

## BIBC CODE OF CONDUCT

### Introduction

Bonifacio Insurance Broker Corporation (“BIBC” or the “Company”) recognizes the importance of high ethical standards and the promotion of the general well-being of its employees. For this reason, its employees must observe proper conduct in its dealings with other co-employees and customers, suppliers and other stakeholders, and, in the exercise of their functions, protect not only their image, but the image and reputation of the Company. Everyone should be aware of their responsibilities to the Company and have a sense of discipline in the workplace.

These policies apply to all employees of BIBC and in all Company premises, work areas and all sites/venues of official Company activities. A violation of any Rule constitutes an offense punishable by a corresponding penalty. Imposition of any penalty prescribed in the Code is without prejudice to the filing of the appropriate civil or criminal action. The erring employee may also be required to compensate the Company for the cost of the property lost under his custody or to indemnify the Company for the resultant damages occasioned to the Company as a result of the irregularity or negligent act committed by him/her.

Any act, conduct or behavior prejudicial to the interest of the Company, its people, customers, but not specifically included in this Code, may be acted on by the Company and resolved by analogy or in accordance with the attending circumstances of each case.

The Company complies with all due process requirements of the law in administrative proceedings and disciplinary actions arising from any violation of the Code.

In administrative cases, the decision – making power rests primarily with Management, in the exercise of its management prerogative. Hence, its decisions are final and not subject to appeal.

No failure or delay by the Company to enforce any rule of conduct in the Code shall constitute a waiver of such rule, or set a precedent for future cases, or render the rule moot or obsolete. Any exemption from the Rules and any mitigation of liability are discretionary upon Management, depending on the factors and circumstances of each case.

### Section 1- Productivity

**1.** An employee shall observe the Company’s work schedule. Failure to observe the schedule constitutes tardiness in reporting for work. Computation for deductions due to tardiness is further detailed in **Annex A**.

Penalty:

Tardiness of 4 times a month – Verbal reprimand

Tardiness of 5 times to 10 times a month – 1-3 days suspension

Tardiness of 11 to 15 times a month - 5-10 days suspension

Tardiness of 16 up to 30 times a month – 15 days suspension

2. An employee shall seek permission from the immediate superior within a reasonable time before going on leave. Failure to secure approval constitutes unauthorized absence. In case of sick leave, the employee should ensure that the immediate superior is informed of the circumstances and shall file the leave application upon return to work.

Penalty:

Intermittent absences without written authorization aggregating not more than six days a month - Written reprimand

Intermittent absences without written authorization aggregating more than six days a month – 3 days suspension

Absences without written authorization from 2-5 consecutive days – 5 days suspension

Absences without leave of 6 consecutive working days or more (AWOL) – Dismissal

A repetition of the offense would warrant a higher penalty depending on the assessment of the Committee.

3. An employee shall seek approval of the immediate superior in case he/she will have work overtime/undertime. Undertime occurs when an employee leaves from work before the scheduled time-off. Please refer to Annex A for guidelines in rendering Overtime work.

Penalty:

Undertime of 1-2 times a month – Verbal reprimand

Undertime of 3-5 times a month – Written reprimand

Undertime of more than 6 times a month – 3 days suspension to dismissal.

4. An employee shall strictly observe the prescribed schedules for breaktime.

Penalty:

First offense: Verbal reprimand

Second offense: Written reprimand

Third offense: 3 days suspension

Fourth offense: 5 days suspension

5. An employee should observe procedures regarding time-in and time-out. Only the employee himself/herself can log in to or log out from the time record machine. Any unauthorized alterations made in the time record report would constitute submission of false data and dishonesty.

Penalty:

First offense: Verbal reprimand  
Second offense: Written reprimand  
Third offense: 3-15 days suspension  
Fourth offense: Dismissal

6. An employee shall submit all required reports and data on time. All submitted information should be accurate and do not contain false information.

