

CODE OF OFFENSES

**Commonwealth Insurance Company
(CIC)**

Commonwealth Insurance Company (CIC) has established a Code of Offenses in order to address its commitment to the responsible use of resources, with a strong emphasis on its human capital. Accordingly, CIC endeavors to clearly define and outline the conduct expected from its most valuable resource – its employees.

Infractions of these Code of Offenses may lead to punitive actions ranging from warning to termination, depending on the nature and frequency of the violations. The specific penalties for addressing these offenses are outlined as follows:

A. LIGHT OFFENSES

1. Habitual tardiness that is 4 or more unexcused tardiness within one calendar month.
2. Failure to punch time cards as required, without a valid reason.
3. Absence without leave (AWOL). Each day of absence without official approval is considered a separate offense.
4. Refusal or failure to wear approved company uniforms, identification card (I.D) except when such refusal or failure is due to causes beyond the employee's control, such as, advanced stage of pregnancy and mourning.
5. Watching platforms like YouTube, Netflix, or any social media while on duty that can be distracting and unproductive, especially when unrelated to work tasks.

PENALTIES:

Any employee found guilty of any of the foregoing light offenses shall suffer the following penalties:

- a) For the 1st offense - oral warning
- b) For the 2nd offense - written reprimand
- c) For the 3rd offense - suspension for 4 days
- d) For the 4th offense - suspension for 10 days
- e) For the 5th offense - dismissal

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B. LESS GRAVE OFFENSES

1. Persistently telling indecent jokes that are found offensive by others within office premises.
2. Any immoral act or indecent proposal by the employee either by himself or with another person, including but not limited to sexual harassment committed within company property or premises or workplace or during company activities.
3. Malingering after a valid sick leave, misrepresentation in claims for sick leave or in applications for emergency loans or for any other employee benefits.
4. Absence without leave for 2 to 4 consecutive days or for a total of 4 days in a one-month period.
5. Refusal or failure to submit to security requirements of the company.
6. Playing chess, cards, domino and other similar games during company time(regular office hours or overtime), or sleeping, staying out of the office beyond standard break periods, or otherwise attending to personal matters while supposedly performing overtime work.
7. Violation of safety rules posted or published by the company.
8. Failure to follow written Company memorandum and circulars, or failure to perform assigned work due to negligence.
9. Commission of negligent or careless act during work time or on company property that results in less serious physical injury or property damage of less than P500.00 or that causes expenses to be incurred by the company in the amount of less than P500.00.
10. Quarrelling within company premises or in any company job site which causes scandal or disturbance among employees or malicious gossiping tending to destroy another employee's reputation.
11. Acts of discourtesy towards company visitors or clients, officers, fellow employees and/or regulators either in person, by phone, or in writing.
12. Acts of threat, intimidation, coercion, harassment, or using disrespectful language on co-employees orally or in writing.
13. Retaliation against co-employee who reveals illegal or unethical behavior.
14. Abusive Conduct such as: repeated infliction of verbal abuse, use of derogatory remarks, insults and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or undermining of the person's works or performance.
15. And other acts analogous to the foregoing paragraphs.

PENALTIES:

Any employee found guilty of any of the foregoing less grave offenses shall suffer the following penalties:

- a) For the 1* offense - suspension for 5 days

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b) For the 2" offense - suspension for 10 days

c) For the 3" offense - dismissal

The above penalties shall be without prejudice to any civil or criminal liability arising out of the commission of any of the foregoing offenses.

In case of dismissal, the rules on penalties under grave offenses shall apply.

C. GRAVE OFFENSES

1. Misrepresentation of material facts in the employee's application form or bio data submitted to the company.
2. Absence without leaves for five(5) consecutive days or for a total of five(5) days in a one-month period
3. Gross and habitual neglect¹, or gross inefficiency, in the performance of official duties or refusal to perform assigned tasks.
4. Serious misconduct or willful disobedience by the employee of the lawful orders of his employer or representative in connection with his work².
5. Appearing for work under the influence of liquor or narcotics or habit-forming drugs
6. Bringing into company premises, or possessing or using inside company premises or in any company job site, a habit forming drink or prohibited drug.
7. Attending to personal business for profit during company time to the damage or prejudice of the company, or selling competitors' products or otherwise competing, directly or indirectly, with the company, during or outside office hours.
8. Taking part in any gambling, illegal lottery or any other game of chance during company time or on company property.
9. Unlawful or dishonest acts or immoral conduct in or outside the company premises when such acts jeopardize the reputation of the company.
10. Giving false testimony or executing a false written statement during or in connection with a company investigation.
11. Possession of firearms, explosives, or deadly weapons inside company premises.
12. Inflicting or attempting to inflict bodily injury upon another inside company premises or in any company job site, or attempting to inflict bodily injury on the occasion of any dispute involving one's employment, except in case of valid self-defense.
13. Commission of negligent or careless acts during work time or on company property that results in serious physical injury or damage to property in the amount of at least P500.00
14. Tampering with, altering, or otherwise falsifying company papers and/or documents and/or using said falsified records for personal gain or benefit.

¹ Article 282, Labor Code of the Philippines.

² Article 282, Labor Code of the Philippines.

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15. Fraud or willful breach by the employee of the trust reposed on him by management or its representatives³, such as but not limited to, giving away voluntarily and willfully any restricted company information to outsiders or to anybody not entitled or authorized to obtain such information.
16. Substituting company materials or equipment with other of inferior quality or lesser value with intent to gain or to defraud the company.
17. Accessing and using records, files and/or programs of the company for purposes other than lawful duty or those approved by Management.
18. Making a false or fraudulent insurance claim and/or conniving with insurance adjusters or other persons to defraud the company.
19. Obtaining materials or supplies on fraudulent orders; this includes collusion with persons committing the act.
20. Padding of expenses, or seeking reimbursement for travelling, entertainment and other expenses incurred other than in pursuit of company business.
21. Defrauding the company through fake or fictitious claims for discounts or commissions.
22. Misappropriation of company funds or property, for personal gain, benefit, or profit.
23. Receiving kick-back, personal rebates or commission from suppliers, contractors, brokers, halers, repair shops, dealers, customers or other persons with whom the company transacts business.
24. 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 representatives⁴.
25. Encouraging, coercing, initiating, bribing or otherwise inducing any employee to commit any of the above offenses or to engage in any practice in violation of the company's policy, procedure, regulation, order or instructions.
26. Conviction of any crime by a court of law which involve moral turpitude, which carries the penalty of imprisonment of exceeding 3 months (3 months and 1 day above).
27. Punching in/out, timing in another's time card or allowing another to punch one's time card; or tampering with or falsifying a time record or time report.
28. Grossly abusive conduct, includes slapping, choking, kicking, shoving, or physical restraints.
29. And other acts analogous to the foregoing paragraphs.

PENALTIES:

Any employee found guilty of any of the foregoing grave offenses shall be dismissed from employment, without any separation pay or any other compensation except the salary or wages already earned by him,

³ Article 282, Labor Code of the Philippines

⁴ Article 282, Labor Code of the Philippines

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Any employee dismissed for cause shall not be eligible for re-employment in the company.

D. Complaints against an employee for violation of the foregoing offenses must be in writing and sworn before a competent authority, however, the Company may, on its own initiative or motu proprio, may commence administrative action against any employee for violating these rules.

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