- No substantial damage or loss to the Company
- Employee did not benefit from the offense
- Voluntary admission by the Employee.
- Sufficient provocation, threats, and intimidation.
- Length of service

AGGRAVATING CIRCUMSTANCES. The presence of any or all of the following raises the penalty:

- Previous record of similar offense within the past two (2) years
- Multiple or habitual misconduct or habitual tardiness or habitual absence
- Motivated by a reward or personal gain in the commission of the offense
- Premeditation and/or conspiracy
- Occupies a position of trust and confidence
- Offense committed under the influence of dangerous drugs, or alcohol

OFFENSES NOT SPECIFICALLY FOUND IN THE OPERATING GUIDELINES

- The Operating Guidelines does not cover all acts or omissions which run contrary to the acceptable standards of behavior. With respect to such acts or omissions, they shall be dealt with by analogy.
- In certain instances and/or work locations, the subject acts or omissions which cannot be found in the Operating Guidelines may be defined and treated through standing instructions, policies or rules and regulations. These instructions, policies or rules and regulations shall form part of this Operating Guidelines.

AGEING OF OFFENSES

- Records in the employee's 201 File reflecting the imposition of disciplinary penalties shall age and have no effect whatsoever after the lapse of the following periods:
 - a. Five years, or sixty months, for acts or omissions where the actual corrective action imposed is a suspension of 4-7 days.
 - b. Two years, or twenty-four months, for acts or omissions where the actual corrective action imposed is a suspension of 1-3 days.
 - c. One year or twelve months for acts or omissions where the actual corrective action imposed is Written or Verbal Counselling.

DUE PROCESS

- **MUST** follow the Two-Notice rule:
 1. Notice to explain
 2. Notice of sanction/acquittal
- Appeal : To the next higher authority (Ex: Vice President) within five (5) working days from receipt of the disciplinary action.
- Appeal must present new evidence that did not surface during the investigation which may mitigate the sanction meted out to the employee or such sound and valid reason why the employee thinks he/she was unjustly sanctioned, and/or other analogous circumstances/ situations).
- An employee who has been meted out the sanction of Termination of Employment may appeal the decision to the President within five (5) calendar days from receipt of the disciplinary action.

TABLE OF OFFENSES

CONFLICT OF INTEREST

Conflict of Interest, Insider trading, Anti-Trust	1 st Time	2 nd Time	3 rd Time	4 th Time
I. Advancing one's personal gain over the Company's where conflict of interest is involved; e.g. obtaining loans from business partners, favoring certain suppliers in company purchases and in its advertising and promotional activities.	Written Counselling up to 1-3 days suspension	4-7 days suspension	8-10 days suspension up to Dismissal	
A. OUTSIDE EMPLOYMENT AND OTHER OUTSIDE ACTIVITY				
I. Failure to disclose or seek approval from immediate manager in cases of potential conflict of interest arising where necessary, following engagements or activities outside FPG employment.	Written Counselling up to 1-3 days suspension	4-7 days suspension	8-10 days suspension up to Dismissal	
II. Directly or indirectly engaging employment or special job outside the company without prior approval of President and CEO, otherwise known as moonlighting.	8-10 days suspension up to Dismissal			
B. ACCEPTANCE OF GIFTS, MEALS, AND ENTERTAINMENT				
I. Solicitation of favors, gifts, loans and other incentives as inducement for an employee or favor a business partner or third party to the prejudice of company interest.	Written Counselling to Dismissal	Dismissal		
II. Offer or tender of gifts, favors, loans and other inducements to business partners or third parties dealing with the company to secure favors or special concessions.	Written Counselling to Dismissal	Dismissal		
III. Acceptance of high value items such as watches, cellular phones, appliances, furniture, trips and travel, monetary, including gift certificates and frequent meals from business partners or third parties without the knowledge or consent of the Company.	Written Counselling to Dismissal	Dismissal		
C. BUSINESS DEALINGS				
I. Non-Competition				
a. Engaging in business opportunities discovered in the course of employment with the Company where the employee directly competes with the Company.	Written Counselling to Dismissal	Dismissal		
b. Securing and realizing personal gain in transactions involving the Company and its business partners.	Dismissal			
II. Confidential Information				
a. Unauthorized disclosure of confidential information and documents, including those in electronic form.	Written Counselling to Dismissal	Dismissal		
b. Negligence in storing and transmitting confidential information that leads to inadvertent disclosure.	Written Counselling to Dismissal	Dismissal		
c. Employing unfair means to obtain or gain access to confidential information of competitors or third parties, or when the information was obtained by an employee in the course of previous employment, in order to gain advantage over the said competitors or third parties.	Written Counselling to Dismissal	Dismissal		
d. Engaging in industrial espionage or unauthorized possession of confidential information, records, tools, equipment, releasing confidential information or trade secrets whether written or oral.	Dismissal			

