

THE PINOY DATA CAPTURE EMPLOYEE HANDBOOK

We have crafted the Pinoy Data Employee Handbook or its Manual of Policies and Procedures in conformity with the prevailing laws prescribed by “The Labor Code of the Philippines”. This employee handbook serves as the most important communication tool between the Company and its employee. This Employee Handbook is provided to all employees as a reference, guide, and summary of the Pinoy Data Inc. policies, practices, and benefits.

We have set forth our expectations to all employees and this handbook also describes what our employees can expect from us.

The rules and regulations in this handbook were obtained to help employees become an effective individual by developing personal working ethics and professionalism. It shall guide every employee to understand and exercise proper behavior, attitude, and conduct in the performance of their duties and responsibilities in order to ensure that the performance and behavior of every employee will be consistent and complimentary with the Company’s standards and goals.

The handbook shall promote safe and healthy working environment that would maintain harmonious relationship between co-workers and/or co-employees, superiors, and the Management. It will correct all employees who have committed any violation of the Company’s rules and regulations in order to set right when wrong and to keep right when right. All violations shall be treated by a disciplinary action with respect to the gravity and to the employee’s habitual offense. Violations committed that are not stated in this manual shall be treated and decided accordingly. It rectifies the unsatisfactory performance or behavior of any employee for the good of the organization and to cushion its effects on the morale of the other employee.

This Handbook sets the rules and the working condition that shall be implemented within the Management of PINOY DATA CAPTURE, INC. wherein the regulations to be followed shall protect the general interest and welfare of the Management and every employee. This handbook replaces and supersedes all prior employee handbooks regarding employment or HRD matters.

Please bear in mind that you will find it to your advantage to review the entire handbook promptly so that you will have a complete understanding of the materials covered. We strongly recommend that you should keep this Handbook in your files so you may refer to it when the need arises. Due to the reality that our Company is rapidly growing and changing organization, policies, and benefits will be changed from time to time.

Table of Contents

Welcome Message	-----	1
PDC, Inc. Employee Handbook	-----	2
About the Company	-----	5
Brief History	-----	5
Services	-----	5
Our Mission	-----	5
Our Vision	-----	5
Core Values	-----	6
Philosophy	-----	6
Commitments	-----	7
Expectations	-----	7
General Policies on Employment	-----	9
Recruitment, Selection, and Placement	-----	9
Manpower Requisition	-----	10
Employment Status	-----	10
Employee's File	-----	11
Personnel Movement	-----	11
Promotion	-----	11
Performance Evaluation	-----	12
Transfer	-----	12
Temporary Assignments	-----	12
Separation	-----	12
Career and Personal Development	-----	13
Trainings and Seminars	-----	13
Training Agreement	-----	14
Working Hours and Rest Periods	-----	14
Change Shift	-----	15
Overtime	-----	15
Overtime Work Request and Regulations	-----	16
Night Shift Differential	-----	17
Emergency Overtime	-----	17
Work on a Rest Day	-----	17
Paid Holidays	-----	18
Attendance	-----	19

Absences	-----	19
AWOL	-----	20
Tardiness	-----	21
Undertime	-----	21
Official Business	-----	21
Dress Code	-----	22
Compensations and Benefits	-----	22
Salaries	-----	22
Schedule of Salary Payment	-----	23
<i>Payroll Query</i>	-----	23
Leaves	-----	23
Vacation Leave	-----	23
Sick Leave	-----	24
Maternity Leave	-----	24
Paternity Leave	-----	25
Other Government Benefits	-----	26
13 th Month Pay	-----	26
Cash Loans	-----	26
Petty Cash and Disbursement	-----	26
General Policies	-----	27
House Rules	-----	27
Security	-----	28
Office Decorum	-----	33
Code of Conduct General Provisions	-----	34
Categories and List of Infractions with Corresponding Penalties	-----	37
Code of Ethics	-----	48
Clauses	-----	49
Acceptance Receipt of Employee Handbook	-----	53
Appendixes	-----	55

ABOUT THE COMPANY

BRIEF HISTORY

PDC is a leading Data Conversion Services Agency providing fast, efficient, and accurate services to the United States and the Philippines.

The people at PDC have been in the business of creating computer databases since 1987. Our Company constructs both for commercial, private, as well as in-house databases according to our client's specifications with a guarantee of complete confidentiality. We also provide medical entry and coding services for hospitals and medical offices to help support the growing market for medical claims services.

PDC also offers inbound and outbound contact center services for U.S. and Philippine companies.

We know that you will find our affordable, world-class capabilities sufficient to meet your high standards. Our offices are completely modernized and capable of handling your projects.

SERVICES

PDC is an outsourcing Company that provides data conversion, medical coding, and contact center services for clients seeking to improve their efficiency and reduce their costs. Outsourcing is a proven cost saving option as companies realize that there is no reason to do a job internally when it can be done more efficiently externally.

We, at PDC, give you the kind of personalized service that you can only get from a privately held Company that takes pride in its work.

We assure our clients consistent, quality results in all our products. Quality control procedures are embedded in all our production activities, and we take pride in the personal involvement of our production supervisors to ensure that our results are up to your very high standards.

We are proud of achieving and maintaining the industry standard of **99.95%** accuracy for our data conversion and medical coding services. And we always deliver on time. Let us work with you and make your business achieve more for less.

MISSION

Serve the Lord, families, and consequently ourselves by rendering the highest quality service we can possibly give both our internal and external clients.

VISION

100% service levels and 100% customer satisfaction.

The teams are expected to maximize their talent.

CORE VALUES

People – The Company compliments the invaluable contributions of every employee to its success. This principle is guided by recruiting and best individuals, developing employees and retaining the best talents for the growth and success of the organization, uncovering the employee's best abilities, and encouraging every to develop a mutual and healthy working environment.

Divine Beliefs – The Company believes that God is the foundation of all wisdom and knowledge. That in our faith there is goodness and beauty within us contributing to respect and mutual relationship among us all. By having God in our hearts and minds, we promote a journey of lifelong learning, passion in our work and enrich our relationship with one another because we know that we are clear in our thoughts.

Commitment – As a Company who is in service with our clients, we should be committed in accomplishing our work properly within the scheduled period. Each and everyone should be determined and dedicated in performing our duties and responsibilities by giving the best of our abilities.

Integrity – As we laid our foundation to be trust worthy, loyal, and honest to our selves, Company, colleagues and clients, we are steadfast adherence to a strict moral and ethical code. By saying what we mean and taking responsibility for our actions.

Notable – We are proud of our accomplishments and quality services which made us one of the fastest growing and first-rate BPO. We are worthy being noticed, remarkable in our doings and our services are characterized by excellence or distinctions. In our industry we are building a great reputation.

Client Services – As we take pride of our quality services we should also consider good relationship to our client which is generally express as customer care. In this aspect, we are creating a long-term relationship by being sensitive to their need, showing importance, and specially by being consistent in delivering value to their project.

COMPANY PHILOSOPHY

It is important to understand that no code of conduct can replace the principles of an ethical employee. Thus, the Company sets high expectations on the employee with reverence to accountability, performance, punctuality, honesty, integrity, courtesy, and teamwork. All of which are the vital elements in achieving the Company's goals.

Although, disciplinary action may be imposed for any wrongdoing, the Company's trust for the conscious effort is to do the right thing in the right way.

COMMITMENT TO THE EMPLOYEES

We believe that the growth and progress of the Company depends on the cooperation and good relationship between the Company and its employee.

We believe that every employee plays a significant role in the Company.

We believe that the welfare of the employees depend on the stability of the Company.

We believe that open and effective communication will strengthen the alliance between the Company and the employees.

We believe that the Company, together with its employees, jointly needs to fulfill its responsibility to the community and to the country.

With these beliefs, the Company pledges:

- To exhibit transparency, justice and fairness at all times in the treatment of every employee, and that those who guide the work of others exemplify mutual respect.
- To give just compensation in terms of wages and benefits, which are befitting to the skills, effort, and time rendered by the employee.
- To take consideration of the well-being of the employees when making decisions.
- To promote self-growth and advancement of the employee in the Company.
- To maintain a clean and healthy working environment, and provide the necessary facilities that enables effective work performance.

EXPECTATIONS TO THE EMPLOYEES

The Company expects its employee:

- To maintain the highest regard for honesty, integrity, and devotion to duty, with full understanding that any misdemeanor or misconduct on his part results to the breach of the trust and confidence that the Company has given him.

- To render courteous, pleasant, efficient, and prompt service to clients of the Company knowing well that rude and inefficient service tarnishes the good image and reputation of the Company.
- To render a fair day's work for a fair pay, and thereby give the Company what is due in terms of time, attention, and output in exchange for wages and benefits.
- To exercise prudence, care, and mature judgment in the discharge of duties and responsibilities, always conscious of the adverse effects of improper and careless performance.
- To respect and strictly observe Company rules and regulations so that order and discipline may be maintained in the organization at all times.
- To recognize the value of economizing, properly using, and preserving Company property and facilities, and conversely, the ill effects of wastages and unnecessary expenditures.
- To extend full cooperation and assistance to superiors and peers so that the strength that teamwork builds will always prevail.
- To develop and expand one's own personal knowledge and skills so that one may be prepared and properly be equipped for opportunities pertaining to his career and professional growth.
- To be loyal to the Company which provides one's source of livelihood with full awareness and knowledge that the success or failure of the Company will mean one's own personal success or failure.

The Company based on the abovementioned expectations believes that every employee should perform their duties and responsibilities at the best of their abilities and as God Fearing Human Beings dedicated in the propagation of respect for oneself, others, and properties.

In light of all the expectations of the Company, every employee should always remember in mind and heart the following:

1. **Respect for Yourself.** Every employee should learn the importance of self respect as an individual and as an employee of the Company by being clean in thoughts, works, and deeds;
2. **Respect for Others.** Every employee should learn to respect the rights and welfare of others by having a worthwhile relationship with colleagues at work, clients/customers, superiors, and the Management. This includes the respect for the authority of the superiors and the Management.

3. **Respect for Property.** Every employee should learn to respect the rights of clients/customers, colleagues at work, superiors and the Company for their properties; and
4. **Morality.** Every employee should learn to respect the individuality of others by not abusing the moral standards of other people and the Company. And also respecting the truthfulness of other, Company and yourself by not performing any deliberate acts and intentions of deceit.