Penalty:

First offense	Verbal reprimand
Second offense	Written reprimand
Third offense	1-3 days suspension
Fourth offense	4-5 days suspension

7. An employee shall not engage in activities not related to his/her work during Company work hours or using Company resources. He/She shall not malingering to avoid doing assigned work, or loiter or leave his/her post during work hours without valid reason.

Penalty:

First offense	Verbal reprimand
Second offense	Written reprimand
Third offense	1-3 days suspension
Fourth offense	4-5 days suspension

8. An employee shall observe all the required processes and procedures related to his/her work.

Penalty:

First offense	1-7 days suspension
Second offense	10-15 days suspension
Third offense	20 days suspension
Fourth offense	30 days suspension to dismissal

9. An employee can only use the company vehicle for work-related activities. He/She cannot lend, or allow other persons to use the company vehicle without authority. Any alterations or modifications made in the company property would also be subject to disciplinary action.

Penalty:

First offense – 7 days suspension to dismissal

## **Section 2- Integrity**

1. Tampering, forgery of signatures and falsification of documents is strictly prohibited.

Penalty:

First offense – 30 days suspension to dismissal

2. An employee shall not commit any acts of dishonesty, such as, but not limited to misrepresentation during application, cheating on time records, falsification of documents, tampering of receipts, submission of false reports, giving false testimony during investigation.

Penalty:

First offense – 30 days suspension to dismissal

3. An employee shall not request or accept gifts, reward or any form of bribe as a condition for the performance of one's duties or services.

Penalty:

First offense – 30 days suspension to dismissal

4. An employee shall not engage in any activity which will place him/her in a conflict-of-interest situation. He/She shall not maintain another employment while employed in the Company.

Penalty:

First offense – 30 days suspension to dismissal

5. An employee shall not misuse or misappropriate funds, money, and other assets of the Company or convert them to his/her own use. He/She shall not steal or help others in stealing from the Company.

Penalty:

First offense – 30 days suspension to dismissal

6. An employee shall liquidate company funds within the prescribed time.

Penalty:

First offense – 30 days suspension to dismissal

7. An employee shall not connive with other people and engage in fraudulent transactions

Penalty:

First offense – 30 days suspension to dismissal. An employee shall report any violation or information within his/her knowledge that may be prejudicial to the interest of the company.

Penalty:

First offense – Verbal reprimand

Second offense – Written reprimand

Third offense – 7 days suspension to dismissal

### Section 3- Conduct in the Workplace

1. An employee shall act professionally and extend proper courtesy required by the circumstances. He/She shall not insult or disrespect fellow employees, any Company executive or customer. **Annex B** further prescribes the proper decorum in the workplace as regards sexual harassment concerns.

Penalty:

First offense Verbal reprimand

Second offense Written reprimand

Third offense 1-3 days suspension

Fourth offense 4-5 days suspension

2. An employee shall wear the prescribed office attire together with the Company ID.

Penalty:

First offense Verbal reprimand

Second offense Written reprimand

Third offense 1-3 days suspension

Fourth offense 4-5 days suspension

3. An employee shall avoid the use of malicious and foul language in communicating with others. He/She shall not fight, quarrel, intimidate or attempt to injure with a co-employee within the Company premises.

Penalty:

First offense	1-3 days suspension
Second offense	4-7 days suspension
Third offense	8-15 days suspension
Fourth offense	16-30 days suspension

4. An employee shall not steal or cause damage to the property of others.

Penalty:

First offense – 30 days suspension to dismissal

5. An employee shall not report for work intoxicated or under the influence of prohibited drugs or alcohol. He/She shall not bring in or drink alcoholic beverages in the Company's premises without proper authorization.

Penalty:

First offense – 30 days suspension to dismissal

6. An employee shall not create intrigues or spread malicious rumors against co-employees or Company Executives.

Penalty:

First offense – 30 days suspension to dismissal

7. An employee shall not commit indecent and scandalous acts within company premises.

Penalty:

First offense – 30 days suspension to dismissal

8. An employee shall not promote or engage in money-lending activities, or distribute subversive materials in the Company.

