



CODE OF CONDUCT

Document Number:
SOMI 2020-001

Revision:
000

Page: 1-25

Supersedes: SOMI COC LAST VERSION

Effective Date: **January 1, 2020**

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CODE OF CONDUCT 2020

Effective January 1, 2020

OFFICE OF THE HUMAN RESOURCES DEPARTMENT

Name of Employee

REVISION LOGS

Revised Item	Rationale	Revision Date	Implemented Date
ORIGINAL COPY	To set discipline management system in the organization	Original Version	January 1, 2020

ACKNOWLEDGMENT RECEIPT OF EMPLOYEE's CODE OF CONDUCT

This Company Code of Conduct has been prepared for your information and understanding of the rules, policies, philosophies, practices and benefits of **SEA OLYMPUS MARKETING INC.**

PLEASE READ THIS HANDBOOK CAREFULLY.

Upon the orientation on the handbook, please sign the statement below in the presence of an HR representative.

I, _____, have read the Employee Handbook of **SEA OLYMPUS MARKETING INC.** which outlines the rules, policies, benefits and expectations of our company, as well as my responsibilities as an employee of **SEA OLYMPUS MARKETING INC.**

I have familiarized myself, at least generally, with the contents of this handbook. With my signature affixed below, I acknowledge, understand, accept and agree to comply with the information contained in this Employee Handbook as provided by the company. I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the rules, policies, practices, benefits and expectations of the company.

Understand that this Employee Handbook is not a contract of employment and could not be deemed as such, and that I am an employee at will.

EMPLOYEE NAME

PREFACE

Dear SOMI Employee,

SEA OLYMPUS MARKETING INC. has a strong commitment, and shareholder value. With that, we are thankful to the effort and dedication you put forth in your day to day tasks. Being committed to these areas is an equally strong commitment to doing business **ethically and with integrity**. **SEA OLYMPUS MARKETING INC.** reputation and continued success depend largely on our support - yours and mine - to this commitment.

Doing things the right way, ethically, with integrity, and in full compliance with the law, is not just a policy at **SEA OLYMPUS MARKETING INC.**, it's part of our culture. **SEA OLYMPUS MARKETING INC.** Code of Conduct is the cornerstone of our mission, vision and core values which explains the principles that define our Company. Read the Code thoughtfully and reflect on its meaning. When you sign it, renew your personal commitment to practice and promote it every day.

If you have questions about the Code - or if you have concerns about possible ethical violations in the workplace - I urge you to talk immediately with your supervisor or to our Human Resources Department. All communications will be treated confidentially and without retaliation.

Every **SEA OLYMPUS MARKETING INC.** employee regardless of position in the Company has an obligation to read this Code, understand it, and follow it every day, without exception. Everyone who works with **SEA OLYMPUS MARKETING INC.** should feel confident about our high ethical standards, our honesty, and our integrity. That starts and ends with each of us. This Code of Conduct is a living document. The example you set each day brings it to life.

Most importantly, the Employee Policy Handbook is legal in nature; such provisions herein are based on the standard of the existing Philippine Labor Code.

The Policy Handbook shall take effect on _____. Each employee will be entitled for a copy in which he/she will affix his/her signature upon receipt of the Code. Upon separation, it will be surrendered to the Human Resource Department.

Additionally, revision shall be supplemented by memorandum.

NICHOLAS W. WU
President

ABOUT THIS CODE OF CONDUCT

I. INTRODUCTION:

- A. To sustain our business and allow it to grow requires **SEA OLYMPUS MARKETING INC.** to:
 - 1. Strictly comply with applicable legal and regulatory standards;
 - 2. Fairly treat employees and business partners;
 - 3. Responsibly care our customers
- B. A set of business principles underpins our performance consistent with these beliefs. Guidelines to explain how these principles are translated into practice are promulgated in this Code of Conduct, which should be followed by all leaders and employees of **SEA OLYMPUS MARKETING INC.**

II. Statement of Purpose

- A. This Code of Conduct sets out the basic standard of conduct expected of all employees of **SEA OLYMPUS MARKETING INC.**. The purpose of this Code is not to restrict the rights of anyone, but rather to help people work together harmoniously according to the standards we have established for efficient and courteous service.
- B. This Code of Conduct provides protection of all employees of **SEA OLYMPUS MARKETING INC.** regardless of rank or designation. It reinforces and supports the culture and values of the company. It serves as a reference for willfully disciplining but preserving the dignity and self-respect of the employee. It encourages a supportive environment for continuous improvement by rectifying to correct the problem or issue, not to render punishment. It is not to be used as a weapon or tool for deception.
- C. This Code of Conduct is not intended to be exhaustive and cannot anticipate every situation that may morally or ethically compromise the employee or **SEA OLYMPUS MARKETING INC.** In this regard, **SEA OLYMPUS MARKETING INC.** expects its employees to use their common sense and sound judgment. However, compliance with this Code is an obligation owed by all employees to one another and to **SEA OLYMPUS MARKETING INC.**. Breach of this Code will result in disciplinary action or termination.
- D. This Code of Conduct aims to provide a framework for good business practices and strategies for preventing bribery, illegal acts and infringements of human rights.
- E. The overall objectives of implementing the Code are to assist in meeting the targets of:
 - 1. Sustainability, good corporate governance and continual improvement in the effectiveness of our processes to reduce risk to the Company's performance;
 - 2. Eliminating bribery and illegal anti-competitive practices;
 - 3. Full compliance with all legal and regulatory requirements in each area of operation;
 - 4. Achieving benefits in staff morale and positive feedback on our relationships with employees, business partners and the communities in which we operate;
 - 5. undertaking initiatives to promote greater environmental responsibility; and
 - 6. Making a positive contribution to improving business standards of integrity, transparency and accountability wherever **SEA OLYMPUS MARKETING INC.** operates.

III. Application and Scope

- A. This Code of Conduct applies to all employees of **SEA OLYMPUS MARKETING INC.** For the purposes of this Code, "employees" refers to persons hired to provide services for the Company. The "Company" refers to **SEA OLYMPUS MARKETING INC.**
- B. Since it is neither practical nor possible to describe all situations that might be covered by a Code of Conduct, employees should be sure that they understand and abide by the spirit as well as the letter of this Code. Because of the continuing need to reassess and clarify our practices, the contents of this Code of Conduct will be updated as required. It is the responsibility of all employees of the Company to remain aware of, and comply with this Code. Violation of any of the Code's provisions could result in disciplinary action, including termination.