GENERAL POLICIES ON EMPLOYMENT

Recruitment, Selection, and Placement

PDC Inc. focuses in recruiting employees that would best fit the operational work flow of the Company. We can only meet our organization's objectives by hiring the most qualified individuals. We believe that all qualifies people are entitled to equal employment opportunity and do not discriminate against qualifies employees or applicants because of gender, religious belief, age, marital status, sexual orientation or disability. Equal opportunity will be extended to all persons in all aspects of employment including but not limited to recruiting, hiring, promotion, discipline, or layoff/termination.

The Company uses a number of methods to encourage qualified persons to apply for jobs. These include online job postings and maintaining relationships with staffing sources, including universities and trade schools. Depending on the type of position open and the labor market that qualifies recruiting efforts may be local or expanded.

The Company also makes use of methods in its selection process by setting application advertisement, screening the submitted applications, testing, interviewing, and reference checking.

For regular positions, the prospective employee should at least meet the minimum position qualification requirements set by PDC INC. Management. These standards are set of competencies needed to perform satisfactorily the responsibilities of a certain position. This includes but is not limited to education, experience, training, and personality traits.

As far as practicability, internal hiring preference is given first to employees working for the Company as a form of the retention and succession program. This is to provide opportunities for employees for their career growth. They will, however, still have to meet the minimum qualifications set for their applied positions.

Man Power Requisition

Supervisors and department heads may file a Manpower Requisition with HRD in order for the latter to facilitate the process in hiring employees. A Manpower Request Form (Annex 1) must be submitted stating the required position and qualifications needed by the end user. Submitted request shall be perused and shall be endorsed for the Management's approval.

Employment Status

The classifications of employment in the Company are as follows:

1. **Regular Employees** are those who have successfully completed the probationary period and have met the standards required for a regular position, or those who, upon hiring, are given regular appointment upon the recommendation of the Unit Head or Department Manager.
2. **Probationary Employees** are those hired to fill in regular positions and undergo a probationary period of not more than six (6) months (consists of One Hundred Eighty (180) days) to determine their capability and fitness to hold the position on a regular basis. Where the employee is on a trial by an employer during which the employer determines the qualifications of the employee at the start of employment.
3. **Project-based Employees** are those hired for a definite or fixed period of time for a specific project or termination of which has been determined at the time of the engagement of the employee.

PROJECT BASED EMPLOYEES PERFORM WORK BASED ON QUOTA

- Project based Employees hired to perform work based on volume or quota given. Payment of their wages shall be based on the quality of work they have completed (Quota Based).

Employees File

The Human Resources Department (HRD) keeps all the employees' records or the 201 files. As a custodian, it is the role of HRD to keep records updated, however, it is the responsibility of every employee to immediately report as an amendment to the employees' records any changes through a duly accomplished Human Resources Update Form (Annex 2) including other forms such as SSS, PhilHealth, BIR, Health Card, and alike in order to avoid any impediments in the future.

We recommend that every employee update HRD of changes including but not limited to the following information:

- Change in name or surname;
- Change in civil status;
- Any change in address;
- Change in telephone number;
- Change of beneficiaries;
- An additional member of the family;
- Change in name of person to be contacted in case of an emergency;
- A report on any special course or seminar completed, and any degree completed;
or
- Any other information considered vital to his employment with the Company.

PERSONNEL MOVEMENTS

Promotion

A promotion is clearly defined by PDC Inc. as an advancement of an employee's rank or position in the organization hierarchy system of the Company and it is usually accompanied by additional duties and responsibilities as authorized by law which is a result of advancement in terms of designation, salary, and benefits.

The following guidelines are followed in the promotion selection process:

- Promotions are based upon good performance and merit;
- Job related Performance Evaluations; and
- Recommendations are to be made by the department head or immediate superiors, supported by Performance Evaluation for Promotion.

Performance Evaluation

The Company shall be conducting performance evaluation in order to monitor the performance of every employee. In this manner, all employees shall be evaluated accordingly by their positions and designations in the Company.

The Management has designed tools and metrics to measure the effectiveness of every employee's performance. The employment evaluation shall be the basis of the Management in providing rewards at the Company-wide, group, or individual levels.

The employment evaluation also provides assessment pertaining to the good return of investment from the recruitment and compensation programs of the Management.

Transfer

Transfer is a movement from one position to another or the movement from one Company to another within the group of companies. This is of equivalent rank, level, or salary without break in service involving the issuance of the appointment. Any inter-department and inter-Company transfer of an employee will be allowed only upon the recommendation of the head of the releasing department, in consultation with HRD and upon acceptance of the head of the absorbing department. All transfers must be approved by the CEO.

Temporary Assignments

To meet exigencies of work or as part of personnel training program, an employee may be temporarily assigned to another position, provided that such assignment does not exceed three months. He may, however, choose to remain in the position, in which case he will have to request for a transfer following the procedure described in the section on TRANSFER.

Separation

Separation means the disengagement of the employee from the organization, which may either be initiated by the Company or by the employee.

Termination by Employee

Termination by Employee is a separation commonly termed as resignation. An employee may voluntarily terminate the employee-employer relationship by serving at least one (1) month written notice in advance, complete the clearance procedures, and go through an exit interview. With the approval of the immediate supervisor and Management, the one month notice may be waived or can be shortened (Annex 3 & 4).

Termination by Employer

Termination by Employer is a separation commonly termed as terminated. The Company may terminate the employment, based on Article 282 of the Philippine a Labor Code and as follows:

- a. Serious misconduct or willful disobedience by the employee of the lawful orders of the Company in connection with his work;
- b. Gross and habitual neglect by the employee of his duties;
- c. Fraud and willful breach by the employee of the trust reposed in him by the Company;
- d. Commission of a crime or offense by the employee against the duly authorized representative of the Company; and
- e. Other causes analogous to the foregoing.

Termination by Authorized Cause

- Article 283 of the Philippine Labor Law – *Closure of establishment and reduction of personnel*; and
- Article 284 of the Philippine Labor Law – *Disease as ground for termination*.

Others

- Termination based on the completion of contract; or
- Termination of probationary employment based on failure to meet the standards of employment.

Career and Personal Development

Trainings and Seminars

The Company offers various training opportunities for its employees both for skills relating to their position and for personal improvement. Training programs are identified by Human Resources Department, in consultation with the Department Heads. A wide range of training program is offered to qualified employees, including, but not limited to the following: leadership, and supervisory skills, computer skills, basic communication skills, writing and literacy skills, technical skills, etc.

Outside seminars may also be available either through invitation and sponsorship of a Company, foundation, or foreign government or upon the recommendation of the employee's immediate superior and HRD.

Training Agreement

Employees who shall undergo training programs and seminars shall be required to sign a Training Agreement, detailing therein that the employee agrees to undergo training in exchange of a retention agreement between the employee and the Company for a certain period.

Working Hours and Rest Periods

The Normal Hours of Work of PDC Inc. employees vary from the designations and functions of every individual within the organizational system of the Company and as follows;

1. The regular workdays or the administrative workdays are from **Mondays through Fridays**. Employees scheduled within this period of work are expected to work for five (5) days or forty (40) hours a week exclusive of time for meals.

One (1) hour meal period is given to all employees during regular workdays or assigned to do administrative works.

2. The operational workdays are from **Mondays through Sundays**. Employees shall be given a scheduled rest day for the week. The schedule of the employees depends on the duty schedule allotted to them by the Management. Office hours are based on 3 shifts:

- (a) 6:00am to 2:00pm;
- (b) 2:00pm to 10:00pm; and
- (c) 10:00pm to 6:00pm

The meal period for employees scheduled to work based on the 3 shifts in thirty (30) minutes.

It is the duty of PDC, Inc. to provide employees a rest period of not less than 24 consecutive hours after every six consecutive normal work days. The employer shall determine and schedule the weekly rest day of all of its employees under this paragraph, however, the Management respect the preference of the employee as to their weekly rest days when such preference is based on religious grounds.

3. Late arrivals, early departures, and absent days shall be subject to salary deductions based on the hourly/daily rates.
4. Extensions are not allowed unless approved by their respective supervisors coordinated from next shift's supervisor to avoid conflict in use of workstation.

5. For proper and accurate monitoring of attendance, all employees, regardless of rank and status, are required to time in and out using the Company's facial recognition device located at the reception area, upon arrival and before leaving the office after work.

All employees shall maintain daily time records using the facial recognition device. Handwritten time in/out on a logbook is not a valid attendance. Non-compliance of this rule can result to no pay. Just in case the biometric device malfunctions, you can login at the guard's logbook with countersign from your immediate supervisor and security personnel on duty.

6. The work schedule may vary depending on the department's operational needs. Department heads/managers should submit to HRD the official time of their respective subordinates for proper timekeeping monitoring.
7. Everyone is expected to report punctually every day.
8. All employees are mandatory to log-out and log-in during and after regular meal periods. The employees are given at least sixty (60) minutes time-off during lunch/meal breaks.
9. All employees are expected to work at their respective stations and are prohibited from doing unrelated task during working hours (e.g. eating, retouching make-ups, calling friends, and etc.).
10. The Management retains the prerogative, whenever exigencies of the service so require to change the working hours of its employees.

Change of Shift

Change shifts and change of project must be accompanied by an approval between shift supervisors and project manager. An approval form must be furnished and signed by both shift supervisors and operators involved. For the supervisors, the Project Manager must sign the approval form (Annex 6) before submission to HRD.

Over Time

Over time (OT) services are not normally required but in case that the employer requires any employee to work beyond the eight (8) hours regular work hours for a day, the work performed paid for as overtime work. Such work is treated as OT and requires a minimum of one (1) hour to be considered, in addition to the official daily hours of work. Non-managerial staffs are entitled for their OT work, and additional compensation equivalent to his regular wage plus government mandated regulations on OT work.

Entitlement to OT pay must first be established by proof that OT work was actually performed before an employee may receive this benefit.

All OT must be with prior approval or with the consent of the Management. No OT shall be paid if approval was not granted by the Management. Therefore, no OT is allowed unless approved by Management because normally an employee should be able to complete the work during regular shift.

The employer cannot be compelled to give OT work neither can an employee be to render OT work against his will.

Overtime Work Request and Regulations

1. All OT request during working days or holidays shall be approved by the Management. There should be an authorized request from the immediate superior or supervisor. Failure to comply with the said requirement shall be deemed the performed work as unofficial and not compensable.
2. Request for overtime must be made in writing beforehand, to be submitted for approval by Management. An overtime request form should be duly accomplished (Annex 6).
3. All output reports or “Progress Report” for the given OT work shall be submitted on the following day.
 - Generally, OT request schedule should be submitted a week before to the HRD by the supervisor. In case that OT work must be served immediately, the employee must call the Management to ask for verbal approval. If approved, submit the written request immediately the day after the OT was rendered.
 - Unapproved OT request shall not be paid.
4. All late employees shall no longer be permitted to render OT work unless prescribed an Emergency Overtime and approved by the Management.
5. Employees who requested to have OT work during day-off, regular holidays and special holidays should be present for the whole week otherwise they could not render OT work unless prescribed as an Emergency Overtime and approved by the Management.