Penalty:

First offence – Verbal reprimand

Second offence – Written reprimand

Third offense – 7 days suspension to dismissal

#### Section 4- Health, Safety and Security Section

1. Employees shall observe proper housekeeping and sanitation rules in the workplace and shall keep his/her work area clean and orderly as far as practicable.

Penalty:

First offense	Verbal reprimand
Second offense	Written reprimand
Third offense	1-3 days suspension
Fourth offense	5-7 days suspension

2. An employee shall not use illegal or prohibited substances, whether inside or outside Company premises. He/She shall comply with drug testing requirements in accordance with government regulations and with the Company's policy on drug abuse prevention (Refer to **Annex C**).

Penalty:

First offense – 30 days suspension to dismissal

3. An employee shall not smoke within the Company premises except in designated areas.

Penalty:

First offense	Verbal reprimand
Second offense	Written reprimand
Third offense	1-3 days suspension
Fourth offense	5-7 days suspension

4. An employee must comply with all directives relating to security and safety in the workplace. He/ she must use the Company Property with care and diligence.

Penalty:

First offense	1-3 days suspension
Second offense	5-10 days suspension
Third offense	11-20 days suspension
Fourth offense	30 days suspension up to dismissal

5. An employee shall not bring into Company premises and work areas any dangerous or deadly weapons, explosives, noxious, poisonous, toxic, corrosive, oxidizing, radioactive or flammable substance and similar items.

Penalty:

First offense	1-3 days suspension
Second offense	5-10 days suspension
Third offense	11-20 days suspension

Fourth offense 30 days suspension up to dismissal

6. An employee shall not remove, destroy, or tamper with any property or equipment in the Company premises intended for safety and security purposes, including fire – fighting equipment, or obstruct the area where the same are located.

Penalty:

First offense 1-3 days suspension  
Second offense 5-10 days suspension  
Third offense 11-20 days suspension  
Fourth offense 30 days suspension up to dismissal

7. An employee shall promptly report to his/her immediate superior any incident involving safety and security (i.e accidents, poisoning, robbery, theft, physical injury, malfunctional equipment or faulty wiring, explosions, fires, immoral/indecent acts, and other acts of violence or other criminal acts);

Penalty:

First offense 1-3 days suspension  
Second offense 5-10 days suspension  
Third offense 11-20 days suspension  
Fourth offense 30 days suspension up to dismissal

### **Section 5 - Confidentiality**

1. An employee shall not divulge confidential information or circulate false information affecting the interest of the company.

Penalty:

First offense – 30 days suspension to dismissal

2. All Company information is proprietary to the Company. An employee shall use Company Information only for authorized purposes.

Penalty:

First offense 7 days suspension up to Dismissal

3. An employee shall not sell or otherwise dispose of any Company Information without prior authorization.

Penalty:

First offense 7 days suspension up to Dismissal

## Steps in Handling Administrative

1. Initial investigation and evidence gathering (documents, interviews, etc.) is conducted by the immediate superior of the concerned employee.
2. Based on the results of initial investigation, the immediate superior, determines possible violation and informs the Head.
3. The Code of Conduct Committee is formed and organized and the Show Cause Memo is prepared and released to the employee by the immediate superior. The code of Conduct Committee shall be composed of the BIBC GM as the Committee Chair, BIBC Finance Officer and BIBC Account Officer 2.
4. Clarificatory/Due Process Meetings/Administrative Hearings are conducted by the Code of Conduct Committee and case evaluation and deliberation is conducted afterwards.
5. Appropriate sanction is determined by the Code of Conduct Committee and a Memo/Resolution/ Notice of Discipline is prepared and sent to the concerned employee informing him/her of the results of the investigation as well as the sanction to be imposed. Immediate superior releases the Memo/Resolution/Notice of Discipline to the employee.
6. For cases involving termination, the approval of General Manager is required prior to execution.
7. In cases where in the Code of Conduct Committee is not able to reach a decision, a reinvestigation is to be conducted gathering some other related information to finally arrive at a final decision.