IV. Administration and Accountability

- A. Company managers and immediate superiors are charged with the responsibility of communicating this Code of Conduct to employees under their direct supervision and enforcing its provisions. Any employee who knows of, or suspects a violation of this Code, or has any questions regarding this Code or its application to a particular situation, should discuss these concerns with his or her immediate superior or any other superior with whom the employee feels comfortable so a preliminary investigation can be conducted.
- B. Management expressly promises that no individual will be discriminated against or suffer other reprisals for reporting in good faith violations or suspected violations of this. Any employee who knows of, or suspects a violation of this Code should discuss these concerns with his or her immediate superior or any other superior with whom the employee feels comfortable and file an Incident Report (IR) so a preliminary investigation can be conducted. All confidential information, including reports of breaches of the Code of Conduct by employees, must be channeled correctly and handled with utmost confidentiality.

V. Individual Responsibilities

- A. Each employee is expected to examine and comprehend this Code as a fundamental reference and to uphold the standards stated here in the conduct of their daily duties. All employees should take personal responsibility for strict compliance. Ignorance of this Code will not be an acceptable excuse for violating any of its provisions.

VI. Commission of an Offense

- A. Violating the provisions of the Code of Conduct leads to offenses. There are three (3) ways where an employee can be involved in committing offenses. These are as follows:
 1. **Direct Participation**
 - a) By default, any infraction is treated as a result of action arising from the free will of an employee. He will not escape personal liability on the grounds that he was forced to commit an act against his will since no one, regardless of position, has the authority to require, direct or influence another employee to commit wrongful acts and violate the code.
 2. **Indirect Participation**
 - a) Any employee found to intentionally assist another employee in committing infractions will also be dealt with the same severity as though he actually engages in the act himself.
 3. **Serious Attempt**
 - a) An employee is considered to have committed an infraction when he performs any act that contributes substantially towards the commission of a specific violation of the Code, even though technically, complete commission has not been fully realized.

VII. Offenses are classified into Levels according to their Gravity:

Offense Level	1 st offense	2 nd offense	3 rd offense	4 th offense	Prescriptive Period
Level 1	Documented Verbal Warning	Written Warning	Final Warning	Dismissal	3 Months
Level 2	Written Warning	Final Warning	Dismissal		6 Months
Level 3	Final Warning	Dismissal			1 Year
Level 4	Dismissal				Not Applicable

Note:

The company has the discretion to provide SUSPENSION or STERN FINAL WARNING in lieu of a

TERMINATION.

VIII. Corrective Action and Disciplinary Procedures

Any violation of the Company's Code of Conduct, Policies and Procedures shall be grounds for disciplinary action. Degrees of discipline are generally progressive and are used to ensure that the employee has the opportunity to correct his or her performance.

a. Coaching as a corrective measure

Coaching should be done as soon as the immediate superior becomes aware of an employee's misconduct or work performance problems. It should be done formally, with the immediate superior meeting with the employee to be certain that the employee realizes that his or her work performance or behavior is unsatisfactory and what is expected in terms of improvement is understood. Coaching must be documented through a Coaching Form that clearly includes the following:

- the behavior that needs to be corrected
- what behavior is expected
- a written plan of improvement, containing specific expectations and time frames in which to accomplish them, may be simultaneously implemented as a component of the coaching session. Ideally, coaching is conducted before the misconduct or work performance deficiency reaches a serious level.
- Coaching form must be signed by both the Coach (who may be the immediate supervisor, or 2nd level supervisor or anyone who is capable and authorized to conduct the coaching) and the employee being coached.

Coaching form is available from the HR office.

b. Kinds of disciplinary actions that may be used:

A. Documented Verbal Warning

- A documented verbal warning is a spoken reprimand from a superior to an employee for the purpose of correcting a particular behavior, a series of behaviors, or situation that is not appropriate or up to par. Verbal warnings may be given as disciplinary action to employees who have committed light infractions against the Code of Conduct. For tracking purposes, verbal warnings must be documented by the immediate superior involved and acknowledged by the employee.

There are several ways by which the Verbal Warning may be documented, which includes but are not limited to the following:

- Documented Verbal Warning Notice
- Logbook or any other documents that shows signature of the concerned employee

B. Written Warning

- A written warning is a letter written to an employee as a disciplinary measure. The purpose of the written warning is to correct or inform the employee a performance problem by discussing it with him/her and providing a written record of that conversation. A written warning should describe the performance problems or work violations of the employee in specific detail and explains the consequences to the employee if his or her performance does not improve within a specified period.

It is important to note that the written warning form does not replace the due process. This shall be used very sparingly and only after the employee has been verbally warned about the matter.

C. Suspension

- Suspension is a disciplinary measure where the employee is relieved of his or her job assignment because of serious or repeated instances of misconduct and shall forfeit pay or wages as a result of the suspension. Also, suspensions are used as a disciplinary action for situations where there is no specific instance of conduct that is so outrageous that justifies dismissal, but there is a pattern of conduct where the employee has continually engaged in one minor infraction of the rules after another and has received a documented verbal and/or written warning for rule(s) infraction(s). Other reasons when suspension may be used are the following:
 - To allow proper investigation - It stops the “offender” from interfering and can allow other employees to come forward when they can see that the matter is taken seriously.
 - To allow a “cool off” period - The employee may react better and respond more rationally after taking time to calm down.
 - To protect leadership or company credibility - In high-profile roles, it might be best to get them away from the public eye, for their sake and for the Company’s sake.

Suspensions must be documented and observe the following:

- The days in which the employee is serving the suspension are unpaid.
- Suspension dates must not fall next to a weekend, a rest day, or any non-working day. Immediate supervisors must disapprove leave requests for dates immediately before or after a suspension day.
- The employee is not authorized to be in the office premises in the day/s when he/she is under suspension.

No suspension may be served without following due process.

D. Dismissal

- Dismissal is a final disciplinary measure in which the Company ends the employment relationship with the employee who has committed severe violations to the policies and procedures. Dismissal should be a last resort and cannot be conducted without due process.

IX. Disciplinary Guidelines

- a. Due process shall always be observed even if the infraction is a repetition.
- b. Any employee who knows of, or suspects a violation of this Code, should discuss these concerns with his or her immediate supervisor or any other superior with whom the employee feels comfortable to the Human Resources Department and file an Incident Report (IR) so a preliminary investigation can be conducted.
- c. Immediate supervisor and/or HR must investigate immediately upon discovery or upon gaining knowledge of an incident by issuing a Notice to Explain (NTE) on the concerned employees to determine whether or not to initiate corrective action acquiring facts to validate the claim.
- d. Based on the employee’s response to the NTE, the immediate supervisor determines if there is clear breach and if the identity of the person responsible for the infraction is correct.
- e. The NTE shall be generated after facts are gathered. Superiors who refuse to sign shall be dealt with accordingly.
- f. If the immediate supervisor is a supervisor or manager, he or she must always confer with his immediate supervisor and/or HR on any recommended action and get approval prior to implementing the corrective or disciplinary action.