6. Managerial positions are not entitled to overtime pay. The Management however has the option to grant allowances to defray the cost that may be incurred due to excess hours of work.
7. Quota based employees are not entitled to overtime pay. However, in case of work on holidays, they will be given additional percent as mandated by law or as determined by the Management.

Night Shift Differential

- All employees assigned to work between ten o'clock (10:00 p.m.) in the evening and six o'clock (6:00 a.m.) in the morning or the third (3rd) shift shall be paid a night shift differential as required by the law. (DOLE).

Emergency Overtime Work

The rule is different in the emergency situations described in Article 89 of the Philippine Labor Law. In any such cases, any employee may be required by employer to perform overtime work. In these cases, it may be said, consent is supplied by the law. The employee who renders overtime in any of these cases shall be paid the additional compensation stated by the law.

The Management may require any employee to perform emergency overtime work in any of the following cases:

- When the country is at war or when any other national or local emergency has been declared by the National Assembly or the Chief Executive;
- When it is necessary to prevent loss of life or property or in case of imminent danger to public safety due to an actual or impending emergency in the locality caused by serious accidents, fire, flood, typhoon, earthquake, epidemic, or other disaster or calamity;
- When there is urgent work to be performed on machines, installations, or equipment, in order to avoid serious loss or damage to the employer or some other cause of similar nature;
- When the work is necessary to prevent loss or damage to perishable goods; and
- Where the completion or continuation of the work started before the eighth hour is necessary to prevent serious obstruction or prejudice to the business or operations of the employer.

Work may be required on a Rest Day

Generally, an employee cannot be compelled to work on rest day, however, the employer may require employees to work on rest day in emergency and exceptional conditions as defined by Article 92 of the labor code and as follow:

- In case of actual or impending emergencies caused by serious accident, fire, flood, typhoon, earthquake, epidemic or other disaster or calamity to prevent loss of life and property, or imminent danger to public safety;
- In cases of urgent work to be performed on the machinery, equipment, or installation, to avoid serious loss which the employer would otherwise suffer;
- In the event of abnormal pressure of work due to special circumstances, where the employer cannot ordinarily be expected to resort to other measures;
- To prevent loss or damage to perishable goods;
- Where the nature of the work requires continuous operations and the stoppage of work may result in irreparable injury or loss to the employer; and
- Under other circumstances analogous or similar to the foregoing as determined by the Secretary of Labor and Employment.

Paid Holidays

The following are observed as holidays:

Regular Holidays

New Year's Day	January 1
Maundy Thursday	Movable date
Good Friday	Movable date
Araw ng Kagitingan	April 9
Labot Day	May 1
Independence Day	June 22
National Heroes Day	Last Sunday of August
Bonifacio Day	November 30
Christmas Day	December 25
Rizal Day	December 30

Nationwide Special Holidays

Ninoy Aquino Day	August 21
All Saints' Day	November 1
Last Day of the Year	December 31

There is a provision for the national holidays for the observance of Eid'd Fitr and Eidul Adha, but the exact date is still to be determined in accordance with the Islamic calendar.

The Company shall adhere to other declaration of holidays, as mandated by Malacanang and the local government.

An employee should be present a day before and after the Holiday to be entitled for the holiday pay. An employee must request an approval from Management beforehand before reporting for work during Holidays.

Effects of Absences on Holiday Pay

Every employee is entitled to holiday pay when a regular occurs while on leave with absence with pay. But an employee who is on leave of absence without pay on the day immediately preceding a regular holiday forfeits holiday pay if he does not work on such holiday.

Where the day immediately preceding the holiday is a non-working day or the scheduled rest day of the employee, they shall be entitled to holiday pay if they worked on the day immediately preceding the non-working or rest day.

The purpose of this requirement is to discourage malingering among workers who might view the holiday pay as a compensating factor for being absent.

Attendance

PDC Inc. through HRD monitors the attendance of every employee. Basically, the amount of absences is being monitored because it affects the total out-put and production being contributed in the whole operations. However, the attendance of an employee is not only determined through his or her absences, factors such as tardiness, and undertime also contributes to the low performance of an employee.

Everyone is required to inform their supervisors if they will not be able to report for work. Supervisor should then inform HRD. In case supervisor is not available, the employee should inform HR. Prolonged leaves must be immediately filed in order for the employees (staff and operators) not be tagged with AWOL.

ABSENCES

PDC Inc. through its existence has determined two (2) classifications of absences and as follows:

- a. Excused Absences – As a general rule, an employee has notified the supervisor in advance prior to the date of absence and has submitted a written notification that has obtained approval.
 - a. That **Written Notification** for any employee for their intention to be absent for one (1) day should be filed at least three (3) days before the date of absence; and
 - b. The **Written Notification** for any employee for their intention to be absent for two (2) days or more should be filed at least one (1) week before the date of absence.

Written Notification should not be constructed as **APPROVED**. There should be an approval coming from both the supervisors and HRD. The approval or disapproval of any Written Notification shall be in reference with the gravity of

the request and to the exigency of service. Please be reminded that any employee who committed an Absence with a “disapproved” written notification shall be deemed Absence without Leave. (A.W.O.L).

- b. Emergency Absences – As a rule, an employee committed absence due to emergency purposes or due to sickness.

Emergency purposes may be through the following reasons:

- In case of calamities as typhoons (signal #3), earthquake (strong intensity, fire, and flood);
- Death of an immediate family member;
- Bringing spouse or children to hospital;
- Relocating family affected by fire or flood; or
- Accident involving bodily injury. Absences due to this reason must be verified by documentation.

In cases of emergency absence, all employees shall be given consideration to inform their respective supervisor or the HRD through text or call during the first day of absence and if possible before the scheduled time of work.

The employee shall present evidence to the Management in cases that there was an incidence of Death or hospitalization of employee’s parent, spouse, or sibling.

If the employee has remaining Vacation leave credits, absences reported within the said period shall be applied to as Vacation Leave.

If the employee has remaining Sick leave credits, absences reported within the said period shall be applied to as Sick Leave, however, should be accompanied by a “**Medical Certificate**”.

Sickness for three (3) days and more, the Management shall strictly implement the submission of “**Medical Certificate**”. Without “Medical Certificate” it shall be deemed “**UNEXCUSED**”.

Absence Without Leave (A.W.O.L)

All employees who are absent for a day without giving prior notice to their respective supervisor or HRD shall be considered A.W.O.L.

Absences with disapproved leave of absence shall be deemed as A.W.O.L.

Absence for more than two (2) days due to sickness without “**Medical Certificate**” shall be considered A.W.O.L.

All employees shall submit a written explanation regarding the reason of absence within a twenty-four (24) hours grace period after reporting back to work. Failure to comply with the written explanation means that the absence committed shall be automatically considered as A.W.O.L. Employees who informed their supervisors or HRD through verbal or text communications should adhere to this Paragraph.

TARDINESS

All employees are required to report to work on time except from employees given an approval by the Management. Habitual and frequent tardiness is subject to disciplinary action under the present Company rules and regulations.

- a. Excused Tardiness – tardiness with prior notice and with valid reason shall be considered excused but with deduction from pay.
- b. Unexcused Tardiness – covers that situation when the employee is late and failed to immediately report to the supervisor and to explain satisfactorily the tardiness.

Tardiness is not tolerated. Everyone should come to office on the prescribed time. Be Punctual.

UNDERTIME

Undertime is not offset by overtime – Undertime work on any particular day shall not be offset by overtime on any other day. (Art.88. Labor Code of the Philippines).

- a. Excused Undertime – refers to timing out at an earlier time other than the official dismissal or being late in excess of one hour with approval from the immediate supervisor. It will be deducted as absences but will not incur penalties.
- b. Unexcused Undertime – refers to timing out at an earlier time than the official dismissal time or being late in excess of one hour without approval from the immediate supervisor. Unauthorized quitting from work without prior approval, leaving work station during working hours and coming late for work during break are considered abandonment of work and carries a hefty penalty.

Official Business (On-the-Field Assignment)

The Management may require any employee to perform Official Business Trips.

Employees with official business (OB) outside of the office are required to submit a written request and approval from Management. Non-compliance can result to no pay. However, for immediate on the spot OB, the employee may be required to submit the OB form after field assignment (Annex 7).

All employees with official business outside of the office shall be reimbursed for using public transportation except taxi and/or chartered service unless otherwise specified by Management or during emergency cases.

Reimbursement (Annex 8) of expenses incurred during official trips/transactions shall be supported with receipts and/or breakdown of expenses to receive payment.

Dress Code

It is Management's intent that work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. Specifically, if the nature of work is mostly dealing with clients, the employee is expected to be in proper and presentable attire. Smart casual wear is therefore required to all employees.

Cleanliness and good grooming will be observed. Wearing of slippers, sleeveless, short and alike are not allowed.

The Company defined that wearing **Company I.D.** forms part the dress code or proper office attire.

Compensation and Benefits

Salaries

It is the Company's desire to pay all employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair, and equitable. Salaries are based on a salary structure approved by the Management.

Existing jobs, position classifications, and salary scales are reviewed regularly. On the basis of any significant findings, the jobs hierarchy and salary ranges shall be revised accordingly.

Changes in salaries may be implemented through:

Merit Increases are adjustments based on the individual's meritorious work performance.

Increases due to Promotion or Re-classification is adjustments given when there is a change of position from one job to another of a higher classification.

Government Mandated Increase is an adjustment given as directed by the Department of Labor and Employment (DOLE) which is duly approved by the President of the Philippines. In this case, the prevailing rules to be given by DOLE shall be followed.

It is a moral code that salaries should be kept confidential at all times.

Schedule of Salary Pay-Out

Salaries of employees are paid semi-monthly 16th and 1st days of the month. In case said dates fall on weekends or holidays, the next working day shall be the pay-out date.

Payroll cut-off is followed for a more precise computation of the salaries. For the 16th payroll, cut-off is every 10th; and for the 1st payroll, cut-off is every 25th. However, cut-off dates may be changed depending on what day the pay-out falls. In this case, HRD shall announce to all employees of the changes.

Payroll Query

If there are queries regarding payroll, you can get a Payroll Query form (Annex 9) from the reception, must be furnished and given to immediate supervisor, who will then give it to the HR. Resolution of payroll query should be done within 7 working days of submission.