*(SGD)* **LAARNI C. SANTOS**

Endorsed by:  
*(SGD)* **HENRY JULES V. DREYFUS**

Approved by:  
*(SGD)* **GIL A. SANTOS**

**Annex A**  
**Attendance, Tardiness, Leave & Overtime Guidelines**

**I POLICY STATEMENT**

It is the policy of the Company to establish specific guidelines on hours of work and penalties for infraction committed against these guidelines. This is to emphasize the prevention of such infraction rather than on the administration of corresponding penalties.

**II COVERAGE**

All probationary and regular employees

**III IMPLEMENTING GUIDELINES**

a. An employee is required to report for work according to his specified nominated work schedule. When he comes to work past his regular working time, he is considered tardy and he stands to suffer corresponding salary deductions as well as other forms of disciplinary action.

b. For purposes of salary deduction or overtime pay, the following shall apply:

$$\text{Per Day} = \frac{\text{monthly rate}}{21.833 \text{ days}}$$

$$\text{Per Hour} = \frac{\text{daily rate}}{8 \text{ hours}}$$

$$\text{Per Minute} = \frac{\text{hourly rate}}{60 \text{ minutes}}$$

c. fifteen (15) minutes shall not be considered Tardiness of not more than noted down, for purposes of salary deduction but shall be noted down, for purposes of evaluating his overall efficiency. however, in the employee's personal file for

d. Tardiness in excess of the fifteen (15) minute grace period shall be subject to a salary deduction equivalent to his rate per minute multiplied by the total number of minutes tardy rounded up to his actual entry time.

e. In addition to salary deductions, an employee likewise stands to suffer other penalties if he is habitually tardy or goes on under time. He is considered habitually tardy (under time) if within a period of one month he is late (for more than fifteen (15) minutes) at least four (4) times, therefore, will be penalized based on BIBC Code of Conduct.

- f. Approval should be sought Prior and Post Overtime Work from the immediate supervisor. This will allow the supervisor to assess if Overtime work is necessary and the activities during the overtime are valid.
- g. Employees are not allowed to file for Overtime Work on a Saturday, unless explicitly and exceptionally approved by the immediate supervisor and the GM, if the Overtime Work on a Saturday is preceded by a vacation / emergency or sick leave.

Except for dismissal, the foregoing shall apply on a calendar year basis and the employee's record, as far as tardiness / under time is concerned, shall be cleared of the infraction at the end of each year.

## **Annex B- Anti-Sexual Harassment Policy**

Pursuant to the provisions of Section 4 of Republic Act 7877 otherwise known as “An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, & for Other Purposes”, the following rules and regulations governing the prevention of sexual harassment, procedure for the resolution, settlement, and/or disposition of sexual harassment cases, as well as prescribing the proper decorum in the workplace for employees of Bonifacio Insurance Broker Corporation (hereinafter referred to as “BIBC” and/or “the Company”) are hereby promulgated and approved.

### **RULE I: DEFINITION OF TERMS**

As used in this Policy, the following terms shall mean and be understood as:

- a. “Committee” refers to the Anti-Sexual Harassment Committee
- b. “Company” refers to BIBC
- c. “Applicant/Client” refers to a person seeking employment in the Company or any person who avails of the various services of the Company, and all individuals transacting official matters or business with the Company.
- d. “Trainee” refers to a person undergoing an organizational and instructional process undertaken by the Company through which an individual acquires knowledge and skill.
- e. “Supervisory Employee” refers to one who, in the interest of the employer, effectively recommends managerial actions such as hiring, transferring, suspending, laying-off, recalling, discharging, assigning or disciplining employees if the exercise of such authority is not merely routinary or clerical in nature but requires the use of independent judgment.
- f. “Rank-and-File-Employee” refers to one not falling within the definition of supervisory employee.
- g. “Rules” refers to the rules and regulations contained in this Policy.
- h. “Secretary” refers to the Secretary of the Department of Labor and Employment.
- i. “Complainant” refers to the party filing the complaint for sexual harassment.
- j. “Respondent” refers to the officer or employee charged or against whom the complaint is filed.