- g. No NOD (Notice of Decision) shall be served to any employee without getting the concurrence and signature of all required signatories.
- h. An employee who is dissatisfied with any disciplinary decision may appeal in writing within five (5) working days of the decision being given.
- i. Immediate supervisors shall ensure that the original NOD form is served to the employee, and copies shall be added to the Employee 201 Record.
- j. Should the decision on an infraction be a suspension, the immediate supervisor shall be responsible for informing the dates when the suspension will be implemented. The suspension dates must be reflected in the employee's attendance record and submitted to payroll.
- k. If the decision is a dismissal, the immediate supervisor shall have the employee turnover all security badges, ID, all necessary equipment, tasks, and documents to him upon serving the Dismissal form. Should the employee have financial accountabilities, the immediate supervisor shall advise the employee to settle them with the appropriate department and inform Accounting of the necessary deductions.
- l. A terminated employee will not be allowed to go around inside the premises. Therefore, it shall be the immediate supervisor who shall route his clearance for last pay computation purposes.
- m. In cases of dismissal due to Absence without Official Leave (AWOL), date of notice of dismissal shall be current, as well as the effective date of dismissal. No notice of dismissal due to AWOL shall be assigned to a date earlier than that of the actual occurrence.
- n. Any deviation from the Code of Conduct shall only be done with the concurrence and approval of the General Manager and the Human Resources department.
- o. Any and all acts violating and/or constituting a violation of the comprehensive policies/ provisions detailed in the succeeding section will be considered as violation and liable to disciplinary action.
- p. Ignorance of the policies/provisions declared in this code as notices or memoranda that may be promulgated in the future shall not justify an employee from non-observance nor from the disciplinary action to be imposed thereon,
- q. All actions to resolve or settle grievances shall abide by the relevant provisions of any mechanism installed for such purpose.
- r. Administration of disciplinary action or erring employees shall not hinder the Company from filing criminal and/or civil charges in accordance with the applicable laws of the country.
- s. In addition to appropriate action involving damage to property, the employee shall be required to pay for the damage or lost property or its restitution.
- t. In case where the infraction or offenses committed violate more than one provision of the Code, these shall be dealt with separately.

X. Ownership and Timelines

CORRECTIVE ACTION PROCESS			
	STEP	TIMELINE	RESPONSIBLE
1	Filing of Incident Report (IR)	Within 24hrs upon knowledge	Immediate supervisor / Employee who witnessed the offense
2	Issuance of Notice to Explain (NTE)	24-48 hours after knowledge of the incident	Immediate supervisor/HR
3	Provision of Employee's response to the NTE	Employee is given 5 days to reply to the NTE	Immediate supervisor/ Employee

4	Issuance of Notice of Decision (NOD)	Immediately after receiving concurrence and signatures of all required signatories that should not go beyond 3 business days.	Immediate supervisor/HR
5	Entry of document to 201 File	After serving to employee	Management Team/HR

XI. Due Process

Due process requires that the employee receives a fair process before the dismissal or suspension. In a dismissal for just cause, due process involves the two-notice rule:

- A notice to explain**, specifying the ground for dismissal and giving said employee reasonable opportunity within which to explain his or her side.
- An opportunity to be heard** through written response or in **administrative hearing** or conference (required only when explicitly requested in writing by the employee) where the employee is given an opportunity to respond to the charge, present evidence, or rebut the evidence presented against him or her.
- A notice of decision** indicating that upon due consideration of all the circumstances, grounds have been established to justify dismissal/decision.

Leaders must be conscious of the due process when making decisions to suspend or terminate the employment of an employee.

XII. FUNCTIONS

1. HUMAN RESOURCES DEPARTMENT WILL BE RESPONSIBLE FOR THE FOLLOWING:

- Making sure that the suitable measures are continuously taken to educate all employees on the visions of this code;
- Making sure that suitable measures are continuously taken to ensure that the provisions of this Code are updated and consistent with the requirements of all operating standards (Labor Standards, Legal Implications, etc.);
- Making sure that suitable control measures are established to assist in the progress of the implementation of corrective actions, to assist erring employees and to continuously forewarn department heads on the negative standing, if any, of employees under them;
- Preparing all documents and reports as may be needed to efficiently implement provisions of this Code.

2. ALL IMMEDIATE SUPERVISORS SHALL BE RESPONSIBLE FOR:

- Administering the policies, ensures adherence to employee to company policy, including the enforcement of disciplinary actions to erring employees;
- Preparing and submitting to the HR department the required reports and documentations on cases investigated and/or disciplinary actions meted out for proper recording and control.

XIII. TABLE OF OFFENSES

Section 1. OFFENSES AGAINST A PERSON				
Description	Disciplinary Actions			
	First Offense	Second Offense	Third Offense	Fourth Offense
Section 1.1 Commission of a crime or offense by the employee against the person of his employer or any immediate member of his family or his duly authorized representative.	Dismissal			
Section 1.2 Inflicting physical harm or injury on any employee or person, or having in fact inflicted physical injury	Dismissal			

while within or outside company property or premises, with or without the use of weapon, within or after office hours.				
Section 1.3 Any acts constituting threat, intimidation or coercion against any person or employee, or in any manner unduly interfering with or obstructing company operations or other employees from performing their work while within company property or premises.	Dismissal			
Section 1.4 Bringing or actually engaging another in a fight while within or outside company property or premises provided such outside incident has relation to work or has arisen while inside company premises.	Final Warning	Dismissal		
Section 1.5 Inciting, instigating, participating or provoking a fight under the circumstances described in Section 1.4, but where a fight does not actually occur.	Final Warning	Dismissal		
Section 1.6 Disrespectful attitudes, whether shown by word or deed towards a fellow employee, a visitor of the company, a vendor or supplier. Making false, offensive, malicious or vicious statements against co-worker, employees or officers of the company.	Final Warning	Dismissal		
Section 1.7 Connivance is committing a wrongful act and / or any forms or acts of connivance or encouraging family members or other persons to harass, threaten and/or intimidate superior, fellow employees or any officer of the company, inside or outside company premises as a result of work related disagreements or problems.	Dismissal			
Section 1. 8 Conniving or being an accessory to commission of any maltreatment or crime against another person.	Dismissal			
Section 1.9 Uttering or writing offensive remarks, using lewd language against any person officer	Written Warning	Final Warning	Dismissal	
Section 1.10 Rumor mongering, sowing intrigues, gossiping, fabrication or spreading derogatory accusations or statements, making false statements against any person, co-worker or employee or officer to cast dishonest and contempt.	Written Warning	Final Warning	Dismissal	
Section 1.11 Fabricating and/or falsely planting evidence against co-employee to impute a crime or the commission of any offense under this code in order to evade responsibility for committing the crime himself.	Dismissal			
Section 1.12 Challenging to a fight or actual fighting against his/her immediate superior or anyone with higher rank or position.	Final Warning	Dismissal		

