	JOHN HAY MANAGEMENT CORPORATION	DOCUMENT CODE	JHMC-HRD-PM-014-2013
	PERSONNEL MANUAL	REVISION NUMBER	0
		PAGE NUMBER	1 of 3
	Code of Decorum	EFFECTIVITY DATE	26 February 2013

1.0 OBJECTIVE

To enhance individual respect towards work, company authority and property, and co-employees.

2.0 POLICY STATEMENT

In addition to and/ or in adherence with the provisions of Republic Act (R.A.) No. 6713, employees are expected to observe the proper conduct and attitudes in the performance of their personal and official affairs. They shall maintain mutual respect, honesty, and courtesy in all their dealings with their fellow employees and officers of the Company and with the public at large.


3.0 IMPLEMENTING GUIDELINES

- 3.1 Proper conduct and courtesy towards the John Hay Special Economic Zone (JHSEZ) lessees/ locators, co-employees, visitors, and guests must be observed at all times.
- 3.2. Employees shall observe proper respect for and courtesy towards their superiors and co-workers and shall promote harmony and good order in the work area.
- 3.3 Threats, hostile acts, and use of word or gestures which are obscene, insulting, or grossly disrespectful are punishable under the Code of Discipline.
- 3.4 Employees are expected to project a clean and wholesome appearance at all times.
- 3.5 Employees are expected to respect the right and property of others at all times.
- 3.6 Employees are expected to observe measures to ensure the proper use and safety of all Company properties/ premises, personnel, and clients.
 - 3.6.1 Prudence must be exercised in the use of all Company supplies and equipment.
 - 3.6.2 Eating and drinking are not allowed while using computers and other electronic equipment.
 - 3.6.3 Smoking is not allowed in non-smoking areas of the Company.

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	JOHN HAY MANAGEMENT CORPORATION	DOCUMENT CODE	JHMC-HRD-PM-014-2013
	PERSONNEL MANUAL	REVISION NUMBER	0
		PAGE NUMBER	2 of 3
	Code of Decorum	EFFECTIVITY DATE	26 February 2013

3.6.4 Any discoveries made on equipment defects, damaged property, or anything within the JHMC premises posing danger to other life and property must be immediately notified to concerned personnel.

3.7 Phone Calls

Telephones and mobile phones for official use are maintained for company business and should not be used for personal calls except in cases of emergency. Employees should also refrain from engaging in lengthy personal calls except in cases of emergency.

3.8 Acceptance of Gifts

3.8.1 It is prohibited for all employees, regardless of rank or position, to receive for personal use a fee, gift, or other things of value from guests, suppliers, contractors, or subordinates.

3.8.2 Employees are likewise prohibited from extorting or soliciting directly or indirectly any gift or fee, gratuity, favor, commissions, entertainment, loan or anything of value in connection with any operation being regulated or any transaction which may be affected by the functions of their office.

3.9 Uniform/ Dress Code

3.9.1 Employees shall wear the prescribed uniform as may be scheduled by the Company through a written order.

3.9.2 In the absence of a prescribed uniform for office staff, the employees concerned must be dressed appropriately.

3.10 Company Identification Cards

All officers/ employees of JHMC are required to wear their respective Company Identification Cards at all times while inside the Company premises.


3.11 Loitering of Family Members/ Friends

No family member/s or friends of an employee shall be tolerated to loiter in the Company offices within working hours except in case of emergency.

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	PERSONNEL MANUAL	REVISION NUMBER	0
		PAGE NUMBER	3 of 3
	Code of Decorum	EFFECTIVITY DATE	26 February 2013

3.12 Productive Use of Time

Employees are expected to perform their tasks during office hours. Conduct of personal business like doing personal errands, selling, meeting with personal clients, and similar activities during office hours are prohibited.

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