PERFORMANCE AND ATTENDANCE

Performance and Attendance	1 st Time	2 nd Time	3 rd Time	4 th Time
I. Wasting time by Loafing, Loitering, attending to personal chores during official office hours; Quitting work before scheduled time without permission, and other similar situations	Written Counselling	1-7 days suspension	8-10 days suspension to Dismissal depending on gravity of offense	
II. Negligence, carelessness or inattention to work resulting in delay or damage to the Company's reports, services, products, or properties.	Written warning, indemnification	1 - 10 days suspension, indemnification	Dismissal	
III. Non-Performance of duties and responsibilities, based on agreed objectives with superior, or as indicated in the job description or any documented material; as reflected in one failed Annual Performance Assessment and a subsequent failed consecutive Personal Improvement Plan (PIP).	Written Counselling to Dismissal	Dismissal		
IV. Absence Without Official Leave (AWOL) - Cumulative within one year				
• absence without permission				
• absence without notice				
• absence despite prior denial of request for permission to go on leave				
• malingering, pretending sickness, giving false excuse or reasons for leave of absence				
i. 1st DAY AWOL	Written Counselling			
ii. 2nd to 3rd DAYS AWOLs	1-3 days DL			
iii. 4th to 6th DAYS AWOLs	4-6 days suspension			
iv. 7th to 10th DAYS onwards AWOL	7-10 days suspension			
v. 11th DAYS onwards AWOL	15 days suspension to Dismissal			
V. Tardiness - five (5) times of unexcused tardiness or an accumulation of 45 minutes within one (1) month.	Written Counselling	1-3 days Suspension	4-7 days suspension	8-10 days suspension to Dismissal depending on gravity of offense
VI. Registering false time-in/time-out on behalf of co-employee; swiping co-employee ID card or encoding co-employee's number to register co-employee's time-in/time-out/ instructing another employee to do these acts	4-7 days suspension	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal	

IT & COMMUNICATIONS

IT & Communications	1 st Time	2 nd Time	3 rd Time	4 th Time
I. Use of IT assets and/or facilities for personal use or gain (e.g. LCD projector, saving and forwarding of chain e-mail, junk mail, unofficial ads, false information, etc.).	Written Counselling up to 1-3 days suspension	4-7 days suspension	8-10 days suspension to Dismissal	Dismissal
II. Unauthorized use of personal email account for work, business transactions, and communications.	Written Counselling up to 1-3 days suspension	4-7 days suspension	8-10 days suspension to Dismissal	Dismissal
III. Damage or destruction of critical computer files or applications through negligence.	Written Counselling up to 1-3 days suspension	4-7 days suspension	8-10 days suspension to Dismissal	
IV. Introducing or using of unlicensed or non-FPG approved software or materials (e.g. pirated software, copyrighted media files & images, etc.).	Written Counselling up to 1-3 days suspension	4-7 days suspension	8-10 days suspension	Dismissal
V. Sharing of own access code to others without authorization from Manager.	Written Counselling up to 4-7 days suspension	8-10 days suspension to Dismissal	Dismissal	
VI. Accessing of restricted information without proper authorization.	4-7 days suspension	8-10 days suspension to Dismissal	Dismissal	
VII. Introducing, storing, or circulating of pornographic images or other morally offensive materials.	4-7 days suspension	8-10 days suspension	Dismissal	
VIII. Unauthorized use of IS/IT facilities (eg. e-mail, internet, intranet, etc.) resulting in damage to the Company.	4-7 days suspension to Dismissal			
IX. Unauthorized use any other data storage device (e.g. USB), applications, programs, systems, devices, or any kind of equipment which may cause damage to the Company's IT System.	8-10 days suspension to Dismissal depending on the gravity of offense	Dismissal		
X. Piracy of Company licensed software or materials.	8-10 days suspension to Dismissal	Dismissal		
XI. Selling of or use of Esignatures and other formatted templates of internal documents in aid of Phishing	Written Counselling to Dismissal			
XII. Deliberately causing damage or destruction, or tampering of critical IS/IT resources.	Dismissal			
XIII Tampering of critical IT facilities (network, server, etc.).	Dismissal			
XIV Bypassing of Information Systems Security for unauthorized purposes (e.g. hacking)	Dismissal			
XIV. Any other acts or omissions analogous to the above provisions.	Written Counselling to Dismissal			