Section 2. OFFENSES AGAINST PROPERTIES				
	Disciplinary Actions			
Description	First Offense	Second Offense	Third Offense	Fourth Offense
Section 2.1 Theft, robbery or appropriation for personal gain, benefit or profit of any property of the company or property of any employee, customer, visitor or vendor.	Dismissal			
Section 2.2 Swindling or malversation (estafa) of funds or property of the company or of a fellow employee or a client or a customer of the company	Dismissal			
Section 2.3 Embezzlement or use of company funds for any purpose other than intended	Dismissal			
Section 2.4 Obtaining supplies or materials on fraudulent orders. Note: This implicates any other person conniving or in collusion with the employee doing it.	Dismissal			
Section 2.5 Unauthorized substitutions of company material or equipment with another or of poorer quality, or of lesser value.	Final Warning	Dismissal		
Section 2.6 Alteration or removal, without authorization, of any property of the company or of other employees resulting in irreparable damage thereto. If damage is repairable, the penalty is mitigated to LEVEL 3	Dismissal			
Section 2.7 Malicious or willful destruction, loss or misuse of company property or that of any employee, any client or customer of the company. If the destruction, damage, loss or misuse is committed through recklessness or imprudence, the same shall be classified as LEVEL 3. Note: Employee will assume payment and liabilities for the damage or loss of items.	Dismissal			
Section 2.8 Using company time and / or material and / or equipment to do unauthorized work within or outside the premises, for personal gain which includes dealership, selling and other non-work related activities.	Written Warning	Final Warning	Dismissal	
Section 2.9 Damaging or causing damage to company property or the property of others through negligence, carelessness or improper use.	Written Warning	Final Warning	Dismissal	
Section 2.10 Neglecting or refusing, after due demand or notice, or as provided by existing policies without justifiable reasons, to remit, pay, reimburse or liquidate any money, collection or cash advance, or return and/or deliver goods, stocks or other properties, entrusted to him/her by the company, or received by him/her from client or customer or business associate or affiliate or their representative for his/her administration, or under any other obligation to make delivery of, or return the same.	Final Warning	Dismissal		

Section 2.11 Alteration, removal, posting, without authorization, of any property of the company or of other employees, or any official announcements or matters posted on the bulletin boards or any such places.	Written Warning	Final Warning	Dismissal	
Section 2.12 Failure to return on agreed or due date any borrowed item or equipment owned by the company or employee.	Documented Verbal Warning	Written Warning	Final Warning	Dismissal
Section 2.13 Unauthorized possessions, taking or bringing of company's properties, documents, files, tools, vehicles, equipment, etc. outside the company premise.	Final Warning	Dismissal		

Section 3. OFFENSES AGAINST COMPANY INTEREST AND POLICIES

	Disciplinary Actions			
Description	First Offense	Second Offense	Third Offense	Fourth Offense
Section 3.1 Falsification of documents detailing personal records or data or misrepresentation of any information concerning personal circumstances and qualification or giving false or misleading information in applying for employment or seeking or qualify for a position or benefit.	Dismissal			
Section 3.2 Falsification or unauthorized alteration of personnel or company records and/or using said falsified records for personal gain or benefits	Dismissal			
Section 3.3 Any attempt to falsify or pad expense reports, receipts, invoices or any other document, upon which reimbursement is based.	Final Warning	Dismissal		
Section 3.4 Tampering or manipulating statistics, scores, records, equipment or company properties.	Dismissal			
Section 3.5 Unauthorized use of company's credit card details /fleet card/ financial information for personal interest.	Dismissal			
Section 3.6 Deliberate concealment of facts or information, providing false information, testimonies and data during investigation, and / or providing ,malicious false information, testimonies and statements about the company, management officials, company client's products and services.	Dismissal			
Section 3.7 Failure to submit on time necessary documents and update information pertaining to the employee address, telephone number, civil status.	Documented Verbal Warning	Written Warning	Final Warning	Dismissal
Section 3.8 Failure to complete within specified time, pre-employment requirements, such as submission of clearance, undergoing pre-employment medical tests, and other related requirements.	Documented Verbal Warning	Written Warning	Final Warning	Dismissal

Section 3.9 Marking up prices as opposed to the submitted figures from the suppliers/vendors.	Final Warning	Dismissal		
Section 3.10 Gaining full employment in another company	Dismissal			
Section 3.11 Favoring suppliers, media, customer or any other person in consideration of kickbacks, personal rebates or any valuable consideration	Final Warning	Dismissal		
Section 3.12 Directly or indirectly requesting or receiving any gift, present, share, percentage or any form of benefit or favor, for himself/herself or of any other person in connection with any other business, contract, application or transaction between the company and any other party, wherein the employee in his/her official capacity has to intervene.	Final Warning	Dismissal		
Section 3.13 Offering or accepting anything of value in exchange for a job, work assignment, or favorable condition of employment.	Final Warning	Dismissal		
Section 3.14 Directly or indirectly having financial or pecuniary interest in any act, business, contractor or transaction in connection with which he intervenes or takes part in his/her official capacity.	Dismissal			
Section 3.15 Unauthorized actions clearly in excess of one's authority such as but not limited to acts of disbursing, releasing or authorizing disbursement of company funds without written authority by one's superior or similar acts that go beyond or outside his/her authority or responsibility, where the interest of the company is prejudiced.	Dismissal			
Section 3.16 Giving a company ID or identification material to any person not entitled to it, or assisting non-employee/s to enter the company premises and restricted areas without company's permission.	Written Warning	Final Warning	Dismissal	
Section 3.17 Failure to wear or the improper use of company issue ID and/or uniform or wearing altered, deformed or mutilated uniform, not wearing the prescribed Uniform, Working Shoes, Face Mask, Closed Shoes, Company ID, etc.	Documented Verbal Warning	Written Warning	Final Warning	Dismissal
Section 3.18 Giving away or unauthorized disclosure of company trade secrets and/or trade practices / financial information or any valuable information acquired by his/her office, or by him/her on account of his/her position, to an unauthorized person, outsiders, competitors, or making available such information in advance of its authorized release date and where in the process, the interest of the company is prejudiced, such as credit card information, bank information, financial statements, etc.	Final Warning	Dismissal		
Section 3.19 Opening of company proprietary, confidential documents and/or personal documents or property	Final Warning	Dismissal		