### **RULE II: COVERAGE**

This Policy shall apply to all employees of BIBC regardless of their position, classification, or gender. This Policy shall also cover applicants for employment with BIBC, as well as clients, trainees, and other persons transacting official matters or business with BIBC against whom acts of sexual harassment may be committed.

### **RULE III: DEFINITION OF SEXUAL HARASSMENT**

Section 1. Definition- Sexual harassment is a form of misconduct involving an act, gesture, or other verbal or physical behavior of a sexual or sexually related nature, made directly, indirectly or impliedly, creating in the process an intimidating, embarrassing, hostile, or offensive work environment to the employee(s) affected. For the purposes of this Policy, sexual harassment is committed when:

a. A sexual favor/accommodation is made as a condition in the hiring or in the employment, re-employment, or continued employment of an individual, or in granting said individual favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant a sexual favor/accommodation results in limiting, segregating, or classifying the individual and which directly or indirectly discriminates, deprives or diminishes the career/ employment opportunities or otherwise either physically, emotionally, psychologically affects an individual/ employee in an adverse manner.

b. The abovementioned acts directly or indirectly impairs an employee's rights or privileges under existing labor laws; or

c. The acts would result in an intimidating, hostile, embarrassing, stymieing, discriminating, or offensive work environment/atmosphere for the individual/employee.

Any person who (i) directs or induces another to commit any act of sexual harassment as herein defined; or (ii) cooperates in the commission thereof by another without which the act would not have been committed, shall also be held liable under this Policy.

Section 2. When/Where Committed – For this purpose, work or employment related sexual harassment may take place in any or all of the following:

a. Office premises;

b. Any other place/venue as a direct/indirect result of work responsibilities or employment relations;

c. Office/work related social functions;

d. While on official business outside the office or during work related travel;

e. Official conferences, for a, symposia, training/lecture sessions;

f. Telephone, cellular phone, facsimile communication, e-mail, letters, telegram, and other form of work/employment related media of communication.

### **RULE IV: ANTI-SEXUAL HARASSMENT COMMITTEE**

An Anti-Sexual Harassment Committee shall be created (members to be determined by BIBC Management) to receive complaints, investigate, and hear sexual harassment cases, prepare and submit reports with corresponding recommendations to the appropriate parties for the proper disposition of the sexual harassment cases referred to the Committee.

The Committee shall also develop and recommend for implementation programs/measures to increase understanding and awareness about sexual harassment and proper ways/means to address work/office related sexual harassment.

#### **RULE V: PROCEDURE IN HANDLING & DISPOSITION OF SEXUAL HARASSMENT CASES**

Section 1. Complaint- A Complaint for sexual harassment may be filed by any employee by submitting a written report and/or memorandum. The Complaint must clearly state the following:

- a. Full name, Position, and Rank of both Complaint and Respondent;
- b. Specific details, facts, and circumstances of the act(s) subject of the Complaint;
- c. Other information and evidence relevant and/or material to the Complaint filed.

No anonymous Complaint shall be accepted by the Committee nor shall any employee be required to answer, comment, or respond in any manner to an anonymous Complaint. A withdrawal of the Complaint made or filed at any stage of the proceedings/investigations shall not preclude the Committee from proceeding with the investigation of the case and making appropriate recommendations in connection therewith.

Section 2. Answer. – A complaint for sexual harassment under this Policy shall be answered within five (5) working days from receipt of the Complaint. The answer should be in writing, submitted to the Committee on Anti-Sexual Harassment, and should contain a specific admission or denial of the charge(s) and a statement of relevant facts constituting the respondent's defense. In support of the answer, the respondent may submit relevant evidence together with the answer. Failure to submit an answer within the period herein provided shall be construed as waiver on the part of the respondent to present his/her evidence. In case of failure to answer, the Committee shall proceed with its investigation and make recommendations on the basis of the complaint and supporting documents submitted.