Leaves

1. Vacation Leave

Every regular employee who has rendered at least one (1) year of service shall be entitled to a yearly vacation leave of five (5) days with pay. The term “at least one year of service” means service for twelve months, whether continuous or broken, reckoned from the date the worker started working.

Due to the nature of the Company’s operational business, the Company has the prerogative to schedule, approve and disapprove filed Vacation Leaves. Disapprove vacation leaves shall be scheduled on another date.

Scheduled Vacation Leave by the Management

The employees shall take the leave accordingly, however, scheduled vacation leaves may be cancelled and may be re-scheduled on a later date due to the exigency of service.

Procedure for Vacation Leave

- a. Notification – employees shall schedule vacation leave subject to the approval of department head and of Management:

- Two (2) days or more vacation leaves. It should be filed at least one (1) week before the date of leave.
 - One (1) day. It should be filed at least three (3) days before the date of leave.
- b. Leave Form (Annex 10) – accomplish the Leave of Absence form (LOA) and shall have it approved by the respective department head. \Submit the LOA to HR.
 - c. HR will inform the employee if leave is approved by Management.
 - d. There should be proper turn-over or endorsement of project assignment, duties and responsibilities to ensure that there is no disruption of work.

2. Sick Leave

Every regular employee who has rendered at least one (1) year of service shall be entitled to a yearly sick leave of five (5) days with pay. It should be filed the days after assuming for work. The employee should present a medical certificate.

The term “at least one year of service” means a service for twelve months, whether continuous or broken, reckoned from the date the worker started working.

Procedure for Sick Leave

- a) Notification – if you’re still ill you must inform your supervisor within 24 hours of your first day of absence. Your supervisor should then inform HR. In case your supervisor is not available, you should inform HR. Only if it is not possible to reach any of the stated contacts should you speak to another member of the staff or co-worker, who has a duty to inform your supervisor or HR, once available. You must provide reason for the absence the first day of actual sickness and your expected date to return.
- b) Keeping the office informed – if you know that you will be unfit to work on the date previously advised you must contact the office again as soon as possible to explain the continued incapacity for work.
- c) Medical Certification – if required by Management, employee must submit supporting documents from qualified medical practitioner explaining its absence.

- d) For Major Illnesses – for those who have undergone medication and treatment for major illnesses, a certification of “Fit to Work” from a medical practitioner must be submitted. If the said certification is not produced, Management may refuse return of employee. If the employee needs more than 6 months to recover, Management has the right to terminate his services.

3. Maternity Benefits

The maternity benefit is granted to pregnant female employees, married or unmarried, with an aggregate service for at least (6) months for the last 12 months. The benefit is extended to illness certified to have been arisen out of pregnancy, etc. which renders a woman unfit for work.

She will be entitled sixty (60) days for normal delivery and seventy eight (78) days for Caesarean Section.

To be entitled to the maternity leave benefits, she should be an SSS member, employed at the time of delivery, miscarriage or abortion. She must have given the required notification to the SSS thru the Management (HR dept).

Maternity benefits, like other benefits granted by the SSS, are granted to employees in lieu of wages, and therefore, may not be included in computing the employee’s 13th month pay for the calendar year.

4. Paternity Leave

Paternity leave is granted to all married male employees regardless of their employment status. It shall only apply for the first four deliveries of the *employee’s lawful wife with whom he is cohabiting*.

Where the spouses are not physically living together because of the work station or occupation, the male employee is still entitled to the paternity leave benefit.

The leave shall be for seven (7) days with fullpay.

Availment of the paternity leave may be before, during or after the delivery, provided that the total number of days shall not be more than seven (7) days for each covered delivery.

The conditions to the entitlement of paternity leave as defined by Section 3 of the Rules of Implementing Paternity Leave Act:

- He is an employee at the time of delivery of the child,

- Is cohabiting with his spouse at the time she gives birth or suffers a miscarriage,
- Has applied for paternity leave, and
- His wife has given birth or suffered a miscarriage.

As provided by the Company's rules and regulations, the Management requires the male employee to inform the HRD dept of the pregnancy of his wife and the expected delivery as soon as the employee learns about the pregnancy. After which the marriage certificate is required. A proof such as the billing of the said birth of the new born child or medical certificate in case of miscarriage shall be submitted for proper documentation.

In the event that the paternity leave is not availed of, said leave shall not be accumulated nor converted to cash.

Other Government Benefits

The Company religiously abides with the observance of the law regarding government mandated social welfare for every employee such as SSS, Philhealth, and PAG-IBIG fund.

13th Month Pay

All employees are entitled for the 13th month pay regardless of the nature of their employment, provided they worked for at least one (1) month during a calendar year.

Cash Loans

Cash advances will be considered on a case-to-case basis and will be given for emergency cases only (Annex 11 & 12).

Employee must submit a cash advance request with at least two (2) co-makers to be submitted for approval. Three month hiatus shall be applied for cash advance.

PETTY CASH AND DISBURSEMENTS

1. Administration Office has Petty Cash Funds to supply immediate office supply needs. A written request is needed for records purposes.

All requests and transactions should be made in writing to avoid any misunderstanding and to provide the office with records.

Petty Cash reimbursements are scheduled on a weekly basis and must have a maintaining balance of at least Php1,000.00. Petty Cash expenses per item should not exceed Php500.00. Prior written approval from Management must be made before purchase or usage of petty cash funds exceeding the said amount.

2. Disbursements (cash or otherwise) may be released only if the recipient is present. Payroll release is twice a month, 1st and 16th day of each month unless specified otherwise. If the payroll date falls on a holiday or non-working day, it will be paid on the next working day.

GENERAL POLICIES

Each employee is expected to meet reasonable standards of work performance and personal conduct, in an atmosphere of mutual respect, teamwork, integrity, creativity and commitment, such as what we have in Pinoy Data Capture, Inc. A heavy reliance is made upon each employee's sense of responsibility and discipline.

All employees are expected to be thoroughly knowledgeable on the standards of work performance and personal conduct in the Company. From the start of employment, employees are briefed on matters of conduct, particularly those important in working at PDC Inc. Discipline requires personal self-control and self-directions, knowing what must collectively be achieved.

If there is discipline in a business enterprise:

- a) The Management will have effective control of the operations of the organization so that objectives are attained to the benefit of all concerned, including employees;
- b) Employees are able to give their best in doing their jobs, with the least hindrance or discord and thereby gain tangible as well as intangible rewards of excellent performance.

If, on the other hand, there were no discipline, then the Company would be disorganized and chaotic. This is the reason why there is a need for discipline.

Open Door Policy

Every PDC employee should feel comfortable dealing directly with his or her manager, other members of Management and representatives of the staff regarding any employment-related issue, or to resolve misunderstandings or conflicts, without fear of harassment or retaliation.

The Open Door Policy provides employees with a way to resolve a grievance, raise issues of general concern and otherwise have their voices heard.

HOUSE RULES

PDC Inc. expects each employee to be at all times in proper decorum. Likewise, the Company has established house rules as prevention from any act of misbehavior.

The following house rules shall apply to all employees of the Company while in the Company's premises at all times including break time, overtime and work done on off-day, rest day and paid public holidays.

1. Punctuality and Personal Appearance

- Every employee should be punctual and report to office in proper attire ready for work.
- All employees are required to wear their I.D's when entering the Company premises at all times. Security Personnel on duty may refuse entry or send out an employee caught not wearing Company ID.

2. Company Property

- Use of PDC logo, trademark and a like, without prior written approval from PDC Management is strictly prohibited.
- No Company records or property shall be taken out from the office premises unless there is a specific written authorization coming from the Management.
- Employees are not allowed to use Company property for personal use.
- Always be careful, especially when handling office equipment. Ask questions (instead of guessing) if you are not familiar with whatever you are handling.
- If the Company has a reasonable suspicion that an employee is in possession of unauthorized Company property, the employee shall be subjected to body search including possessions. Failure to submit to all searches will render any employee guilty of unauthorized possession of Company property.

- Try to avoid waste. Office equipment supplies should be used prudently.
- Employees are not allowed to tinker in any manner with any part of an office equipment, installation and/or machinery of the building.

3. Personal Property

- Use of Electronic Gadgets or Paraphernalia such as Cellular Phones, Ipad, MP3 Player and items alike, is not allowed inside Company premises.
- No data recording devices, such as external disks, flash drive, memory cards, camera, and items alike are not allowed inside Company premises.

4. Smoking

- Smoking is strictly prohibited inside the office premises including areas prohibited by the building administration.

Smoking is only permitted outside the building during break time only.

5. Alcoholic Beverages

- Employees are not allowed to drink alcoholic beverages during paid work hours or to report for work under the influence and/or possession of alcoholic beverages.

6. Drugs

- Employees are not permitted to use, keep, purchase or distribute prohibited drugs within the business establishment. Subject employee will be dismissed if found in possession or using of these prohibited drugs (other than medicines given under a doctor's prescription).

7. Telephone/Mobile phone/Telefax/Electronic mail

- Employees are not allowed to use the Company telephone/telefax/electronic mail for personal use.
- Personal calls will not be entertained during working hours except for emergency calls.

- Employees found using the Company's telephone/telefax/electronic mail for personal use shall pay the incurring charges and will be subjected for administrative action.

8. Lights, Air-Conditioners, and Other Equipments

- Employees must ensure that all lights, air-conditions, and other equipments are turned off/shut off after leaving the office premises or work place.

9. Offensive Weapons

- Employees are not permitted to carry offensive or deadly weapons such as firearms, explosive materials, poison, corrosive chemicals, knives, sharp objects and items alike within the Company premises including personal lockers/drawers/cabinets.

10. Office Care and Cleanliness

- Employees shall leave their work area clean orderly and in good condition at all times. In case you notice any damage in your work area upon arrival, you must inform your supervisor at once so the damage will not be charge to you.
- There shall be no eating and drinking in the production area. Pantry area is provided by the Company for eating and drinking purposes. After using the area, make sure to throw leftover foods before leaving.
- Cooking of meals in the office and pantry area is strictly prohibited.
- Water dispenser must be used properly. Please report to Administration office if the container needs replacement to avoid malfunctioning of the dispenser.
- The following are not allowed in any part of the office premises:
 - Materials that is highly inflammable or explosive.
 - Apparatus, machinery or equipment, which may cause obnoxious odors, tremors or noise, or expose the premises to fire.
 - Dangerous abject or article, which the security personnel or the Building Administration may reasonably prohibit.
 - Bringing of pets.

- Nothing shall be hung nor displayed on the windows and office doors. Only authorized personnel are allowed to place memos/announcements on designated bulletin boards.