belonging to another employee such as pay slips, personal mails, disciplinary records, without authorization.				
Section 3.20 Malingering or feigning illness to avoid doing assigned work or reporting for work. This includes absences due to Sick Leave but the employee is neither at home or at a medical institution.	Written Warning	Final Warning	Dismissal	
Section 3.21 Sleeping on company time while on duty.	Written Warning	Final Warning	Dismissal	
Section 3.22 Loitering, loafing, wasting time, leaving place of work during working hours without permission from his/her superior, or department head or any designated person or leaving the company compound without permission at any time before the end of the employee's work shift or failure to return to work on time from a break period.	Written Warning	Final Warning	Dismissal	
Section 3. 23 Movie Streaming via online platform (Vimeo, Youtube, etc.) of offline platform (USB, DVD, etc.), or using personal cell phones for movie streaming during office hours.	Written Warning	Final Warning	Dismissal	
Section 3.24 Negligence of Duty. Failure to observe the degree of diligence in the performance of duties and responsibilities as required by circumstances into account and consideration to time, place and environment among others thereby exposing the Company to unnecessary risk,	Final Warning	Dismissal		
Section 3.25 Poor performance	REFER TO PERFORMANCE MANAGEMENT POLICY			
Section 3.26 Persuading, including or influencing other employee to perform an act constituting a violation of this Code or other existing rules and regulations or policies on an office in connection with the duty or function of the latter, allowing himself/herself to be persuaded, induced, or influenced to commit such violation or offense. Penalty for the violation committed shall likewise be imposed on the person who employed persuasion, inducement or influence.	Final Warning	Dismissal		
Section 3.27 Playing computer games on company computers, issued laptops, issued phones and even on personal phones during working hours. Installing of game applications or other non-work related apps on the company issued phones/gadgets/	Written Warning	Final Warning	Dismissal	
Section 3.28 Use of internet for non-work related "chat" or accessing unauthorized websites or those not defined by the company.	Written Warning	Final Warning	Dismissal	
Section 3.29 Using account login or password of others without authorization or impersonating another employee when using email or amending messages received	Final Warning	Dismissal		
Section 3.30 Using or attempting to use somebody else's computer and/or network account, IDs, password, email	Final Warning	Dismissal		

without authorization. Allowing others to use his/her email accounts.				
Section 3.31 Time padding (not declaring true in/out time or overtime). Unauthorized logging in and/ or out for other employee	Final Warning	Dismissal		
Section 3.32 Bringing out of company premises any hard printed documents related to the company trade secrets, unless authorized by management.	Final Warning	Dismissal		
Section 3.33 Security violation or any acts that result in the introduction of viruses, hostile and malicious codes with the intent of disrupting the company's computer system which may or may not result in network downtime.	Dismissal			
Section 3.34 Intentional transfer of all types of computer virus.	Dismissal			
Section 3.35 Unauthorized access to computers, workstations, share drives, files or confidential company information	Final Warning	Dismissal		
Section 3.36 Installing illegal or unauthorized computer software or programs and/or downloading MP3. Movies, etc. or downloading of non-work related files may it be through torrent or not.	Final Warning	Dismissal		
Section 3.37 Unauthorized removing, copying or reproducing, taking or destroying of company owned files and software or files that contain classified and important information.	Final Warning	Dismissal		
Section 3.38. Installing hardware without permission	Written Warning	Final Warning	Dismissal	
Section 3.39 Unauthorized telephone calls and/or unofficial use of International Calls of National Long Distance Calls.	Documented Verbal Warning	Written Warning	Final Warning	Dismissal
Section 3.40 Unauthorized use of company resources for personal gains such as printers, computers and other IT equipment.	Written Warning	Final Warning	Dismissal	
Section 3.41 Unauthorized copying and/or providing information to unauthorized parties pertaining to client's / customers confidential information for personal interest.	Final Warning	Dismissal		
Section 3.42 Unauthorized copying, creating, renaming, modification, deletion, or access of any company data, directory, files, and other relevant documents shared online.	Written Warning	Final Warning	Dismissal	
Section 3.453 Carrying out fraudulent transactions using company computers or laptops or phone/gadget done whether inside or outside of the company's network.	Dismissal			
Section 3.44 Importing, downloading, copying or forwarding non-text file, including email attachments, applications, utilities, images, music and pages from the internet and/or	Documented Verbal Warning	Written Warning	Final Warning	Dismissal

through unauthorized source or other electronic media, onto another employee's email or chat platform unless work related.				
Section 3.45 Use of profanity, inappropriate language, pornography, slanderous or misleading contents using electronic and print media.	Final Warning	Dismissal		
Section 3.46 Sending trivial/personal message (i.e. "Spam". email group), sending emails with non-business related attachments, unsolicited junk mail, "for profit" message or chain letters; subscribing to non-business related e-mail group and internet newsletter.	Documente d Verbal Warning	Written Warning	Final Warning	Dismissal
Section 3.47 Misleading Information. Employee misrepresents and creates untruthful facts about the company or services.	Final Warning	Dismissal		
Section 3.48 Failure to document or improper documentation of a transaction.	Documente d Verbal Warning	Written Warning	Final Warning	Dismissal
<p>Section 3.49 Tardiness and Absenteeism</p> <p>Regular work days are Mondays through Saturdays and Sundays will be a rest day. Work on Sundays and Holidays if requested, the employee will be accomplished at rates required/imposed by existing laws.</p> <p>Employees must bear in mind that in our line of business, it is a must for us to render services beyond the regular work days and working hours. It is therefore required that if an employee is scheduled to do so, he/she must accept the assignment especially if pre-arranged or if the situation calls for it or in an emergency situation.</p> <p>Breaks are standard practices of any company, and it is allowed but not to exceed fifteen (15) minutes - once in the morning and once in the afternoon. Personnel should take their coffee breaks by turns and not simultaneously so that at no time the office is without any personnel. Branch Heads must see to it that scheduled breaks are pre-arranged among the employees under his/her supervision, they too must see to it that the fifteen (15) minutes time allotted for coffee breaks is strictly followed by employees under his/her supervision.</p> <p>Habitual Tardiness: Defined as 6 instances in 1 month or 2 payroll period.</p> <p>Absenteeism:</p> <p>NO CALL NO SHOW, Unexcused/Unexplained Absences</p> <p>Failure to notify or advise his/her immediate superior or the management on the VALID or JUSTIFIABLE cause of absence. The management has the right to not consider the cause if deemed untruthful, invalid, unjustifiable or has a trace of fabrication.</p> <p>AWOL/INCURRING absences without leave for 3 consecutive days or more.</p>	Documente d Verbal Warning	Written Warning	Final Warning	Dismissal
Section 3.50 Failure to register (log-in / log-out) in the official attendance sheet (time card, logbook, etc.) when reporting for	Documente d Verbal Warning	Written Warning	Final Warning	Dismissal

