EMPLOYEE HANDBOOK 2026 EDITION

TABLE OF CONTENTS

PART I – CORPORATE GOVERNANCE & EMPLOYMENT FRAMEWORK 4
PART I 4
1. CORPORATE STRUCTURE & COVERAGE 4
2. EMPLOYMENT CLASSIFICATIONS 4
3. MANAGEMENT PREROGATIVE 4
4. CODE OF PROFESSIONAL CONDUCT 4
PART II 4
5. WORK HOURS, ATTENDANCE & TIMEKEEPING 4
A. Work Hours 4
B. Official Time-In 5
C. Timekeeping Procedure 5
D. Absences 5
PART III 5
6. STANDARDS OF WORKPLACE CONDUCT 5
A. Uniform & Grooming 5
B. Cell Phone Usage 5
C. Smoking & Vaping 5
D. Employment of Relatives 5
PART IV 5
7. DEMERIT SYSTEM 5
A. Purpose 6
B. Demerit Classification 6
C. Accumulation Effects 6
D. Expiration Rules 6
PART V 6
8. DISCIPLINARY PROCEDURE 6
PART VI 6
CLASSIFICATION OF OFFENSES 6
OFFENSES AGAINST COMPANY INTEREST 6
Zero-Tolerance 7
Serious 7
Less Serious 7
Minor 7
OFFENSES AGAINST COMPANY PROPERTY 7
Zero-Tolerance 7
Serious 7
Less Serious 7
OFFENSES AGAINST PERSONS 7
Zero-Tolerance 7
Serious 8

Less Serious 8
WORKPLACE STANDARDS & PROFESSIONAL CONDUCT 8
Serious 8
Less Serious 8
Minor 8
HEALTH, SAFETY & SECURITY VIOLATIONS 8
Zero-Tolerance 8
Serious 8
Minor 8
ATTENDANCE & WORK RULE VIOLATIONS 8
Zero-Tolerance 8
Serious 8
Less Serious 9
Minor 9
PENALTY APPLICATION GUIDE 9
PART VII 9
STATUTORY BENEFITS & LEAVE 9
1. Service Incentive Leave (SIL) 9
2. Holiday Pay 9
3. 13th Month Pay 9
4. Maternity Leave 9
5. Paternity Leave 10
6. Government Contributions 10
PART VIII 10
CONFIDENTIALITY & MULTI-BRAND PROTECTION 10
PART IX 10
SEPARATION & FINAL PAY 10
1. Resignation 10
2. Clearance Requirement 10
3. Final Pay 11
PART X 11
POLICY AMENDMENT CLAUSE 11
EMPLOYEE ACKNOWLEDGEMENT 11

PART I – CORPORATE GOVERNANCE & EMPLOYMENT FRAMEWORK

PART I
1. CORPORATE STRUCTURE & COVERAGE

This Handbook applies to all employees under the Company, including all brands, divisions, subsidiaries, affiliates, and future expansions.

Employees may be assigned to:

• Any brand
• Any branch or kiosk
• Any department
• Any operational unit

based on business necessity and management prerogative.

---

2. EMPLOYMENT CLASSIFICATIONS

Employees may be classified as:

- Probationary
- Regular
- Project-based
- Fixed-term
- Managerial

Regularization shall be governed by the Labor Code of the Philippines.

---

3. MANAGEMENT PREROGATIVE

The Company reserves the right to:

• Transfer employees
• Reassign roles
• Modify schedules
• Reorganize departments
• Update policies

All consistent with labor laws.

---

4. CODE OF PROFESSIONAL CONDUCT

All employees must:

1. Act honestly and ethically
2. Protect company property and confidential information
3. Maintain professional behavior toward customers and colleagues
4. Follow lawful instructions of supervisors
5. Avoid conflicts of interest

Failure to comply may result in disciplinary action.