Section 3. Investigation/Hearing.- After the Complaint, the Answer, and all pertinent/relevant memorandum, reports, evidence have been submitted to the Committee, the Committee shall conduct its investigation/hearing. Investigation/hearing shall be concluded and recommendation/decision submitted to the appropriate parties no later than 30 days from date of filing of the Complaint.

#### **RULE VI: CLASSIFICATION OF OFFENSES & PENALTIES**

Section 1. Classification of Offenses. – Any person who is found guilty of sexual harassment after due investigation/hearing shall be meted the penalty corresponding to the gravity and seriousness of the offense as follows:

- A. Grave offenses
  1. Rape/Sexual assault

2. Unwarranted touching or making physical contact of private parts of the body or any act of malicious touching.

3. Any act that constitutes sexual harassment committed by a superior officer or any person having moral ascendancy over the victim.

4. Voyeurism (sexual stimulation derived through visual means).

#### B. Less Grave Offenses

1. Requesting for dates, rendezvous, or sexual favors in exchange for employment, promotion, local or foreign travels, favorable working conditions, assignments, or grant of benefits.

2. Derogatory or degrading remarks or innuendoes directed towards members of one sex or sexual orientation.

3. Sexually oriented verbal abuse or threats.

#### C. Light Offenses

1. Persistently telling/ uttering sexually explicit and/ or suggestive jokes and/ or statements causing embarrassment or offense, told or carried out after the offender has been advised that he/she is doing is either offensive, embarrassing, and/or vulgar.

2. Staring or ogling which is unwelcome and which is either suggestive and/or flirtatious.

3. Display of sexually offensive pictures, materials, and/or graffiti.

4. Unwelcome inquiries or comments about a person's sex life.

5. Unwelcome sexual flirtation, advances, propositions.

6. Making offensive hand or body gestures.

Section 2. Penalties. – The penalties prescribed for the light, less grave and grave offenses are as follows:

A. For light Offenses: Written Reprimand and/or Suspension not exceeding ten (10) working days at the discretion of the Committee.

B. For Less Grave Offenses: Written Reprimand and Suspension not exceeding thirty (30) working days at the discretion of the Committee.

C. For Grave Offenses: Dismissal/ Termination

The above – enumerated sections shall not be a bar to prosecution in the proper courts of law for unlawful acts of sexual harassment.

**RULE VII: PRESCRIPTIVE PERIOD**

Any complaint or action arising from the violation of this Policy should be filed within one(1) year from the date of commission of such violators otherwise, the same shall be deemed to have prescribed.

**RULE VIII: EFFECTIVITY CLAUSE**

This Policy shall take effect immediately upon approval and posting in at least two(2) conspicuous places in the office premises.

## **Annex C - Dangerous Drug Free Workplace Policy**

BIBC is committed to maintaining a work environment that is conducive to upholding its core values and strives to protect its employees' health and safety by strictly prohibiting the use of illegal drugs and the engagement of illegal drug activities within company premises. This policy is designed to eliminate drug abuse and their effects in the workplace as drug abuse and dependence pose a serious threat to the user, his/her co-employees, the workplace and the clients of the company.

This policy is in consonance with the provisions of Republic Act No.9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002", its Implementing Rules and Regulations, Department Order No. 53-03 of the Department of Labor and Employment and the Labor Code of the Philippines.