and/or leaving the place of work. NO OFFICIAL TIME RECORD, NO PAY Policy will be observed.				
Section 3.51 Failure to report/return to work on the working day after expiration of leave of absences, unless such leave is approved	Documente d Verbal Warning	Written Warning	Final Warning	Dismissal
Section 3.52 Failure to inform immediate superior of his/her being tardy or absent on a specific day.	Documente d Verbal Warning	Written Warning	Final Warning	Dismissal
Section 3.53 Failure to report lost and found articles immediately.	Documente d Verbal Warning	Written Warning	Final Warning	Dismissal
Section 3.54 Disorderly conduct of any kind while in the company premise or during company time as scuffling, "horsing around", throwing things, running or shouting or activities that could cause disturbance or delay of work.	Documente d Verbal Warning	Written Warning	Final Warning	Dismissal
Section 3.55 Wasting company time by taking personal telephone calls while on duty	Documente d Verbal Warning	Written Warning	Final Warning	Dismissal
Section 3.56 Entering into unauthorized areas without authorization from immediate superior or company leaders	Written Warning	Final Warning	Dismissal	
Section 3.57 Peeping or any act of intruding into the privacy of the management's offices	Final Warning	Dismissal		
Section 3.58 Loitering or Unauthorized presence in the company premise when off duty or on leave	Written Warning	Final Warning	Dismissal	
Section 3.59 Loitering or Unauthorized presences in the company premise where there is guest or visitors.	Written Warning	Final Warning	Dismissal	
Section 3.60 Reading unnecessary or unauthorized reading materials while on duty (i.e. newspapers, tabloids, magazines, etc.) especially inside the production area.	Written Warning	Final Warning	Dismissal	
Section 3.61 Usurious Loan. Lending money by an employee to a co-employee at usurious interest rates.	Written Warning	Final Warning	Dismissal	
Section 3.62 Recidivism, where the employee commits the same offense in spite of maximum penalties, warnings, or disciplinary action given. Where violating Company Rules and Regulations already become a habit.	Final Warning	Dismissal		
Section 3.63 Using cell phone while at work. Cellphones are not allowed in the Production Area.	Written Warning	Final Warning	Dismissal	
Section 3.64 Conflict of interest with regards to having a special relationship with a co-employee. Both employees involved will be verbally warned and if the relationship progresses, only one employee shall be retained based on his/her performance or appraisal.	Retention of only one employee based on performance appraisal.			

Section 4. OFFENSES AGAINST CLEANLINESS, SAFETY, HEALTH, SECURITY and PUBLIC ORDER

	Disciplinary Actions			
Description	First Offense	Second Offense	Third Offense	Fourth Offense

Section 4.1 Unauthorized possession of carrying firearms, explosives or other deadly weapons while on company premises.	Dismissal			
Section 4.2 Forced or unauthorized entry into an office or premises of the company while under suspension	Final Warning	Dismissal		
Section 4.3 Entering restricted areas without permission	Final Warning	Dismissal		
Section 4.4 Smoking inside company building and/or in non-smoking areas	Final Warning	Dismissal		
Section 4.5 Violation or failure to follow a general safety rule and/or practice including those issued for company activities or outings. Creating or contributing to or causing unsafe and unsanitary conditions and poor housekeeping inside company premises.	Documented Verbal Warning	Written Warning	Final Warning	Dismissal
Section 4.6 Spitting, Littering inside the company premises and immediate surrounding area, or improper waste handling and disposal of garbage and wastes such as sanitary napkins, leftover foods, candy wrappers, etc.	Documented Verbal Warning	Written Warning	Final Warning	Dismissal
Section 4.7 Tampering with or unauthorized and/or unjustified use of fire protection and safety equipment, such as fire extinguishers, fire alarms, etc.	Final Warning	Dismissal		
Section 4.8 Tampering with another employee's drawer/bags/property/locker	Final Warning	Dismissal		
Section 4.9 Operating and/or tampering switches, control, installations, machines or equipment without authorization.	Final Warning	Dismissal		
Section 4.10 Intentionally obstructing pathways and hallways, fire exits or fire cabinets, thus posing a hazard to employees.	Final Warning	Dismissal		
Section 4.11 Failure to report immediately a personal injury occurring on company time or property	Documented Verbal Warning	Written Warning	Final Warning	Dismissal
Section 4.12 Willful disregard of office directive relating to sanitary conditions, cleanliness and orderliness of the office, security of office supplies and equipment or performing any act contributing to unsanitary condition or practice on company premise such littering, poor housekeeping, improper use of toilet facilities, improper throwing of trash, among others.	Written Warning	Final Warning	Dismissal	
Section 4.13 Reporting to work while having a serious contagious disease which may endanger the health of other employees, knowing about it, yet failing to report, on-disclosure or willfully withholding information thereof to company authorities. If a contagious disease is not of a serious nature, LEVEL 2 penalty will be meted out.	Refer to the DOLE Mandated Policy on Separation of Employees Due to Illness			
Section 4.14 Failure and/or refusal to undergo a Physical Examination as scheduled by the company and/or failure to	Written Warning	Final Warning	Dismissal	

