



## **ALL NATION SECURITY & INVESTIGATION SERVICES INC.**

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### **POLICY ON EMPLOYEE DISCIPLINE**

**All Nation Security & Investigation Services, Inc.** will always implement what is fair, objective and consisted in dealing with its employees. It may resort to disciplinary action purely for the purpose of impressing upon its employees the necessity of strictly adhering to its existing rules and regulation.

The company believes that rules and regulations are necessary for attaining optimum efficiency and effective operation. Rules and regulations have also been designed for the common guidance and protection of every employee. They are meant to help everyone in the successful attainment of company objectives. Specifically, rules and regulations aim to:

- a) develop a sense of responsibility and professionalism among its employees;
- b) attain a high standard of conduct among its employees; and
- c) promote the best interest of the company as well as the employees' by just enforcement of reasonable norms of conduct.

### **REGULATIONS / GUIDELINES**

1. The disciplinary action will be directed towards an offense and never against the person. It will never be for the personal whim of the immediate superior or management.
2. An employee who violates a company regulation has the right to due process and with at all times be given the opportunity to be heard before any disciplinary action is implemented.
3. The initial disciplinary action for an offense will depend on its seriousness and gravity. However, mitigating and aggravating circumstances will always be considered in making final decision of the cases.
  - For offenses classified under A, the corrective action is written reprimand.
  - For offenses classified under B to D, the corrective action is suspension from work which ranges from 5 days to 30 days.
  - For offenses classified under E, the sanction is dismissal from the company.

Subsequent offenses of the same nature will follow the next higher level of penalty in accordance with the table of disciplinary actions.

All offenses (except AWOL) classified under A will be cumulative within a calendar year. At the start of each year, they will begin again with the initial stage of the process.

All offenses (including AWOL) classified under B to E will be cumulative during the tenure of an employee.

4. A thorough and fair investigation of the offense will be undertaken by management. The investigation report will be discussed and deliberated upon by the Committee on Employee Discipline (CED).

5. Pending completion of the investigation of the offense, any of the following preliminary actions may be imposed in order to protect the interest of the company and/or employees in general:
- Order the employee to go on force leave or put him on a floating status;
  - Reassign the employee to another position or post; and
  - Implement preventive suspension of the employee.
6. All disciplinary actions in writing must be served to and signed by the employees concerned.

TABLE OF DISCIPLINARY ACTIONS

Classification of Offense	Frequency of Offense Committed				
	1st Time	2nd Time	3rd Time	4th Time	5th Time
A	Written Reprimand	5 Days Suspension	15 Days Suspension	30 Days Suspension	Dismissal
B	5 Days Suspension	15 Days Suspension	30 Days Suspension	Dismissal	
C	15 Days Suspension	30 Days Suspension	Dismissal		
D	30 Days Suspension	Dismissal			
E	Dismissal				

TABLE OF IMPLEMENTING AUTHORITIES

Disciplinary Actions	Authorities to Implement Disciplinary Action
Verbal/Written Reprimand	Immediate Superior
5 days Suspension	Dept. Head or Immediate Superior noted by Dept. Head concerned
15 to 30 days Suspension	Personnel Officer or General Manager
Dismissal	General Manager

In inclusion, while All Nation Security & Investigation Services, Inc. will generally take disciplinary action in progressive manner, it reserves, in its sole discretion, to decide whether and what disciplinary action will be taken in a given situation.

THE MANAGEMENT