11. Office Premises

- Employees shall not do anything whereby any obstruction, restriction or hindrance may be cause to the entrances, exits, hallways, passages, reception area, and production area; nor should any part of these areas be used for storage.
- Operators who have no business in the reception area are not allowed to stay there. Those who have should conduct their business briskly & profitably.
- The following are restricted areas. No one is allowed to enter with proper authorization:
 - Executive Office
 - Human Resource and Administrative Office
 - GTESS
 - Technical and Software Development Room
 - Server Room
 - And other restricted area not mentioned here

12. Others

- The use of obscene language is not permitted at all times.
- Friends and relatives are not allowed to visit employees during working hours, except in case of emergency.
- Do not criticize the Company, its policies, operations or personnel nor make derogatory remarks before outsiders. If you have suggestions or any constructive criticism to offer, please discuss them with your Supervisor or with the HR Manager. Your comment and suggestions will not only be welcomed but encouraged.

SECURITY

The proper observance of security, protection and peace shall help maintain an effective working environment in the office by clearly outlining the policies and uniform procedures that security personnel should adopt and apply to all employees in the daily

operations or work. The procedures that the security personnel shall abide are implemented by the Company.

Employees should be aware that the strict implementation of the rules and regulations are by the instruction of the Management for security personnel to adhere. Mutually, all employees and security personnel shall be guided by the following aspects in order to avoid differences or misunderstandings:

1. Professionalism

The security personnel should always maintain professionalism in dealing with the employees of the Company. Always have a professional appearance by being neat and wearing the complete prescribed uniform and should exhibit a positive attitude in performing the duties and responsibilities. Being physically fit is essential to the success of the security personnel in this field. When dealing with a very angry person, the guard should make all attempts to de-escalate the situation and take control.

The employees on the other hand should also maintain professionalism by submitting politely and respectfully in accordance with the SOPs of the Management.

2. Work as a Team

The security personnel and the employees need to work as a team and not allow any personal differences to interfere with professional relationships in order to ensure the best possible way in achieving safety. Both parties should be able to rely on one another, especially in the event of an emergency or any untoward incidence resulting to crime and disorder of peace. Effective communication is critical to safety and it will avoid any incidence of misunderstanding between security personnel and employees. Also, the incoming and outgoing security personnel need to communicate with one another in order to be on the same track. Any unusual occurrence in the office should be reported immediately to the duty security personnel and Administration.

3. Chain of Command

All employees should be aware that all security personnel will always respect the chain of command and reports directly to HRD regarding any issued that concern any violation of the rules and regulations of the Company and any incidences that may be constructed prejudicial to the interest of the Company.

Security personnel should be guided by the security by the security procedures and all employees should respectfully observe the meaning of each measures being implemented by the Management. To explain further, security personnel are hired by the Management to guard the office, property and employees. They

maintain safety of the employees and visitors of the Company. Clearly, all employees should understand the functions of the security personnel in the office premises.

In reference with the foregoing subject matter, all employees should adhere to the security check-up procedure performed by the security personnel and as follows:

- Before entering the office premises, the on duty security personnel should check every employee that they are wearing their I.Ds.
- Before leaving the office premises, the employee should submit themselves and belongings to the on duty security personnel for security checking.

Security Personnel Procedures

As Security Personnel, the Company expects you to represent yourself properly and always act with utmost professionalism and integrity.

It is important and mandatory for the security personnel to be familiarized and strictly in adherence with the following rules and regulations set by the Company. Failure to adhere with the SOPs would subject the security personnel for replacement.

It is the responsibility of the security personnel to understand the contents of the Handbook and inquire if in question, prior commencement of employment with the Company. The Management also expects that security personnel shall do the following duties:

1. Observe and Report

It is the foremost duty of the Security personnel to safeguard the office premises from strangers and has the initiative to deny any access of unauthorized visitors.

It is the procedural guidelines of the Management that security personnel are requires to observe and report during the course of shift. Typically, the security personnel are expected to keep a daily event log and complete applicable incident reports that provide a detailed record of the daily activities in and around the building. Observation logs should include date, time, location and description of all visitors, deliveries and other occurrences. Daily log reports often call for the security guard to make note of the times he completes scheduled rounds throughout his shift, as well the findings of each security inspection.

Security personnel are instructed and required to submit written report to the HRD any untoward incidents and violations that they may observe, which details time, location, and description of events.

2. **Contact Law Enforcement**

Since our security personnel are not well trained in law enforcement, the Management assumes that the security personnel shall follow the procedure by immediately contacting law enforcers in the event of robbery, burglary, or assault. In most cases, security personnel are not expected to apprehend a dangerous criminal or take the law into their own hands.

3. **Prevention**

The security personnel should conduct building security.

The Management believes that the main function of any security personnel is the prevention of incidents, keep order and to safeguard every employee. As prevention, security personnel are expected to spend much of their shift making sure no unlawful persons or packages are permitted into the location without proper clearance and to check if any employee violates the rules and regulations of the Company. Security personnel shall follow all established protocols for checking visitors, receiving packages, and verifying identities as necessary.

4. **Prohibited Areas**

The following are restricted areas. No one is allowed to enter except with proper authorization:

- Executive Office
- Human Resource and Administration Office
- GTESS
- Technical and Software Development Room
- Server Room
- And other restricted area not mentioned here

Server Rooms

Only designated employees will be allowed inside the server rooms. Written approval from Management should be coursed through PDC Security before entry.

For proper monitoring of the servers, a logbook shall be maintained, detailing therein all activities and work done inside the server room.

Office Decorum

The Management desires to create an office environment that is dignified, pleasant, and conducive to serious professional work. Such an environment calls for the adoption and observance of certain standards of propriety, refinement, and formality that, along with competence and moral integrity, mark a true professional.

Employees are encouraged to foster a work atmosphere conducive to productivity. They should perform whatever tasks they have in hand with order, intensity, and constancy and upon the completion of one task, should take up the next.

Whereabouts – employees should inform their superiors of their whereabouts or itineraries daily to insure continuity of communications.

Use of Computers – Company provided computers are to be used exclusively for business purposes unless authorized otherwise. Use for personal purpose is only allowed during break time and when no work or project is compromised.

Use of Telephone – in order to keep telephone lines open for business calls, employees are discouraged to make personal calls. Personal unavoidable calls when taken or made should be for the shortest possible time only. The use of the telephone by outsiders in employees' respective areas is likewise discouraged, unless it is in connection with the Company's business.

Employees who were issued mobile phones due to the nature of their job must be responsible in monitoring its usage. All charges used for personal calls must be paid by the employee.

Use of Office Equipment – non-employees should be refused politely if they request use of office equipment except in the use of the telephone. They shall allow the use of office equipment only in cases where the use is to generate documents in relation with their business with us.

CODE OF CONDUCT GENERAL PROVISIONS

I. Coverage

This will cover all employees whether project based, probationary or regular.

II. Uniformity of Penalties

Discipline must be enforced consistently and equally. It shall be applied uniformly to offenders similarly situated undergoing due process and complete transparency.

III. Single Penalty

Only one penalty shall be imposed for each offense. If an administrative charge arising from one act or omission results in a finding that two or more violations have been committed, the penalty for the graver offense shall be applied. However, it shall be noted that the offender have committed multiple violations.

An employee's fitness for continued employment cannot be compartmentalized or taken in isolation from one act to another. A series of irregularities, when considered together or in their entirety, may constitute serious misconduct, a valid ground to terminate employment.

IV. Responsibility of Superiors

It is the duty of every superior to maintain discipline within his area of responsibility. They shall be strictly accountable for proper discipline and job performance of all subordinates. Each superior shall be given sufficient authority and power to effectively discharge foregoing responsibilities. All superiors should report in writing any employees' irregularity complaints or acts made in violation of the Company rules and regulations.

V. Responsibility of Employees

It shall be the responsibility of every employee to familiarize themselves with all the provisions of this Code. Ignorance or unfamiliarity with the provisions shall not excuse any violation thereof. Likewise, every employee is held accountable for their actions and job performance. Employees should also report in writing superiors or supervisors for any complaints or acts made in violation of the Company rules and regulations.

VI. Obligation to Report Wrongdoing

It shall be the duty of all employees to report to Management any information in their possession about any offense which has been, is being, or is about to be committed. Failure to do so will subject the employee to the appropriate investigation and disciplinary action.

VII. Duty of Superior to Act on the Report

It shall be the duty of every superior to act immediately upon all reports of violations; otherwise, they shall be guilty of negligence in their duties.

VIII. Effect of Disciplinary Actions on Career Movement

An employee's record of offenses shall diminish or remove, as the circumstances may warrant, an employee's eligibility for merit increases, promotion, incentives, or similar improvement in his job situation.

IX. Imposable Penalties

Types of Disciplinary Actions

1. **Positive** – immediate Superior, Department Head or HRAD Manager discusses with his/her erring subordinate the latter's deviant behavior and/or attitude. This is a one-on-one discussion which gives the employee a chance for self-expression as he/she explains the reason/s for his/her behavior and enables the superior to provide counseling.
2. **Restraining** – This usually entails sanctions to restrain the employee from behaving in ways that are unfavorable to the interests of the Company, it involves a range of sanctions, which include:
 - 2.1 **Verbal Reprimand** – refers to an oral warning given to an employee for violating the established rules and regulations. Violation of similar offense may result to written warning or suspension depending on the gravity of the offense.
 - 2.2 **Written Warning** –written rebuke to an employee ensuring him or his fault and cautioning him on the adverse consequences that may result from a repetition of the same or other offenses.
 - 2.3 **Suspension** – enforced temporary absence from duty on a without pay basis for disciplinary reasons.
 - 2.4 **Dismissal** – complete separation of the employee from the Company. It automatically bars an employee from future reinstatement in the Company.

X. Separate Civil or Criminal Action

The imposition of any of the above mentioned penalties shall be without prejudice to any civil, criminal or other actions which the Company may decide to take against the erring employee.

This Code shall be a living document, thus, may be changed from time to time, as may be required by any change in laws, rules and regulations that may pertain to the behavior of employees.

XI. Non-exclusivity

Acts and omissions which does not fall under the offenses specified in this Code but are clearly detrimental to the interest of the Company shall be penalized with the appropriate disciplinary sanctions, in consonance with the natural prerogative of the Company to discipline its employees.

This Code does not exclude the Company from applying the just causes for dismissal under the Labor Code and special laws.