obey Doctor's orders or advice as directed or ordered by the company.				
Section 4.15 Refusal without justifiable reason to submit oneself to a drug test when required	Dismissal			
Section 4.16 Submitting medical or laboratory results and /or specimens other than the employee's true results or specimens.	Dismissal			
Section 4.17 Entering company premises or reporting to work under the influence of any illegal substance or prohibited drugs.	REFER TO DRUG FREE COMPANY POLICY			
Section 4.18 Possessing, using, offering, transacting, sharing, selling, conveying, distributing, obtaining, or manufacturing any illegal substance or prohibited drugs, or attempting to do the same while at work, during rest periods, meal breaks or on any company activities or business. Possessing any substance /drug paraphernalia or container/s.	Dismissal			
Section 4.19 Using any substance for the purpose of manipulating a drug test by adding to the specimens or ingesting.	Dismissal			
Section 4.20 Failure and/or refusal to provide a physician's certificate when requested to do so	Documented Verbal Warning	Written Warning	Final Warning	Dismissal
Section 4.21 Altering or forging doctor's comments and recommendations in the medical/dental consultation from or other similar forms.	Dismissal			
Section 4.22 Intentionally not answering after several attempts and failure to return calls within 24hrs during work hours for company issued phones.	Documented Verbal Warning	Written Warning	Final Warning	Dismissal
Section 4.23 Failure to clean or clean workstations/desk/tables/areas at all times.	Documented Verbal Warning	Written Warning	Final Warning	Dismissal
Section 4.24 Indiscriminate placing of one's foot on walls, sticking and placing indiscriminately bubble gums and other similar candies on company owned chairs, tables, office equipment and other company properties. Not throwing trash properly.	Written Warning	Final Warning	Dismissal	
Section 4.25 Gross violation of established SAFETY RULES and PRACTICES resulting to injury or damage to property due to reckless imprudence	Final Warning	Dismissal		
Section 4.26 Sloppiness in personal appearance. Does not comply with recommended appearance, hygiene, cleanliness and good grooming guidelines.	Documented Verbal Warning	Written Warning	Final Warning	Dismissal
Section 4.27 Over break Taking coffee or snack breaks of more than 15 minutes at a time	Documented Verbal Warning	Written Warning	Final Warning	Dismissal

Section 4.28 Eating in restricted or unauthorized areas.	Written Warning	Final Warning	Dismissal	
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Section 5. OFFENSES AGAINST DECENCY, GOOD CUSTOM, HONOR, MORALITY, HONESTY and INTEGRITY

Description	Disciplinary Actions			
	First Offense	Second Offense	Third Offense	Fourth Offense
Section 5.1 Entering company premises or reporting to work while under the influence of liquor and/or intoxicating drinks alcoholic drinks inside company premises or company events.	Final Warning	Dismissal		
Section 5.2 Any act constituting offenses against honor such as libel, defamation, slanderous statements concerning any employee which tends to cast dishonor or contempt.	Final Warning	Dismissal		
Section 5.3 Conduct of grossly scandalous or indecent nature or using profane or indecent language in addressing another person or company time or on company property. Telling smutty / dirty jokes that are found offensive by others within the office premises, any immoral act by the employee either by himself/herself or with another person, including but not limited to sexual harassment committed within company property or premises or during company activities.	Final Warning	Dismissal		
Section 5.4 Uttering cursive or abusive language even if not directed at anyone.	Written Warning	Final Warning	Dismissal	
<p>Section 5.5 Any and all acts constituting sexual harassment and/or any motives committed against co-employees regardless of position, rank or gender.</p> <p>The following are acts of sexual harassment:</p> <p>5.5.1 Persistently telling smutty jokes to a co-employees who has indicated that he/she finds them offensive.</p> <p>5.5.2 Taunting a co-employee with contact talk of sex or sexual innuendos. Making obscene phone calls to a co-employee during and outside work hours, etc.</p> <p>5.5.3 Displaying offensive pictures or publication in the workplace.</p> <p>5.5.4 Asking co-employees sexual favors and/or intimate questions on his/her sexual activities. Making sexual advances and/or offensive hand or body gestures at a co-employee</p> <p>5.5.5 Pinching unnecessary brushing up against a co-employee's body</p> <p>5.5.6 Requesting for dates or favors in exchange for a job, favorable working conditions or assignments, etc.</p> <p>5.5.7 Touching a co-employee in sensitive parts of his/her body of threats of a sexual nature and actual sexual assault.</p> <p>5.5.8 Directing or inducing another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed shall also be liable under these</p>	Dismissal	Refer to Sexual Harassment Policy		

rules. Penalty shall likewise be imposed on the person who cooperated or employed inducement				
Section 5.6 Bringing in, showing, distributing and saving, or viewing nudity, sexual or illegal, and/or seditious material within company premises be it in electronic or print format.	Written Warning	Final Warning	Dismissal	
Section 5.7 Attempt to commit or committing any crime against chastity while in company premises or job sites or committing any act constituting immorality of such scandalous proportion as to offend the moral sensibilities of the community.	Dismissal			
Section 5.8 Taking part in any gambling, unauthorized lottery, loaning of money with excessive interest rates, or any other game of chance during company time or while within company premises.	Final Warning	Dismissal		
Section 5.9 Participating in any bookie activities, bet collection, lottery, cock fighting, game of cards and any form of gambling and games of chance involving money while at work or any work premise, rented or owned by the company.	Final Warning	Dismissal		
Section 5.10 Using vulgar, obscene and offensive language(verbal or nonverbal) jokes or innuendoes directed towards an individual or group that are discriminatory in nature.	Written Warning	Final Warning	Dismissal	
Section 5.11 Conviction of any crime punishable under the Revised Penal Code of the Philippines and other existing laws of the country.	Dismissal			
Section 5.12 Committing a fraudulent act or breach of trust under any circumstances, per Art. 282 of the Labor Code.	Dismissal			
Section 5.13 Publicly ascribing with malice a flow or act of omission or circumstance, whether real or imaginary, tending to discredit the company or a fellow employee whether in print or electronic format.	Written Warning	Final Warning	Dismissal	
Section 5. 14 Abuse of discretion or authority.	Written Warning	Final Warning	Dismissal	
Section 5.15 Concealing a past criminal record, conviction or concealing any past commission of acts constituting a crime.	Dismissal			
Section 5.16 Withholding information, noncooperation, giving misleading information during a company investigation or any such fact finding on an incident affecting or damaging the Interest of the Company.	Final Warning	Dismissal		
Section 5.17 Obtaining or attempting to obtain funds, materials, resources, etc. through misinterpretation.	Dismissal			
Section 5.18 Non declaration / throwing / disposing of company property, car parts or SCRAPPING.	Final Warning	Dismissal		