1. The use, possession, transportation, sale, storage, distribution, dispensation or manufacture of illegal drugs regardless of the quantity, or being under the influence of dangerous drugs regardless of the quantity, or being under the influence of dangerous drugs, while within the premises of BIBC or while conducting/performing any work/activity for and on behalf of BIBC is strictly prohibited and is a ground termination.
2. BIBC reserves the right to make general or random searches of its premises for dangerous drugs and/or drug paraphernalia. Any dangerous drug or drug paraphernalia found will be confiscated and endorsed to the appropriate law enforcement agency for investigation and handling.
3. Pursuant to DOLE Department Order No. 53-03, BIBC shall conduct yearly, mandatory and random drug test on its employees. Refusal to participate in the random drug test is a ground for termination of employment.
4. Drug testing shall consist of both the Screening the Confirmation tests. A confirmatory test will be taken only if the screening result is positive. BIBC shall choose which drug-testing center duly accredited by the Department of Health shall be utilized. Cheating in drug tests and/or tampering with the results of the drug test, either on his/her own or in connivance with another party, is a ground for termination of employment.
5. The employees will be informed of the test results, whether positive or negative. The result of the drug test shall be kept strictly confidential except as may be required by law, overriding public health and safety concerns, administrative due process or where the employee concerned has made a waiver in writing. The result of the drug test will be included in the employee's file.
6. Should the Confirmatory Test yield positive results, BIBC shall inform the concerned the employee within seven (7) days from notice thereof. The employee shall have the right to request in writing for a re-test within three (3) days from notification. The employee's failure to request for a re-test within three (3) days from notification shall be deemed an admission of the results.
7. The re-test shall be performed by another drug center likewise accredited by the Department of Health. The new drug center to be used for the re-test will be randomly chosen by BIBC. The re-test will be limited to testing the same specimen of the employee used in the first test. The results of the re-test

shall be considered final. The cost of the re-test shall be borne solely by the employee and shall be deducted from his/her salary.

8. If the Confirmatory Test and/or re-test result is positive, BIBC shall evaluate the same and determine whether or not the employee concerned is a candidate for treatment and/or rehabilitation due to drug dependence, provided that: (i) the employee concerned is a diagnosed with drug dependence for the first time; (ii) the employee voluntarily turns to BIBC for assistance; or (iii) the employee will benefit from the treatment or rehabilitation. Otherwise, the employee concerned shall be terminated.

9. The employee concerned shall not receive any salary or benefit during the entire period of his/her rehabilitation and before his/her actual reinstatement.

10. Refusal of the employee to seek treatment and/or undergo rehabilitation and/or fully comply with his/her in-patient or aftercare treatment as recommended by BIBC and/or the treatment/rehabilitation center shall be a ground for his/her termination.

11. After rehabilitation, BIBC, in consultation with the rehabilitation center, shall evaluate the status of the employee and decide whether or not the employee is fit to resume his/her job.

12. Repeated drug use while undergoing or even after the employee has had ample opportunity for treatment or rehabilitation is a ground for dismissal.

13. The results of drug tests shall be valid for 1 year. However, additional drug testing may be required in any of the following cases;

- a. After a workplace-related accident, which include a near-accident;
- b. Following the treatment or rehabilitation of an employee to determine his/her fitness to return to work;
- c. There is reasonable suspicion of drug use; and
- d. After being found in possession of drug paraphernalia.

14. All supervisors shall be responsible for closely observing and monitoring those employees directly under them who are suspected to be drug dependents and/or engaged in illegal drug activities.

15. The immediate head must likewise be immediately informed of any reasonable suspicion that an employee is violating this policy.

16. An employee found in possession of any drug paraphernalia anywhere within the premises of BIBC or while doing performing work for BIBC shall be required to undergo a drug test and shall be terminated from employment.

17. The planting of evidence against another employee is a ground for termination from employment.

BIBC shall ensure that the workplace policies and programs on prevention and control of illegal drugs, including drug testing shall be appropriately disseminated to all employees. BIBC shall conduct orientation-education programs to increase the employees awareness on the adverse effects of illegal drugs. It shall continuously monitor and evaluate the implementation of the drug-free workplace policies and programs to ensure that the goals of said program are properly achieved. BIBC shall ensure the dissemination of this policy to all of its employees.