



Employee Code of Conduct

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EMPLOYEE CODE OF CONDUCT

TABLE OF CONTENTS

Introduction	2
Policy	2
Coverage	3
Responsibility	3
Principles	3
Resignation	4
Types of Disciplinary Action	4
Classification of Offences	6
Demerit System	13
Resolution.....	15
Mode of Service	15
Custody of Records	15
Review of Appendices	16

EMPLOYEE CODE OF CONDUCT

Introduction

The Employee Code of Discipline is established to educate employees of the expected norms of behavior by setting down clearly what BEE HEALTHY TRADING & DISTRIBUTION INC. considers as offenses and its consequences so that employees are enjoined to be vigilant at all times.

This Code also assures employees of a fair, systematic and legally complaint, clear and consistent approach to the enforcement of standards of conduct affecting all employees within BEE HEALTHY TRADING & DISTRIBUTION INC.

Policy

BEE HEALTHY TRADING & DISTRIBUTION INC. believes that peak performance in every organization depends on adherence to norms and rules of conduct that have been developed and administered to ensure achievement of the company's objectives and preserve order and harmony at all levels across the organization. To this end, the Employee Code of Discipline offers a transparent and fair view of the norms that govern the conduct of all employees and to educate them on standards of behaviour and performance. This Code provides consistent, fair and legally compliant parameters and process to manage employee conduct while offering the employee the opportunity of adequate representation and a chance to improve behaviour and performance. It is conditioned in the belief that each and every one is a responsible individual and must be treated with dignity and respect and with fairness and consideration. It is the intension of this Code of Discipline to prevent an infraction. However if there is failure to comply with the set behavioural norms, BEE HEALTHY TRADING & DISTRIBUTION INC. shall impose disciplinary action to reform employees.

Coverage

This Code covers all employees of BEE HEALTHY TRADING & DISTRIBUTION INC. regardless of status. Contractors / Project Consultants are not subject to this code as they are not employees of BEE HEALTHY TRADING & DISTRIBUTION INC.

Responsibility

All employees are expected to know, understand and comply with this Code and help others to do the same.

Managers are expected to be conversant of this Code and are responsible for walking their people through it and ensuring their understanding. More importantly, they are expected to personally model compliance to this Code and faithfully conduct themselves according to its letter and intent.

The Management shall provide assistance and guidance in order to ensure consistent and proper implementation of this Code.

Principles

1. To ensure that the employees are managed in a fair and transparent manner all employees will be made aware of:
 - a. The minimum standards of performance required of them receive regular feedback from their line managers as their performance and receive adequate opportunity to address poor performance through appropriate training.
 - b. The standards of conduct expected of them in the course of carrying out their functions.
2. No employee shall be given disciplinary action without just cause and due process. An employee shall not be terminated or suspended from service or otherwise subjected to administrative

sanction except for cause as provided by the Code of Discipline, Business Policies, Procedures, Rules and Regulations.

3. Ignorance shall not excuse anyone from compliance therewith. In case of any doubt, employees may consult their immediate superiors; the latter's reporting line manager or the Management.
4. BEE HEALTHY TRADING & DISTRIBUTION INC. shall ensure the impartial and prompt investigation and resolution of all employee conduct and performance concerns.
5. The company reserves the right to review and amend this Code of Discipline.

Resignation

You may terminate your employment by giving Bee Healthy Trading & Distribution Inc. **not less than (1) month prior notice in writing or payment of (1) month salary in lieu of such notice.**

Types of Disciplinary Action

Verbal Warning

This is a one on one discussion between the employee and the line manager on the offense committed by the employee and the implications of the untoward / unacceptable behaviour and consequences if repeated; both agree on an improvement plan that the employee should undertake and the support required from the Line Manager to carry out the plan successfully.

Written Reprimand

A written reprimand is a written admonishment that should contain a summary of the events requiring the reprimand with a warning that a

repetition of a similar violation will warrant a more severe disciplinary action. This is reflected in the employee's records.

Suspension

Suspension is a temporary debarment of an employee from work for a fixed period. This disciplinary action deprives the employee of the corresponding salary and pro-rated 13th month bonus for the period of suspension. The employee shall not be allowed access to the premises of the company unless authorized by his/her Line Manager.