Section 5.19 Unauthorized possession and/or reproduction of master keys, picklocks and or similar devices which can open lockers, drawers, cabinets, vaults and offices.	Dismissal			
Section 5.20 Engaging in competitive operations or business similar to those of the Company business. Caught selling or distributing the same or look-alike the items being produced in SEA OLYMPUS MARKETING INC..	Dismissal			
Section 5.21 ACTS OF IMMORALITY. Indecent, lewd, immoral conduct (i.e. violating privacy of dressing area), sexual harassment as well as grossly indecent utterances within company premises. Engaging in any practices or offering services to co-employees which are immoral or unethical in nature or engaging in any conduct which violates common decency or immorality.	Dismissal			

Section 6. OFFENSES AGAINST ADMINISTRATION				
Description	Disciplinary Actions			
	First Offense	Second Offense	Third Offense	Fourth Offense
Section 6.1 Abuse of personal privilege (over breaks, frequent breaks, making or excessively accepting phone calls (telebabad) of more than 3 minutes in duration during working hours, except in cases of emergency or extreme circumstances.	Documented Verbal Warning	Written Warning	Final Warning	Dismissal
Section 6.2 Abandonment of work. Unauthorized employee's absence for 3 consecutive working days tantamount to abandonment of work.	Dismissal			
Section 6.3 Posting of any derogatory article, prints, photos or drawings on any company property/premises or on social media, may it be against any fellow employee	Final Warning	Dismissal		
Section 6.4 Unauthorized defacing of any company property or willful defacing, tampering, smudging, printing, painting, or "dirtying" of walls or facade of any company property or any form of vandalism committed on company properties.	Final Warning	Dismissal		
Section 6.5 Holding back, showing down, hindering or limiting work output , or otherwise "feather bedding" or giving instructions to fellow employees to hold back, slow down, hinder or limit output.	Written Warning	Final Warning	Dismissal	
Section 6.6 Causing loss of company time or money because of unauthorized use, operation or possession of machines, tools, vehicles or equipment or while performing work other than those assigned to him/her Where the unauthorized use resulted in irreparable damage to the property LEVEL 4 shall be imposed.	Final Warning	Dismissal		

Section 6.7 Causing loss of time and money to the company because of negligence in the performance of official duties, neglect of duty, or doing unsatisfactory work. This includes violation of standard operating procedures.	Final Warning	Dismissal		
Section 6.8 Making false, vicious, or malicious statements concerning the company or its clients.	Final Warning	Dismissal		
Section 6.9 Selling, soliciting, collecting contributions for any purpose whatsoever or conducting private business during office hours on company premises without proper authorization from the company	Final Warning	Dismissal		
Section 6.10 Holding any position or employment with or without compensation any other business firm which is engaged in a similar line of business with the company	Dismissal			
Section 6.11 Any act of graft or corruption for personal gain	Dismissal			
Section 6.12 Insolence, disrespect social media posts towards the company, co-workers or company clients/customers.	Documented Verbal Warning	Written Warning	Final Warning	Dismissal
Section 6.13 Unauthorized postings of company confidential information, activity, events, pictures or documents on social media.	Documented Verbal Warning	Written Warning	final Warning	Dismissal
Section 6.14 Habitual bringing or receiving personal visitors during working hours that disrupts work function .	Documented Verbal Warning	Written Warning	final Warning	Dismissal

Section 7. OFFENSES AGAINST AUTHORITY (INSUBORDINATION)

Description	Disciplinary Actions			
	First Offense	Second Offense	Third Offense	Fourth Offense
Section 7.1 Refusing to accept job assignments without justifiable reason or willfully refusing to accept work shift or instructions from superior	final Warning	Dismissal		
Section 7.2 Willful disobedience, gross insubordination, willful disrespect of the lawful orders of the company and any of its officers.	final Warning	Dismissal		
Section 7.3 Any act constituting disrespect and disregard or authority of company superiors and officer, or any uncooperative gestures towards work assignment.	final Warning	Dismissal		
Section 7.4 Any act which constituting resistance, threat, intimidation or assault against a person or authority in the company or any of its agents.	Dismissal			
Section 7.5 Refusal to accept work location, work shift, as ordered by his/her immediate superior.	final Warning	Dismissal		
Section 7.6 Refusing to follow instructions or carry out instructions or standard operating procedure.	final Warning	Dismissal		

Section 7.7 Willful disrespect of immediate superior through gesture or posting on social media.	final Warning	Dismissal		
Section 7.8 Failure to attend company initiated meetings, events, trainings, seminars	Documented Verbal Warning	Written Warning	Final Warning	Dismissal
Section 7.9 Failure to follow written or oral instructions made by Company superiors, as well as Company memorandum and circulars, or failure to perform assigned work due to simple negligence of tasks or duty.	Written Warning	final Warning	Dismissal	

Section 8. OTHER OFFENSES

Section 8.1 Disciplinary actions for offenses or infractions made by an employee not yet covered or prescribed in the above rules shall be at the department head's discretion

Section 8.2 Other provisions outside of this Code may be formulated by the Company to address particular conditions of operations.

Section 8.3 The Company reserves the right to impose a heavier penalty or lighter penalty other than provided herein, taking into account the nature of the offense and the gravity thereof.

Section 8.4 The Code of Conduct shall be applied to all employees of **SEA OLYMPUS MARKETING INC.** regardless of the employment status (Sub-con, Contractual, Apprentice, Probationary or Regular).

Section 8.5 Under Article 282 of the Labor Code, The company may likewise terminate employment for any of the following causes:

1. Serious misconduct or willful disobedience by the employee of the lawful orders of his employer or representative in connection with his work.
2. Gross and habitual neglect by the employee of his duties.
3. Fraud or willful breach by the employee of the trust reposed in him by his employer or duly authorized representative.
4. Commission of a crime or offense by the employee against the person of his employer or any immediate member of his family or duly authorized representative.
5. Other Analogous Cases to the foregoing.

Section 8.6 Failure to report to HR department or Immediate Head any violation of company rules and regulations within 24 hours from discovery or knowledge thereof where such failure results in injury to person or loss or damage to property or failure to report to Immediate Head any injury/accident arising out of and in the course of employment within 24 hours from discovery of knowledge.

Section 8.7 Failure on the part of any managerial/supervisory employee, who has knowledge of any violation of the company rules to report the same to the company, or to take appropriate action on the violation, within seventy two (72) hours from said knowledge.

This Code of Conduct shall be revisited and reviewed every quarter to be initiated by the Human Resources Department. Any changes shall be duly approved by the company Managers.