CATEGORIES AND LIST OF INFRACTIONS WITH CORRESPONDING PENALTIES

Category A: Offense Against Yourself. This category defines violations that an employee commits that affect only his/her attitude and performance towards his/her work. Violations under this category also give a negative perception towards the integrity of an employee which substantially is an act which an employee commits that disrespects oneself in PDC, Inc.

GOOD PERSONAL BEHAVIOR

- Any employee who uses or is found in possession of prohibited or regulated drugs shall suffer the penalty of Dismissal.
- Any employee who reports for work under the influence of alcohol or who drinks alcoholic beverages, except on official functions, shall suffer the following penalty:

First Offense – Five (5) days Suspension
Second Offense – Ten (10) days Suspension
Third Offense – Dismissal

- Any employee who engages in gambling in any form at any time within the Company premises shall suffer the following penalty:

First Offense – Five (5) days Suspension
Second Offense – Ten (10) days Suspension
Third Offense – Dismissal

- Smoking in all areas within Company premises.

First Offense – One (1) day Suspension
Second Offense – Five (5) days Suspension
Third Offense – Ten (10) days Suspension
Fourth Offense – Dismissal

- Not wearing Company identification card within Company premises without valid reason.

First Offense – Verbal Warning
 Second Offense – Written Reprimand
 Third Offense – Five (5) days Suspension
 Fourth Offense – Ten (10) days Suspension
 Fifth Offense – Dismissal

JOB PERFORMANCE

- Any employee who demonstrated his refusal or inability without justifiable reason to perform his duties and responsibilities or meet the work performance standards of the Company shall be given the penalty of Dismissal.

- Any employee who sleeps on duty and/or during work hours shall suffer the following penalty:

First Offense – Verbal Warning
 Second Offense – Written Reprimand
 Third Offense – Two (2) days Suspension
 Fourth Offense – Ten (10) days Suspension
 Fifth Offense – Dismissal

- Any employee who absents himself from work without previous notice, extends his leave and/or failed to acquire the required approval shall suffer the following penalty:

One (1) day AWOL – Written Warning
 Two (2) consecutive days AWOL – Dismissal

- Any employee who is absent for more than two (2) times within a month period shall suffer the following penalty:

First Offense : Written Warning
 Second Offense : 5-day Suspension
 Third Offense : Dismissal

- Any employee who reports for work late for more than three (3) times within a month period shall suffer the following penalty:

First Offense – Written Warning
 Second Offense – One (1) day Suspension
 Third Offense – Three (3) days Suspension

Fourth Offense– Five (5) days Suspension
Fifth Offense – Ten (10) days Suspension
Sixth Offense – Dismissal

For the sixth offense to merit dismissal, the first to the sixth offense must be committed within one calendar year.

An employee who incurs more than sixty (60) minutes tardiness in one workday will automatically be considered half-day absent.

- Any employee who leaves the work place prior to the designated cut-off or leaves for more than an hour without prior approval shall suffer the following penalty:

First Offense – Written Warning
Second Offense – Five (5) days Suspension
Third Offense – Ten (10) days Suspension
Fourth Offense – Dismissal

- Any employee who consciously spends more time than necessary to perform a task or causes others to do the same, and using the computer other than work related matters, shall suffer the following penalty:

First Offense – Written Reprimand
Second Offense – Ten (10) days Suspension
Third Offense – Dismissal

- Any employee who loiters within or outside the Company premises or abandons his post during work hours shall suffer the following penalty:

First Offense – Verbal Warning
Second Offense – Written Reprimand
Third Offense – Five (5) days Suspension
Fourth Offense – Ten (10) days Suspension
Fifth Offense – Dismissal

- Any employee feigns illness or disability for purposes of avoiding work shall suffer the following penalty:

First Offense – Five (5) days Suspension
Second Offense – Ten (10) days Suspension
Third Offense – Dismissal

- An employee who filed for sick leave and refused to undergo an examination with a Company appointed physician shall suffer the following penalty:

First Offense – Written Reprimand
Second Offense – Five (5) days Suspension
Third Offense – Ten (10) days Suspension
Fourth Offense – Dismissal

For sick leave of three (3) days and more, a medical certificate from the Company's accredited doctor must be presented together with the leave form upon return to work. (any doctor who is a HMO affiliate)

- Wasting time, loafing or loitering in his or away assigned work area; loitering inside Company premises after official duty.

First Offense – Five (5) days Suspension
Second Offense – Ten (10) days Suspension
Third Offense – Dismissal

- Unauthorized meeting on Company time and property.

First Offense – Five (5) days Suspension
Second Offense – Ten (10) days Suspension
Third Offense – Dismissal

- Participating in any form of work stoppage or work delay.

First Offense – Ten (10) days Suspension
Second Offense – Dismissal

- Engaging in horseplay, making unnecessary noise or combination, or acting in a disorderly manner on Company premises creating disturbance and interrupting work during Company business or affairs.

First Offense – Verbal Warning
Second Offense – Written Reprimand
Third Offense – Five (5) days Suspension
Fourth Offense – Ten (10) days Suspension
Fifth Offense – Dismissal

COMPANY SECURITY, REPUTATION, SAFETY, HEALTH, AND ENVIRONMENT

- Any employee who conceals from the Company's Management any information, threat or danger to the Company's personnel, clients, or property, or damage to the Company's operation and interest shall suffer the penalty of suspension or dismissal depending on the gravity of the offense

- Entering or assisting non-employees to enter any restricted area without company authorization.

First Offense – Five (5) days Suspension

Second Offense – Ten (10) days Suspension

Third Offense – Dismissal

- Any employee who carries firearms, knives, explosives, and other deadly weapons within Company premises and Company sponsored events shall suffer the penalty of suspension or dismissal depending on the gravity of the offense.
- Any employee who commits acts that endanger his co-employees and/or Company property shall suffer the penalty of suspension or dismissal depending on the gravity of the offense.
- Not informing the Company of a contagious disease which may endanger other employees and/or Company clients is considered reckless endangerment shall suffer the penalty of suspension or dismissal depending on the gravity of the offense.
- Not reporting to the clinic or designated hospital within the prescribed time as given by the Company official, refusal to undergo medical tests and examinations.

First Offense – Five (5) days Suspension

Second Offense – Ten (10) days Suspension

Third Offense – Dismissal

If the employee is a holder of Company sponsored HMO Card, non-compliance of the above shall mean that the Company has the discretion not to renew the HMO card.

- Staying in the Company premises when already off duty unless official business or with permission of his immediate supervisor.

First Offense – Verbal Warning

Second Offense – Written Reprimand

Third Offense – Five (5) days Suspension

Fourth Offense – Ten (10) days Suspension

Fifth Offense – Dismissal

- Allowing the use of Company identification card to any person not entitled to it; or using another person's identification card.

First Offense – Ten (10) days Suspension
Second Offense – Dismissal

Category B: Offense Against Others. This offense is basically the poor or disruptive behavior of any employee towards colleagues, clients/customers, superiors, and the Management.

GOOD PERSONAL BEHAVIOR

- Threatening, intimidating, or coercing a co-employee or a third party within the Company premises shall suffer the following penalty:

First Offense – Five (5) days Suspension
Second Offense – Ten (10) days Suspension
Third Offense – Dismissal

- Discourtesy or disrespect to supervisors and co-employees, to include insubordination shall suffer the following penalty:

First Offense – Five (5) days Suspension
Second Offense – Ten (10) days Suspension
Third Offense – Dismissal

Insubordination defined but not limited to the following:

1. Refusal to accept work shift or work location assigned by Management;
2. Refusal to render overtime work without valid reason;
3. Refusal to follow instruction/legitimate orders without valid reason;
4. Refusal to explain in writing or to give testimony or answer questions in any investigation authorized or conducted by the Company, unless such interrogation would violate his constitutional rights;
5. Disloyalty to the Company in word or deed and circulation of malicious rumors calculated to harm or destroy the reputation of its officers and staff members;
6. Unauthorized changing shifts;
7. Failure on the part of any managerial/supervisory employee or security personnel, who has knowledge

- of any violation of Company rules and regulations, to take steps to prevent and/or to report the same;
8. Committing controllable errors, supervisor's responsibility to make sure that their output is acceptable to the client; or
 9. Neglect of duty.

CLIENT RELATIONSHIP

- Any employee who exhibits discourtesy towards any client, in any form, including, but not limited to rudeness, arrogance, condescension, incivility, or inconsiderateness in word or in action shall suffer the following penalty:

First Offense – Five (5) days Suspension
Second Offense – Ten (10) days Suspension
Third Offense – Dismissal

- Any employee who falls or refuses to respond, assist or attend to the concerns of the client or failure or refusal to provide prompt, efficient, and courteous service to a client shall suffer the following penalty:

First Offense – Written Reprimand
Second Offense – Five (5) days Suspension
Third Offense – Ten (10) days Suspension
Fourth Offense – Dismissal

TEAMWORK

- Any employee who intentionally disobeys the Company's rules and regulations and his superior's order/s relating to his work assignment shall suffer a penalty of suspension or dismissal depending on the gravity of the offense.
- Any employee, given charge of personnel, who abuse authority or takes advantage of such authority to given favors, or to oppress or harass others shall suffer the penalty of suspension or dismissal depending on the gravity of the offense.
- Any employee who spreads false, inaccurate, misleading information about another employee with the intent of damaging, tarnishing that employee's reputation shall suffer the following penalty:

First Offense – Ten (10) days Suspension
Second Offense – Dismissal

- Any employee who refuses to cooperate with, help, or assist a fellow employee when it is needed to ensure the completion of a project or task or protect the Company's interest shall suffer the following penalty:

First Offense – Five (5) days Suspension

Second Offense – Ten (10) days Suspension

Third Offense – Dismissal

- Any employee who refuses or fails to communicate information to a fellow employee when the information is vital in the completion of a project task, making of a critical decision, or protection of Company interests shall suffer the following penalty:

First Offense – Ten (10) days Suspension

Second Offense – Dismissal

- Any employee who deliberately or through negligence, provides false, inaccurate, misleading, incomplete or delayed information or did not follow work procedures or work flows, which results in the damage of the quality of Company products and services, customer dissatisfaction, delays, negative cost implications, losses of revenue, wrong decisions, or damage to the Company's effectiveness and efficiency in realizing its goals and standards in any area of its operation shall suffer the following penalty:

First Offense – Repayment of the cost impaired

Second Offense – Repayment and 10 days suspension

Third Offense – Dismissal

Category C: Offense Against Property. This category defines an employee's actions that may be interpreted as "Intentional or unintentional" acts against property. In this category, the physical property of the Company or by any colleagues, clients/customers and superiors are being violated. Offense against property may result to some actions that may cause damages to operations and loss of Company revenues.