Termination / Dismissal

Termination or dismissal refers to dishonorable separation from service. In cases of termination or dismissal, the employee automatically forfeits all benefits, which would normally accrue him/her on retirement or separation for reasons other than for cause.

Demotion

Demotion refers to reduction in rank with a corresponding diminution in pay of the concerned employee.

Restoration / Restitution

This disciplinary action may be imposed along with any of the aforementioned disciplinary action for cases of destruction or damage to the property of the company, its employees and customers, theft, fraudulent acts and negligence resulting into the company's financial loss.

Demerits

A mark awarded against an employee for a fault or offense that accumulates negatively against their bonus.

Demerits are put in your permanent record. However, evaluation for corrective action (or termination) will be limited to 1.5 years towards the current date.

Demerits for Minor offenses refresh quarterly and Major refreshes after 12 months.

Classification of Offences

Offenses are further classified according to nature.

1. Offenses against company Interest

The company expects its employees to set the company above other organizations through the unique ability trusted relationships with the clients. This requires employees to be honest and trustworthy in their dealings, to behave professionally and to protect the interest, good name/reputation of the company.

- a. Malversation or misappropriation of company funds or personal funds of employees and customers.

First Offense - Dismissal + twelve (12) demerits

- b. Falsification of company's records or documents or tampering with company's equipment, software or facilities for the purpose of defrauding the company or committing dishonest act.

First Offense - Dismissal + twelve (12) demerits

- c. Concealment or taking of product inventory, cash, and company property without prior written consent from immediate superior.

First Offense - Dismissal + twelve (12) demerits

- d. Unauthorized disclosure of the company's trade secret and confidential information.

First Offense - Dismissal + twelve (12) demerits

- e. Rendering services in any capacity to any direct competitive with the company, supplier of materials and services to the company within one (1) year after leaving the company. The company has the right to file a legal matter to the authority.

First Offense - Dismissal + twelve (12) demerits

- f. Gross negligence (habitual and wanton negligence) in the performance duties and responsibilities.

First Offense - Dismissal + twelve (12) demerits

- g. Sabotage, unauthorized mass walk out, stoppage or disruption of work.

First Offense - Dismissal + twelve (12) demerits

- h. Gross insubordination, willful disobedience, blatant and /or repeated or refusal to obey a lawful direction or to perform assigned work.

First Offense - Three (3) days suspension + three (3) demerits

Second Offense - Five (5) days suspension + five (5) demerits

Third Offense - Fifteen (15) days suspension up to dismissal + twelve (12) demerits

- i. Abuse of authority - The improper use of a position of influence, power or authority by an individual against another colleague or group of colleagues. Misuse of influence, power or authority to negatively influence the career or employment conditions of another. Misuse of authority to further his or her own agenda.

First Offense - Three (3) days suspension + three (3) demerits

Second Offense - Five (5) days suspension + five (5) demerits

Third Offense - Fifteen (15) days suspension up to dismissal + twelve (12) demerits

- j. Change of Schedule – All Staff must inform HQ scheduling 3 days BEFORE actual change of schedule regardless of reason. For sales staff, you will require both Manager & HQ approval. For Manager/OIC, you will require HQ approval. **(minor)**

First Offense – Written warning

Second Offense – Two (2) demerit

Third (& succeeding) Offense – Three (3) demerits

- k. Abandonment - three (3) consecutive working days unauthorized or unexcused absence without notice will constitute abandonment.