PART II
5. WORK HOURS, ATTENDANCE & TIMEKEEPING

A. Work Hours

Work schedules shall comply with:

• 8 hours per day
• 1 rest day per week
• Overtime regulations under the Labor Code

B. Official Time-In

Opening personnel must report 15 minutes prior to location opening.

Grace Period: 15 minutes.

Time-in beyond grace period shall be recorded as tardiness.

Time rounding policy shall comply with labor standards and reflect actual time worked.

C. Timekeeping Procedure

All employees must:

• Submit required attendance proof (selfie with bee on time application, location when required)
• Use authorized timekeeping systems
• Immediately report timekeeping discrepancies

Falsification of time records is a serious offense.

D. Absences

Absences must be:

• Reported at least 5 hours before duty (for illness)
• Supported by a medical certificate when required

Three consecutive unauthorized absences may constitute abandonment.

PART III
6. STANDARDS OF WORKPLACE CONDUCT

A. Uniform & Grooming

Employees must wear:

• Approved uniform
• Nameplate
• Closed shoes
• Professional appearance

Visible tattoos, inappropriate hairstyles, or non-compliant attire may result in disciplinary action.

B. Cell Phone Usage

Use of personal mobile phones while on duty is prohibited unless authorized for work-related purposes.

C. Smoking & Vaping

Strictly prohibited while on duty or within company premises in compliance with Philippine law.

D. Employment of Relatives

Direct relatives may not be assigned to the same branch or reporting line.

PART IV
7. DEMERIT SYSTEM

A. Purpose

The Demerit System tracks behavioral and performance infractions.

It does not reduce statutory wages.

B. Demerit Classification

Minor Offenses – 1–2 points
Less Serious – 3–4 points
Serious – 5–8 points
Critical – 9–12 points

C. Accumulation Effects

- 3+ points – Written warning review
- 6+ points – Possible suspension
- 12 points within 12 months – Administrative review for possible termination

Termination shall follow due process.

D. Expiration Rules

Minor accumulated points resets quarterly.
Serious accumulated points resets after 12 months.
Review window: 18 months.

PART V
8. DISCIPLINARY PROCEDURE

1. Incident Report
2. Notice to Explain (48 hours)
3. Administrative Hearing
4. Notice of Decision

Preventive suspension may be imposed up to 30 days if necessary.

PART VI
CLASSIFICATION OF OFFENSES

All violations shall fall under the following categories:

1. Offenses Against Company Interest
2. Offenses Against Company Property
3. Offenses Against Persons
4. Offenses Against Workplace Standards & Professional Conduct
5. Offenses Against Health, Safety & Security
6. Attendance & Work Rule Violations

Each offense will be categorized as:

- Minor
- Less Serious
- Serious
- Zero-Tolerance

Penalty depends on gravity, repetition, and surrounding circumstances.

OFFENSES AGAINST COMPANY INTEREST

These include acts that damage the company's financial stability, reputation, or operational integrity.

Zero-Tolerance

- Theft, fraud, misappropriation of funds
- Falsification of records
- Unauthorized disclosure of confidential information
- Commission of crime against the Company
- Intentional sabotage

Penalty: Termination after due process.

Serious

- Gross negligence causing financial loss
- Severe insubordination
- Abuse of authority
- Repeated discourtesy to the client

Penalty: Suspension or termination, depending on severity.

Less Serious

- Failure to report discrepancies
- Failure to follow reporting protocols
- Misdeclaration of reimbursements

Penalty: Written warning or suspension.

Minor

- Late submission of reports
- Minor documentation errors

Penalty: Verbal or written reminder.

OFFENSES AGAINST COMPANY PROPERTY

Zero-Tolerance

- Stealing company property
- Willful destruction or vandalism
- Unauthorized removal of assets

Serious

- Negligence resulting in product loss
- Repeated inventory mismanagement

Restitution may apply subject to investigation and written authorization.