HONESTY AND INTEGRITY

- Any employee, who directly or indirectly demands, requests, solicits, receives, or accepts any commission, share, or consideration, monetary or otherwise, for himself or for another person in connection with any contract or transaction entered into by the Company shall suffer the penalty of Dismissal.

- Any employee who steals, misappropriates, or attempts to steal or misappropriate funds or properties of the Company or co-employee, shall suffer the penalty of Dismissal.
- Any employee who enters into situations where their conduct allows the, or someone close to the, to benefit personally as a result of their position including opportunities discovered through their possession of the Company's information or property, shall suffer the penalty of Dismissal.
- Any employee who is directly or indirectly having financial interest in any business, contract or transaction over which the employee has the authority to take part in his official capacity, or which will require his endorsement or approval, shall suffer the penalty of Dismissal.
- Any employee who has other employment or work for another enterprise which adversely affects the employee's working efficiency and productivity, and is in conflict with the business operations of PDC, whether directly or indirectly, shall suffer the penalty of Dismissal.
- Any employee who has an investment, Management, partnership, employment, consultancy, distributorship, or agency or any other entity that does business with the Company or which is in competition with the business of the Company; shall suffer the penalty of Dismissal.
- Any employee who borrows money or property from or incurs debt to any client or supplier, except banking institutions, of the Company whether directly or indirectly, shall suffer the penalty of Dismissal.

GOOD PERSONAL BEHAVIOR

- Any employee who fails to report the loss of any Company property entrusted to him or such Company property was under his physical possession prior to such loss shall suffer the following penalty:

First Offense – Five (5) days Suspension

Second Offense – Ten (10) days Suspension

Third Offense – Dismissal

- In case of unintentional loss or damage of any Company property entrusted to him, he shall suffer the following penalty:

First Offense – repayment of said property

Second Offense – repayment of said property with five (5) days suspension

Third Offense – repayment of said property and Dismissal

CLIENT RELATIONSHIP

- Any employee who fails to protect and secure the information and materials entrusted to him and the Company by the client and/or divulge such information without prior proper authorization, including posting client projects and programs in any social networking shall suffer the following penalty:

First Offense – Ten (10) days Suspension

Second Offense – Dismissal

- Any employee who gives false, inaccurate, misleading, incomplete, delayed, or no information to clients when the employee is in a position to obtain such information, resulting in inconvenience, discomfort, dissatisfaction, or expense to both the client and the Company shall suffer the following penalty:

First Offense – Written Reprimand

Second Offense – Five (5) days Suspension

Third Offense – Ten (10) days Suspension

Fourth Offense – Dismissal

COMPANY SECURITY, REPUTATION, SAFETY, HEALTH, AND ENVIRONMENT

- Any employee who damages the Company's reputation by spreading false rumor, either directly or indirectly, embarrassing and mocking the Company by word, action, social networking or any form or means, shall suffer the following penalty:

First Offense – Ten (10) days Suspension

Second Offense – Dismissal

- Any employee who divulges information pertaining to the Company without authorization or assisting someone to access such information shall suffer the penalty of Dismissal.
- Any employee who intentionally causes damages to Company property shall suffer the penalty of Dismissal and payment of damages.
- Any employee who uses Company property for personal purposes or not related to work assignment without prior authorization shall suffer the following penalty:

First Offense – Verbal Warning

Second Offense – Written Reprimand

Third Offense – Five (5) days Suspension
Fourth Offense – Ten (10) days Suspension
Fifth Offense – Dismissal

- Any employee who consciously ignores proper housekeeping and sanitation including, but not limited to, spitting, throwing papers, cigarette butts, or trash on the floor, and misuse of toilet facilities shall suffer the following penalty:

First Offense – Verbal Warning
Second Offense – Written Reprimand
Third Offense – Two (2) days Suspension
Fourth Offense – Five (5) days Suspension
Fifth Offense – Ten (10) days Suspension
Sixth Offense – Dismissal

- Vandalism, putting up subversive immoral posters or other similar materials in Company premises and distribution of the same.

First Offense – Five (5) days Suspension
Second Offense – Ten (10) days Suspension
Third Offense – Dismissal

- Unauthorized possession of data storing device in the Company premises.

First Offense – Ten (10) days Suspension
Second Offense – Dismissal

Category D: Morality. These acts abuse the moral standards of other people and the Company. It imposes immoral and indecent acts that do not conform to the norms of the society.

GOOD PERSONAL BEHAVIOR

- Any employee who engages in immoral, indecent, or lascivious behavior including the use of profane or inappropriate language in addressing another person, within the Company premises shall suffer the following penalty:

First Offense – Two (2) days Suspension
Second Offense – Five (5) days Suspension
Third Offense – Ten (10) days Suspension
Fourth Offense – Dismissal

- Immoral behavior or carrying a scandalous relationship especially when it affects the Company's image.

First Offense – Two (2) days Suspension
Second Offense – Five (5) days Suspension
Third Offense – Ten (10) days Suspension
Fourth Offense – Dismissal

- Sexual harassment exerting undue pressure or harassment on a co-employee, subordinates or clients shall suffer the penalty of Dismissal.

Category E: Fraudulent Act. The violation performed by an employee by means of deceit and with deliberate intent.

HONESTY AND INTEGRITY

- Any employee who makes a false representation of facts, make use of any kind of deception, makes a false or fraudulent claim against the Company, initiates or participates in any action intended to deceive the Company, obtains payment or benefit from the Company to which he is not entitled, intentionally accepts a forged signature for his own benefit or that of another person, or renders approval to a document knowing it to be false or erroneous shall suffer the penalty of Dismissal.
- Any employee, who makes dishonest sworn statements or gives false testimony on a matter of official inquiry or investigation by the Company, shall suffer the penalty of Dismissal.
- Any employee who falsifies any Company document or record, enters false information to any Company document or record, makes untruthful statements in a recounting of facts, or uses fabricated documents or certificates, shall suffer the penalty of Dismissal.
- Forging of signature of co-employee, ID credentials or document, shall suffer the penalty of Dismissal.
- Misrepresentation of facts in applicant forms, records and other forms, shall suffer the penalty of Dismissal.
- Falsifying, concealing or attempting to falsify or tamper with any Company record whether for personal gain or for the benefit of another including but not limited to the following, shall suffer the penalty of Dismissal.
 - a. Employment records
 - b. Timekeeping records
 - c. Other Company records/document.

CODE OF ETHICS

The Company liberally bestows its trust and confidence in every person it employs. The following acts would prove to be detrimental to the employer-employee relationship and are therefore strictly prohibited.

- I. Solicitation of gifts, presents, or other personal gains beyond nominal value from suppliers, contractors, their employees as well as potential suppliers and contractors.
- II. Directly or indirectly requesting or receiving any gift, share, or benefit for himself or another person in connection with any contract or transaction between the Company and other party.
- III. Giving any private party unwarranted benefits or preference in the discharge of his official function through partiality, evident bad faith, or inexcusable negligence.
- IV. Divulging confidential information in his possession or acquired in his official capacity to unauthorized persons.
- V. Entering into any contract or transaction in behalf of the Company, when the contract or transaction proves to be damaging to the Company.

Violation of this code may subject the employee to a penalty of suspension or dismissal depending on the gravity of the offense and within the discretion of the Immediate Superior.

The Management shall determine the gravity of the offense made, to include but not limited to, its effect on business operations, whether directly or indirectly. In such case, the Management also has the sole discretion to assign corresponding penalty.

DISCIPLINARY PROCEDURE

The employer's right to conduct the affairs of his business, according to its own discretion and judgment, includes the prerogative to instill discipline in its employees and to impose penalties, including dismissal, upon erring employees. This is a management prerogative where the free will of management to conduct its own affairs to achieve its purpose takes form. The only criterion to guide the exercise of its management prerogative is that the policies, rules and regulations and work-related activities of the employees must always be fair and reasonable and the corresponding penalties, when prescribed, commensurate to the offense involved and to the degree of the infraction (St. Michael's Institute vs. Santos, G. R. No. 145280, Dec. 4, 2001; Consolidated Food Corporation vs. NRLC, 315 SCRA 129, 139 [1991]).

Any violation committed by any of the employees of the Company shall be subject to disciplinary action.

The HRD shall also entertain any grievances from any employee regarding problems between employees, problems between the Management and any issues that will affect the work performance of any employee.

All resolutions rendered by the HRD shall be closely within the confinement of its policies wherein its trust is to maintain the highest quality of disciplined personnel. HRD shall reserve its right to lawfully terminate or suspend employees, who have committed grave misconduct and habitual negligence of the employee's duties and responsibilities and whose acts are in violation of the Company's rules and regulations and of the law.

1. If an employee is suspected of committing an offense, it should be reported immediately to the duty security personnel, immediate supervisor, department head or HR, which must promptly issued an Incident Report or written complaint report.
2. All pertinent data in the Incident Report Form should be completely accomplished and signed by the issuing authority.
3. The Incident Report Form then will be given to HR and should issue a copy to the concerned employee, together with a Memorandum requiring the employee to explain his side and answer the allegations. He will be required to give a written response to be submitted to HRD.
4. If the employee refuses to acknowledge the receipt of the IR form, HR should indicate therein the words, "SERVED ON DATE BUT REFUSED TO ACKNOWLEDGE." In such case, the presence of at least two (2) witnesses is required for authenticity.
5. With appropriate due process and investigation, HR shall evaluate and will mete out the appropriate penalty (written warning, suspension, etc.) to be imposed on the concerned employee based on the Company's Rules and Regulations or clear him/her of the charge.
6. The accomplished IR form, written response, memos, and other supporting documents will be filed by HR in the employees 201 file.
7. On Management discretion, the employee may be placed under preventive suspension while investigation is being conducted.

Imposition of preventive suspension is not a penalty

Depending on the case, an employee may be placed under preventive suspension for a period of 30 days if his/her continued employment poses a serious and imminent threat to the life or property of the employer or of his co-workers. During the said period, the employee is not entitled to salary. But if the 30-day period is extended because the employer has not finished its investigation of the case, the employee should be paid of salary during the period of extension. Preventive suspension is not a penalty but a mere preliminary step in an administrative investigation.

8. PDC, Inc. has latitude to determine who among its erring officers or employees should be punished, to what extent and what proper penalty to impose.

Right to impose heavier penalty than what the company rules prescribe

The employer has the right to impose a heavier penalty than that prescribed in the company rules and regulations if circumstances warrant the imposition thereof.