First Offense - Dismissal + twelve (12) demerits

- l. Habitual tardiness or unauthorized under-time / leaving the workplace prior to scheduled knock off time. Failure to log in via call to the sales coordinator or via Bundy clock, having logged in but not being at the work station. **(minor)**

No time-in/time-out

Three (3) demerits per offence

Uninformed late and unauthorized under-time

Two (2) demerits per offence

Informed late 30 minutes prior to scheduled duty

One (1) demerit per offence

- m. Habitual absenteeism or unexcused and unapproved absences. The following are classified as unexcused and unapproved absences: 1.) Failure to secure sick leave on the first week reporting back to work. 2.) Reason given for absence is found to be false or misleading. 3.) No medical or death certificate is submitted as required for absences because of illness or death in the family. **(minor)**

Six (6) demerits per offence

- n. Cancellation from scheduled duties. Cancellations not reported to the sales coordinator or immediate supervisor. Cancellations not resulting from incremental weather (storm signal number 2 and above), natural calamities and disasters, and political unrest that threaten the safety of the employee. Emergency situations such as medical emergencies must be reported at least an hour prior to work duty and will be subject for evaluation. **(minor)**

Six (6) demerits per offence

- o. Sleeping during work hours, extending break periods during work hours, performing work of a personal nature during work hours.

First Offense - Written reprimand + one (1) demerit

Second Offense - Three (3) demerits

Third (& succeeding) Offense – Five (5) demerits

- p. Reporting to work under the influence of liquor or unfitness for work due to excessive drinking of alcoholic beverages, disorderly conduct within company premises or drinking within company premises.

First Offense – Three (3) days + Three (3) demerit

Second Offense – Five (5) days + Five (5) demerits

Third Offense – Fifteen (15) days + Twelve (12) demerits

- q. Selling of product allowance. Your product allowance is for personal use only and selling it to co-workers and/or customers is strictly prohibited.

First Offense – Written warning + three (3) demerits

Second Offense – Six (6) demerits

Third Offense – Three (3) days suspension up to dismissal + nine (9)

r. Negligence

- a. Daily Activity Report - Delay or Inaccuracy in submitting BeeGIS to HQ. Not informing (via email, viber or text) HQ of the discrepancies with BeeGIS.

First Offense - Written reprimand

Second Offense – Two (2) demerits

Third (& succeeding) Offense – Three (3) demerits

- b. Uniform - not wearing proper uniform/office attire

First Offense – Written warning + one (1) demerit

Second Offense – Written reprimand + two (2) demerits

Third Offense – Three (3) demerits

- c. Misdeclaration of Reimbursement

First Offense – Written reprimand

Second Offense – Three (3) demerits

Third (& succeeding) Offense – Four (4) demerits

- d. Breaking company procedure and protocol failure to perform duty, failure to use reasonable care in line of duty

First Offense - Three (3) days suspension + 2 (two) demerits

Second Offense - Five (5) days suspension + 2 (two) demerits

Third Offense - Termination + twelve (12) demerits

- e. Breaking of company procedure and protocol which leads to product loss, financial loss, and/or theft of goods

	REPORTED SAME DAY W/ CCTV PROOF	REPORTED SAME DAY W/O CCTV PROOF	NOT REPORTED THE SAME DAY
1 st	NONE	50%	80 % + 1 demerit
2 nd	50%	75%	90% + 2 demerits
3 rd	100%	100%	100% + 3 demerits

- The burden of proof on CCTV footage should be on the staff.
- Contradicting Incident Reports will be charged 50/50 on the staff on duty.

- f. Breaking of company procedure and protocol

First Offense – Written reprimand

Second Offense – One (1) demerit

Third (& succeeding) Offense – Two (2) demerits

- s. Discourtesy to clients, statements to our customers that damage the working relationship with the client or intent to injure the reputation of the company or its management personnel.

First Offense - Written Reprimand + Three (3) demerits

Second Offense – Three (3) day suspension + Six (6) demerits

Third Offense – Five (5) days suspension + Nine (9) demerits

2. Offenses against Property

- a. Willful destruction, Acts of vandalism or malicious damage of company property or the property of others within the company's premises.

First Offense - Dismissal + twelve (12) demerits

- b. Concealment, stealing, attempting to steal company property, unauthorized use or removal of company or personal property.

First Offense - Dismissal + twelve (12) demerits

3. Offenses against Persons

- a. Threatening and Attempting to inflicting bodily injury on another person within the company premises.

First Offense – Three (3) days suspension + Six (6) demerits

Second (& succeeding) offense – Three (3) days suspension + Nine (9) demerits

- b. Inflicting bodily injury on, or assaulting another person or attempting to do so, except in self-defense within the company premises.

