



LAKAN MUTUAL BENEFIT ASSOCIATION, INC

Unit 704, 7/F Tower C, Regalia Park Towers, 150-P. Tuazon Avenue Cubao, Q.C.,
Tel. No. (02) 8643-5066 / Cell No: 09171025221 / Email: pnpalakanmbai@gmail.com

LAKAN MUTUAL BENEFIT ASSOCIATION, INC EMPLOYEE CODE OF CONDUCT

I. INTRODUCTION

This Code of Conduct serves as a guideline for all employees of Lakan Mutual Benefit Association, Inc (Lakan MBI) to understand their responsibilities and expectations while working for our organization. It outlines the standards of behavior and ethical principles that we uphold to maintain a positive work environment and ensure the success of our company.

II. RUDIMENTS FOR GOOD CONDUCT

1. Professionalism:

- a. Treat all colleagues, customers, and stakeholders with respect, fairness, and courtesy.
- b. Uphold the confidentiality and protection of sensitive company and customer information.
- c. Manifest the inherent quality of being honest and having strong moral principles with unquestioned moral uprightness.
- d. Foster integrity and professionalism in their daily conduct in the workplace

2. Integrity:

- a. Conduct business honestly, ethically, and with integrity.
- b. Avoid conflicts of interest and disclose any potential conflicts.
- c. Refrain from engaging in any activities that may undermine the reputation of the company.

3. Workplace Behavior:

- a. Foster a positive and inclusive work environment, free from discrimination, harassment, or any form of unwelcome behavior.
- b. Promote teamwork, collaboration, and open communication.
- c. Respect personal boundaries and maintain professional relationships with colleagues.
- d. Maintain a neat and professional appearance in accordance with the dress code policy.

4. Compliance with Laws and Regulations:

- a. Adhere to all applicable laws, regulations, and company policies.
- b. Refrain from engaging in any illegal activities or unethical practices.
- c. Seek guidance from the appropriate department if unsure about compliance issues.

5. Confidentiality and Data Protection:

- a. Safeguard confidential and proprietary information of the company, customers, and colleagues.
- b. Use company resources on information technology, particularly computer systems, and data, responsibly and solely for business purposes.



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c. Follow the company's data protection policy to ensure the privacy and security of personal information.

6. Health and Safety:

- a. Comply with all health and safety regulations and take necessary precautions to maintain a safe working environment.
- b. Report any hazards or accidents to the appropriate officers concerned with the problem promptly.
- c. Encourage a culture of safety and follow safety procedures and guidelines.

7. Environmental Responsibility:

- a. Support the company's commitment to environmental sustainability programs.
- b. Active participation in initiatives to reduce waste, conserve resources, and minimize the company's environmental impact.

8. Protection of Company Property

- a. Protect company facilities and other material property from damage and vandalism, whenever possible.
- b. Treat the company property whether material or intangible, with respect and care.
- c. Use company property only to complete their job duties and must be utilized for personal purposes.

9. Absenteeism and Tardiness

- a. Strictly follow the schedules given to ensure continuity and smooth flow of work responsibilities.
- b. Punctual when coming to and leaving work.
- c. Leeway granted for attendance such as authorized absences, leaves, and flexible working hours are properly applied for/documented and approved.

III. **CONSEQUENCES OF VIOLATIONS:**

Violations of this Code of Conduct may result in disciplinary action, up to and including termination of employment. In case of any concerns or violations, employees are encouraged to report them to their supervisor or any member of the Board of Trustees.

IV. **ACKNOWLEDGMENT:**

By signing below, I acknowledge that I have read, understand, and agree to abide by the principles outlined in the Lakan MBI Employee Code of Conduct. It is understood that failure to adhere to these principles may result in disciplinary action.


MARLYN P MABBORANG
Employee Signature over Printed Name

AUGUST 14, 2023
Date



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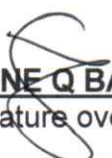
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JOSEPHINE Q BACLIA-AN
Employee Signature over Printed Name

AUGUST 14, 2023
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JAYSON S CONVICTO

Employee Signature over Printed Name

AUGUST 14, 2023

Date



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FREDIMON C ANDAYA
Employee Signature over Printed Name

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