HEALTH, SAFETY AND ENVIRONMENT

Safety and Environment	1 st Time	2 nd Time	3 rd Time	4 th Time
I. Smoking in non-smoking areas	Written Counselling	4-7 days suspension	8-10 days suspension	Dismissal
II. Eating foul or pungent smelling food in areas where eating is not allowed	Written Counselling	4-7 days suspension	8-10 days suspension	Dismissal
III. Horseplaying/disorderly behavior which may cause injury to self and other person, damage to property, and pollution to environment within the Company premises and company sponsored activities outside of the premises.	Written Counselling up to 1-3 days suspension	4-7 days suspension	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal
IV. Failure to observe or comply with existing safety rules and procedures.	Written Counselling up to 1-3 days suspension	4-7 days suspension	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal
V. Waste of resources (such as water, electricity, etc.).	Written Counselling up to 1-3 days suspension	4-7 days suspension	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal
VI. Provoking, threatening, using abusive or profane language on another, whether co-employee, visitor or guest with bodily harm or injury.	Written Counselling up to 1-3 days suspension	4-7 days suspension	8-10 days suspension to Dismissal depending on the gravity of offense	Dismissal
VII. Unauthorized operation of Company vehicles, machinery and other equipment.	Written Counselling up to 1-3 days suspension	4-7 days suspension	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal
VIII. Tampering, destruction/misuse or removing fire fighting equipment like fire extinguishers, hoses, hydrants, etc. from their proper locations.	8-10 days suspension to Dismissal depending on the gravity of offense	Dismissal		
IX. Possession of or drinking liquor/alcoholic drinks during working hours or reporting for work or working while under the influence of liquor or while intoxicated.	Sent Home and deemed AWOL (c/o AWOL Provisions)	Dismissal		
Security				
I. Fighting or inflicting bodily harm or injury on another, whether co-employee, visitor or guest.	4-7 days suspension	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal	
II. Interfering with or refusing to cooperate with the security guards, or with designated employee in charge of security, in the performance of the latter's duty.	8-10 days suspension	Dismissal		
III. Unauthorized entry to company premises after work hours or non-work days.	Written Counselling to Dismissal, depending on gravity of offense			
IV. Unauthorized possession of firearms, long knives, explosives and other deadly weapons within Company premises.	Dismissal			

Drug Abuse Policy	1 st Time	2 nd Time	3 rd Time	4 th Time
I. Refusal/ Willful resistance/ Failure to submit to drug testing at the required time.	4-7 Days suspension	Dismissal		
II. Possession of prohibited drugs or substances, paraphernalia, use, distribution, or sale of illegal drugs or regulated drugs beyond what is medically-prescribed within Company premises or while participating in any Company sponsored activity.	Dismissal			
III. Violation of Drug Rehabilitation Program.	Dismissal			
IV. Failure to return to work upon expiry of approved Rehabilitation Plan.	Dismissal			
VI. Testing positive for illegal drug use for a second time.	Dismissal			
Health measures in the workplace (Applicable to all Health & Safety protocols coming from the DOH and WHO)				
Failure to observe physical distancing, frequent handwashing and use of disinfectants, use of facial masks while in office premises as required by public health authorities.	Written Counselling	1-3 days suspension	4-7 days suspension	8-10 days suspension to Dismissal depending on gravity of offense
Failure to disclose health condition or possible exposure to or infection with contagious disease at the earliest opportunity	Employee to be referred to and escorted to appropriate medical facility			