First Offense - Fifteen (15) days suspension up to dismissal depending on the gravity of the offense + twelve (12) demerits

4. Offenses against Health and Safety

- a. Concealing a highly contagious disease that endangers the health or safety of employees.

Immediate dismissal will be imposed + twelve (12) demerits.

- b. No smoking or other use of tobacco products (including, but not limited to, cigarettes, pipes, cigars, snuff, vape, or chewing tobacco) is permitted while on company's time (even during breaks) in any part of the building, store or in vehicles owned, leased, or rented by the company.

First Offense - Verbal Warning + three (3) demerits

Second Offense - Written Reprimand + six (6) demerits

Third Offense - Five (5) days suspension + nine (9) demerits

- c. All BHT employees must prioritize the health and wellness of fellow staff. If you are experiencing any type of infectious symptoms (cough, colds & flu), have the initiative to take a sick day and isolate yourself. Consult HR on whether or not further steps are needed to test your symptoms.

First Offense – Written reprimand

Second Offense – One (1) demerit

Third Offense – Two (2) demerit and three (3) days suspension

INTENTIONAL concealment of highly contagious disease that endangers the health and safety of other employees will result to termination + 12 demerits.

5. Offenses against public Morale, Order and Security

- a. Gambling inside company's premises.

First Offense – three (3) demerits

Second Offense – six (6) demerits

Third Offense – Suspension of up to five (5) days

- b. Drinking alcoholic beverages inside company premises, during non-sanctioned events.

First Offense – three (3) demerits

Second Offense – six (6) demerits

Third Offense – Suspension of up to five (5) days

- c. Possession or use of dangerous weapons against anyone within company's premises.

First Offense - Dismissal + twelve (12) demerits.

- d. Causing trouble and discord among fellow employees.

First Offense - Fifteen (15) days suspension up to dismissal depending on the gravity of the offense + twelve (12) demerits.

- e. Sexual Harassment as defined under the Philippine Anti-Sexual Harassment Policy.

First Offense - Fifteen (15) days suspension up to dismissal depending on the gravity of the offense + twelve (12) demerits.

- f. Extremely serious violations of security policy and procedures. Includes but is not limited to allowing or assisting unauthorized persons to enter the company premises.

First Offense - Fifteen (15) days suspension up to dismissal depending on the gravity of the offense

- g. Violations of the Drug Free Workplace Policy.

First Offense - Dismissal + twelve (12) demerits.

Demerit System

Demerits will be tallied every quarter (3 months) and will correspond to the following sanctions:

No. of Demerits	Sanctions
1	
2	
3	10% reduction of quarterly commission. Verbal warning.
4	20% reduction of quarterly commission.
5	30% reduction of quarterly commission.
6	40% reduction of quarterly commission. Written reprimand.

7	50% reduction of quarterly commission.
8	60% reduction of quarterly commission.
9	70% reduction of quarterly commission.
10	80% reduction of quarterly commission.
11	90% reduction of quarterly commission.
12	100% reduction of quarterly commission. 7 days suspension pending evaluation for dismissal

Resolution

All parties involved in the dispute must be available within 3 to 5 days upon filing of complaint for speedy resolution. Failure to make yourself available without reasonable excuse will result in two (2) demerits.

Mode of Service

All notices or documentation for the employee shall be served him personally at his workplace or his residence of record or wherever he may be found.

Custody of Records

The Management shall have final custody of all documents, reports and evidences of all cases.

Review of Appendices

Management reserves the right to review and amend this Code of Discipline on an annual basis or more frequently, when warranted by circumstances.

ACKNOWLEDGEMENT

This is to certify _____ currently holding the position of
(full name of employee)
_____ under _____ has
(current position of employee) (department)
read and understood a copy of the BEE HEALTHY TRADING & DISTRIBUTION INC.
Code of Conduct booklet. I understand that it is my obligation to read,
understand and comply with the contents of the BEE HEALTHY TRADING &
DISTRIBUTION INC. Code of Conduct booklet.

Signature of Employee

Issued by:

Name

Position

Date