Less Serious

- First instance minor asset mishandling

OFFENSES AGAINST PERSONS

Zero-Tolerance

- Physical assault
- Threats of violence
- Sexual harassment (as defined by law)

Serious

- Severe verbal abuse
- Harassment or intimidation

Less Serious

- Discourtesy toward colleagues or clients

WORKPLACE STANDARDS & PROFESSIONAL CONDUCT

Serious

- Reporting to work under influence of alcohol
- Severe customer misconduct
- Intentional damage to company reputation

Less Serious

- Sleeping during work hours
- Selling product allowance
- Unauthorized schedule change

Minor

- Improper uniform
- Minor cellphone violation

HEALTH, SAFETY & SECURITY VIOLATIONS
Zero-Tolerance

- Possession of illegal drugs
- Possession of dangerous weapons
- Intentional concealment of contagious disease

Serious

- Repeated violation of safety rules
- Unauthorized entry of restricted persons

Minor

- Smoking in prohibited areas

ATTENDANCE & WORK RULE VIOLATIONS
Zero-Tolerance

- Abandonment (3 consecutive days without notice and intent not to return)

Serious

- Habitual absenteeism
- Repeated tardiness after warning

Less Serious

- Unauthorized undertime
- Failure to notify absence timely

Minor

- First instance tardiness

PENALTY APPLICATION GUIDE

Category	1st Offense	2nd Offense	3rd Offense
Minor	Verbal	Written	Suspension
Less Serious	Written	Suspension	Final Warning
Serious	Suspension	Final Warning	Termination
Zero-Tolerance	Termination	—	—

Final penalty always subject to due process and management review.

PART VII
STATUTORY BENEFITS & LEAVE

The Company strictly complies with Philippine labor laws.

---

1. Service Incentive Leave (SIL)

Employees who have rendered at least one (1) year of service shall be entitled to five (5) days Service Incentive Leave per year in accordance with Article 95 of the Labor Code.

Unused SIL may be commuted to cash at the end of the company calendar year.

---

2. Holiday Pay

Employees shall receive holiday pay in accordance with DOLE regulations:

• 100% of daily wage if unworked (subject to eligibility)
• 200% if worked on regular holiday
• 130% if worked on special non-working holiday

Holiday pay shall be computed based on applicable wage orders.

---

3. 13th Month Pay

All rank-and-file employees shall receive 13th Month Pay pursuant to Presidential Decree 851.

4. Maternity Leave

In accordance with Republic Act No. 11210:

- 105 days paid leave for female employees
- Additional 30 days without pay (optional)
- Additional 15 days for qualified solo parents

5. Paternity Leave

In accordance with Republic Act No. 8187:

- 7 days leave for married male employees for the first four deliveries of lawful spouse

6. Government Contributions

The Company shall remit required contributions to:

- SSS
- PhilHealth
- Pag-IBIG

As required by law.

PART VIII
CONFIDENTIALITY & MULTI-BRAND PROTECTION

Employees shall not:

- Disclose confidential business information
- Share pricing strategies
- Share inventory data
- Divulge financial data
- Reveal trade secrets

This obligation continues even after separation from employment.

Employees may be assigned across brands and divisions without additional compensation adjustment unless otherwise provided by contract.

PART IX

SEPARATION & FINAL PAY

Separation may occur due to:

1. Just Causes (Article 297)
2. Authorized Causes (Redundancy, Retrenchment, etc.)
3. Resignation
4. End of Contract

1. Resignation

Employee must submit written notice at least 30 days before the intended last working day.

Failure to comply may result in liability for damages subject to law.

2. Clearance Requirement

All separating employees must complete clearance before final pay release.

---

3. Final Pay

Final pay shall include:

- Unpaid salary
- Pro-rated 13th month pay
- Unused SIL (if applicable)
- Other lawful entitlements

Subject to lawful deductions with written authorization.

PART X

POLICY AMENDMENT CLAUSE

The Company reserves the right to:

- Amend
- Revise
- Modify
- Update

any provision of this Handbook consistent with law.

Continued employment constitutes acceptance of policy updates.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge receipt of this Employee Handbook and agree to comply with its provisions.

Signature: _____
Date: _____