HARASSMENT AND DISCRIMINATION

Harassment and Discrimination	1 st Time	2 nd Time	3 rd Time	4 th Time
I. Acts that transform the workplace into an intimidating, offensive, insulting and hostile work environment.	Written Counselling up to to 1-3 days suspension	4-7 Days suspension to dismissal depending on gravity of offense.		
II. Sexual harassment as defined by law that includes but not limited to: demands, requests, favors when the same is made as a requisite for hiring, employment, promotion, choice of assignment, business transaction or refusal thereafter results in discrimination or harassment.	4-7 Days suspension to Dismissal depending on the gravity of offense	Dismissal		
Fraud and protecting company's Assets and Accounting				
I. Deliberately giving false statements, testimonies or withholding information during investigation conducted by the Company.	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal		
II. Deliberately giving false or fictitious data or information during audits conducted by the Company or an external party.	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal		
III. Theft, misappropriation, malversation, or gross misuse of funds, resources or property belonging to the Company, another employee or third party for personal gain and benefit.	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal		
IV. Falsifying, altering or tampering with Company records pertaining to personal information.	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal		
V. Falsifying, altering or tampering with required documents to support the availment of Company benefits.	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal		
VI. Falsifying, fabricating, altering or tampering of Company documents, reports and data to cover-up for inaccuracy, inefficiency or negligence.	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal		
VIII. Submitting fictitious, padded or tampered documents in support of claims for reimbursement or liquidation of expenses.	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal		
IX. Fraudulent or any dishonest conduct in any form or involving property or assets or the financial reporting and accounting of any third party or business partner.	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal		
X. Misrepresentation or dishonesty in order to avail of or participate in Company sponsored/subsidized activities or programs.	Written Counselling up to to 1-3 days suspension	4-7 days suspension	Dismissal	
XII. Vandalism	Written Counselling up to to 1-3 days suspension	4-7 days suspension	Dismissal	
XIII. Causing destruction, damage, loss or wastage of Company property through gross negligence.	Written Counselling to dismissal depending on gravity of offense with indemnification	4-7 days suspension to Dismissal depending on gravity of offense with indemnification	Dismissal with indemnification	
XIV. Deliberately causing destruction, damage or wastage of Company property.	8-10 days suspension to Dismissal depending on gravity of offense with indemnification	Dismissal with indemnification		
XV. Sabotage or deliberately downgrading Company materials and products.	Dismissal			
XVI. Deliberate misstatement of accounting information (e.g receivables, inventory, payables, bank reconciliation, etc.) resulting in gross inaccuracy of financial records, to cover-up shortages or to obtain personal gain and other analogous purposes.	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal		

BRIBERY AND CORRUPTION

Bribery and Corruption	1 st Time	2 nd Time	3 rd Time	4 th Time
I. Offering, promising or giving, directly or indirectly, of any personal or improper financial or other advantage in order to influence the decision of a third party, public or private.	Verbal Counselling to Dismissal depending on gravity of offense	Dismissal		
II. Attempting to or soliciting or accepting any favor, money or gift, gratuity of value directly or indirectly from anyone to perform an act prejudicial to the Company as a condition for the performance of one's duty or if such favor, or gratuity might influence or might reasonably be interpreted as seeking to influence the employee's impartiality.	Dismissal			
III. Bribing or offering money or gift or anything of value to an employee directly or indirectly to seek or qualify for preference, benefits or favorable condition of employment.	Dismissal			

MORAL VALUES AND CONDUCT

Moral Values and Conduct	1 st Time	2 nd Time	3 rd Time	4 th Time
I. Gambling in any form within Company premises.	Written Counselling up to 1-3 days suspension	4-7 days DL	Dismissal	
II. Insubordination (Deliberate refusal to follow lawful order by a superior).	4-7 days suspension	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal	
III. Intimidation, disrespect, malicious imputations, insult or use of foul language towards a co-employee or visitor.	4-7 days suspension	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal	
IV. Indecent or scandalous behavior.	4-7 days suspension	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal	
V. Engaging in indecent and scandalous behavior while representing the Company.	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal		
VI. Commission of five (5) or more different acts or omissions listed herein within a period of twelve (12) months.	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal		
VII. Instigating boycotts of Company products.	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal		
VIII. Deliberate and malicious disruption of Company operations.	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal		
IX. Malicious imputations on the Company that causes or tend to cause dishonor to its good name and standing.	8-10 days suspension to Dismissal depending on gravity of offense	Dismissal		
X. Final conviction of a serious criminal offense resulting in damage of the good name and standing of the company and/or its normal business operations being unduly hampered	Dismissal			
XI. Conviction at the first instance of any crime constituting an offense as defined under the Code of Conduct by a Regional Trial Court or its equivalent.	Dismissal			
XII. Grossly immoral conduct within Company premises, including but not limited to performing sexual or lascivious acts or exhibitionism.	Dismissal			
XIII. Illicit/immoral relationship with co-employees, clients, suppliers, or other third persons connected with the Company conducted in an indiscreet or scandalous manner, regardless of whether the same occurs within or outside Company premises or work hours.	Dismissal			





6/F Zuellig Building, Makati Avenue corner Paseo de Roxas,
1225, Makati City, Metro Manila, Philippines
(02) 8859 1200 / (02) 8662 8600 / (02) 8771 8550 / (02) 7944 1300
phcustomercare@fpgins.com
www.fpgins.com/ph