9. Generally, Due process under Article 282 means compliance with the following requirements of two (2) notices and a hearing:

- (a) A written notice (first notice) served on the employee specifying the ground or grounds for termination, and giving to said employee reasonable opportunity to explain his side;
- (b) A hearing or conference (or at least an opportunity to be heard) during which the employee concerned, with the assistance of counsel if the employee so desires, is given opportunity to respond to the charge, present his evidence or rebut the evidence presented against him; and
- (c) A written notice of termination (second notice) served on the employee indication that upon due consideration of all the circumstances, grounds have been established to justify his termination.

CLAUSES

Confidentiality of Company Records

Many of you will be working with or exposed to confidential information. Do not discuss these information with fellow employees and even more important – do not divulge these information or details of your operation with anyone not connected to our company.

Restrictive Clause

Following the termination of the contract or the resignation/the voluntary withdrawal by the employee from the employer, the employee shall, for a period of one year following the said termination or the resignation/voluntary withdrawal, within the country of the Philippines refrain from either directly or indirectly be employed to any business competitors or alike, refrain from either directly or indirectly attempting to solicit the business of any client or customer of the Employer for his own benefit or that of any third person or organization, and shall refrain from either directly or indirectly attempting to obtain the withdrawal from the employment by the Employer of any other Employees of the Employer having regard to the same geographic and temporal restrictions. The employee shall not directly or indirectly divulge any financial information relating to the employer or any of its affiliates or clients to any person whatsoever.

Conflict of Interest Policy

It is the policy of PDC Inc. that all employees must be free from conflicts of interest that could adversely influence their judgment, objectivity or loyalty to the Company in conducting PDC Inc. services, activities and assignments. The Company recognizes that employees may take part in legitimate financial, business, charitable and other activities outside their duties and responsibilities at PDC Inc., but any potential conflict of interest raised by those activities must be disclosed promptly to Management.

- Request Management approval of outside activities, financial interests or relationships that may pose a real or potential conflict of interest. Remember that Management approval is subject to ongoing review, so you need to periodically update your Management on your involvement.
- Avoid actions or relationships that might conflict or appear to conflict with your job responsibilities or the interests of PDC.
- Even the appearance of a conflict of interest can damage an important Company interest.

- Avoid working with a business outside your PDC responsibilities that is in competition with any PDC business.
- Avoid taking part in any PDC business decision involving a Company that employs your spouse or family member.
- Avoid having a second job where your other employer is a direct or indirect competitor, distributor, supplier or customer of PDC.

Inventions, Discoveries and Software

Under Company policy, any invention, discovery, or device-like software which is the result of the performance of an employee's regularly-assigned duties, unless there is an agreement, express or implied, to the contrary shall be disclosed to the Company, shall be the property of the Company, and shall be assigned to the Company or an organization designated by the Company.

If the employee is uncertain about the value of whether the Company has rights to any piece of intellectual property, the employee concerned should file a disclosure and receive a written response from the Management of the Company.

Receipt and Acknowledgement of Pinoy Data Capture Employee Handbook

I, the undersigned, acknowledge that I have received a copy of the Pinoy Data Capture, Inc. (PDC, Inc.) Employee Handbook December 2011 edition. I understand that this handbook replaces any and all prior verbal and written communications regarding the Company's working conditions, policies, procedures and benefits.

I have read and understand the contents of this handbook and will act in accordance with these policies and procedures as a condition of my employment with PDC, Inc. I have read and understand the Standards of Conduct expected by PDC, Inc. and I agree to act in accordance with the Standards of Conduct as a condition of my employment by PDC, Inc.

I understand that my employment with PDC Inc. is governed by the following agreement:

1. That I agree to diligently perform the duties and responsibilities pertaining to the job which I have been hired for and other such duties that the Management may assign from time to time.
2. That I shall faithfully comply with the Company rules and regulations and meet the standards of performance prescribed by PDC Inc., to qualify for regular employment.

3. That it is understood that in case of resignation, a thirty (30) days prior notice of intention to resign should be given to the Management.
4. That it is understood that if, at any time, I am found unqualified or unfit for employment after due process and careful evaluation of my work performance vis-à-vis the prescribed standards of performance, PDC Inc. may, in its exclusive discretion, lay me off.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the Human Resources Department any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with the Company following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of the Company's Employee Handbook on date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgement of Receipt, retain one copy for myself, and return one copy to the Company's representative listed below on the date specified. I understand that this form will be retained in my personnel file.

Confidential Information

I am aware that during the course of my employment confidential information will be made available to me (i.e. product designs, customer lists and other related information, etc.). I understand that this information is proprietary and critical to the success of PDC Inc. and must not be given out or used outside or the Company's premises or with non-the Company employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or Company, or else risk litigation.

Employee's Printed Name & Signature

Position

Date

Human Resources Manager

Date

MANPOWER REQUISITION FORM

Requested by: _____ Department: _____ Project: _____

Number of Manpower needed: _____ Position: _____ Date needed: _____

REASONS:

REQUIREMENTS:

QUALIFICATIONS:

Date Received: _____ Date Endorsed: _____

Received by: _____ Received by: _____

HRD Endorsement:

Endorsed by: _____

HRD Manager

Approved by: _____

PDC CEO

Human Resources Update Form

Name: _____ User ID: _____

 Correction/Change: _____
 From: _____

DECLARATION OF ADDITIONAL DEPENDENTS				
Name	Sex	Age	Relationship	Date of Birth

Documentary Requirements Submitted:

I hereby certify that the amendments or changes are true and correct.

_____ Date filed: _____
 Signature

Received by (HRD): _____ Date: _____
 Signature over Printed Name

EXIT INTERVIEW FORM

Name	
Employee No.	
Date Hired	
Exit Date	
Position Title:	
Job Level/Rank	
Length of Stay	
Department	
Month Rate Upon Entry	
Upon Leaving	

QUESTIONNAIRE:

REASON FOR LEAVING:

WHAT IS YOUR PRESENT EVALUATION OF THE QUALITY OF WORKING
CONDITION OF THE COMPANY?

WHAT CHANGES WOULD YOU LIKE TO RECOMMEND REGARDING THE
PRESENT COMPANY WORKING CONDITION

SUGGESTION FOR IMPROVEMENTS:**1. The position itself**

2. The team/department

3. Leadership of the group/department managers

Please check:

DESCRIPTION	EXCELLENT	GOOD	FAIR	POOR
1. Administering policies defined & explained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Are they consistently Implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Communication system of the Company.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Employee's Evaluation of his Career development With PDC Inc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHANGE OF SHIFT

Name: _____

User ID: _____

Regular Shift: _____ Requested Change of Shift: _____

Reason: _____

DECLARATION OF ADDITIONAL DEPENDENTS

Name	Sex	Age	Relationship	Date of Birth

Documentary Requirements Submitted:

Received by (HRD): _____

Date: _____

Signature over Printed Name

OVERTIME FORM

Name: _____ User ID: _____

Date of Overtime: _____ Period of Overtime: _____ No. of Hours: _____

Reason for Overtime:

Filed by: _____ Date filed: _____
Signature over Printed Name

Noted by: _____ Date: _____

Received by (HRD): _____ Date: _____
Signature over Printed Name

Approved by (Mgmt): _____ Date: _____
Signature over Printed Name

Added to Payroll by: _____ Payroll Date: _____
Signature over Printed Name

ON-THE-FIELD ASSIGNMENT REQUEST FORM

Name: _____ User ID: _____

Destination: _____

Date & Time of Visit: _____

Purpose of Visit: _____

Signature

Date Filed

Approved by (Mgmt): _____ Date: _____
Signature over Printed Name

Received by (HRD): _____ Date: _____
Signature over Printed Name

Added to Payroll by: _____ Payroll Date: _____
Signature over Printed Name

REIMBURSEMENT FORM
PINOY DATA CAPTURE

Today's Date		Date Received	
Name/Payee			PDCF-09025

ITEMIZED EXPENSES

Check one: Office Supplies Cleaning Materials IT Operational Food/Meal Expenses

Date of Purchase		ITEM	BCD	PQ		Account
		Total Amount				

Approved by:

Date Approved:

PAYROLL QUERY FORM

Name: _____ User ID: _____

Cut-off Date of Payroll: _____

Purpose of Query: _____

Signature

Date Filed

Received by (HRD): _____ Date: _____
Signature over Printed Name

Resolution of Query:

Signature over Printed Name

Date Resolved

Note: Payroll query should only cover the last 2 Payroll Periods and will be addressed within 7 days upon date receipt.

APPLICATION FOR LEAVE OF ABSENCE

Name: _____ User ID: _____

Nature of Leave:

- Vacation Sick
 Emergency Others: _____

Dates Covered:

No. of Days: _____

Reason _____ for _____ Leave:

Date of return from leave: _____ Total Leave Used: _____

Contact # while on leave: _____ Available Leave Credits: _____

- Remarks: With Pay Without Pay
Remaining Leave Count: _____

Filed by: _____ Date filed: _____

Signature over Printed Name

Noted by: _____ Date: _____

Signature over Printed Name

Pre-Approved by: _____ Date: _____

Signature over Printed Name

Approved by (HRD): _____ Date: _____

Signature over Printed Name

Added to Payroll by: _____ Payroll Date: _____

Signature over Printed Name

CASH ADVANCE FORM

Name: _____ User ID: _____

Position: _____

Amount (in words): _____ (PHP _____)

Purpose/Reason: _____

Signature_____
Date Filed

Terms of Payment: _____

Guarantor (1) : _____
Print Name and Signature PositionGuarantor (2) : _____
Print Name and Signature PositionReceived by (HRD): _____
Print Name and Signature Date Received Approved Disapprove_____
Print Name and Signature_____
Date Received With Promissory Note Without Promissory NoteAdded to Payroll by: _____
Print Name and Signature Date Approved

PDC Promissory Note

Date: _____

I, _____, hereby promise to pay the amount of PESOS:
_____ (P _____) representing my salary loan with Pinoy Data
Capture, Inc. (PDC, Inc.).

The above-mentioned amount shall be payable on installment basis via salary
deduction every 1st and 16th of every month, amounting to PESOS: _____
(P _____) every payday.

I hereby acknowledge that the proceeds of my salary loan will be credited to my
payroll savings account and my first payment shall commence on _____ and
every payday thereafter, until fully paid.

Borrower

I/We, hereby act as co-signatory to the salary loan of _____ and will
guarantee that the loan will be promptly paid in full. In the event the borrower cannot
comply with the approved payment scheme or defaults payment, I/We will assume the
obligation and hereby authorize PDC to deduct from my/our salary the outstanding
balance until full paid.

Co-maker
(Signature over Printed Name)

Co-maker
(Signature over Printed Name)