

**AFDR INSURANCE BROKERS INC.  
INSURANCE BROKERS & RISK MANAGEMENT CONSULTANTS**

***Company Rules and Regulations***

As of May 2019

## **V. TARDINESS/UNDERTIME**

1. Under time whether excused or unexcused, shall be deducted from the employees' Vacation leave credits. Any employee who will go under time **MUST** file an **Application for under time**.
2. Unexcused tardiness and/or under time shall be considered habitual if committed six (6) times within a period of thirty (30) working days.
3. Habitual tardiness and/or unauthorized under time shall be subject to the following penalties:  
First Offense – written memo from the Human Resources Department  
Second Offense – written memo from the President & CEO with a stern warning.  
Third Offense – written memo as third and final warning. A repetition of this company violation shall be dealt with accordingly by Management.  
Fourth Offense – Suspension for two (2) days.
4. For purposes of the penalties mentioned above, the following definition will apply:  
First offense means a series of six (6) incidents of tardiness and/or unauthorized under time within thirty working days.  
Second offense means a series of six (6) more incidents of tardiness and/or unauthorized under time during the calendar year in which the first offense was committed.  
Third offense means a series of six (6) further incidents of tardiness and/or unauthorized under time during the calendar year in which the first and second offenses were committed.  
Fourth offense means a series of six (6) more incidents of tardiness and/or unauthorized under time during the calendar year in which the first, second and third offenses were committed.

## **XXIV. RESIGNATION**

1. Any employee who intends to resign shall be required to submit a letter of resignation stating the reason and effectivity date of such resignation. The effectivity date of resignation shall be at

least 30 days from receipt of notice of resignation to ensure a smooth and proper turnover of work. The effectivity date of the resignation of an employee may be shortened at the discretion of Management.

2. Any employee who resigns without the proper notice or without observing the 30 day period for the effectivity of the resignation may be held liable for liquidated damages in the amount equivalent to at least one (1) month salary.

3. Employees who resign or are terminated must turn over all pending papers/tasks to his/her replacement before he/she can secure a clearance and Quitclaim from the Human Resources Department.

## **XX. CONFIDENTIALITY OF GRA FILES**

### **A. Between Clients and Ourselves –**

In our profession, there are certain standards of ethical conduct and norms of behavior which we want everyone in the organization to abide by. We firmly believe in them as the basis of how we would conduct our business operations.

**FIRST** is the matter of **CONFIDENTIALITY OF OUR RECORDS**. We have a sacred obligation to our Clients to keep whatever information they shared with us strictly confidential at all times.

**SECOND** is the matter of **BREACH OF TRUST**. We owe it to our Clients to service them and protect their interests as best we know how. Any deliberate actuation that would hurt or prejudice their interest would be a breach of trust on our part.

### **B. Between Employees and Management**

These same standards of ethical conduct and behavior also apply in the relationship between all Employees and Management. **We expect all Employees to keep our files and records confidential.** These are privileged information in our custody. We expect all employees not to release information, files, records and reference materials without the written approval of Management.

These privileged information are intellectual property as well and are made available/accessible daily to help all employees do their job in providing quality professional services. We are not expected

to lock up everything or institute so many security measures that would make it impractical to function efficiently. We must be able to trust our employees.

**People outside of GRA are not entitled to obtain, see or have copies of our privileged information or reference materials.**

Therefore, misappropriating such information or materials or otherwise releasing them to outsiders without the written approval of Management would constitute a serious Breach of Trust.

In our organization, such a breach of trust is considered an act so severe that it calls for **termination of employment**. That is how strongly we feel about any act of dishonesty, misuse of information, theft of intellectual property, economic sabotage, or any other similar actuations. They would constitute a Breach of Trust, therefore detrimental to the organization's interest and welfare. Perception of wrongdoing is reason for loss of confidence.

**XXV. REPUBLIC ACT 7877 – AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES**

Pursuant to the provisions of Sec. 4 of the above-mentioned law, **GRA** hereby adopts a policy against sexual harassment.

Therefore, no employee, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

If a complaint is filed alleging sexual harassment, a committee comprising of a member each from Management, supervisory employees' group, rank and file employees' group and HR will be constituted to receive the complaint, investigate and hear the sexual harassment case/complaint.

If the alleged offender is found guilty by the committee, he/she will be dealt with administratively in accordance with the guidelines/penalties formulated by the said committee.

The above-mentioned administrative sanction against the offender, however, shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.