Policy No: ADM-POL- 0038  
Policy Title: Policies on Offenses Against Property  
Implementation Procedure:  
- ADM-PROC-0009 Termination Procedure  
- ADM-PROC-0022 Procedure on Proper Issuance of Warnings on Offenses  
- ADM-PROC-0023 Procedure in Serving Suspension  
Date of Issuance: S.Y. 2009 to 2010  
Effectivity: S.Y. 2009 to present  
Page Number: Two (2)  
Office of Origin: Human Resources Department  
Policy Expert:  
"Supersedes" Notification:  

Purpose of Policy: The main purpose of this policy is to enumerate and define the Offenses that are considered as threats against Property.  

Detailed Policy Statement: The following are the offenses that are considered as Offenses Against Property:  
- Deliberate destruction of school property  
  - Any employee found guilty of committing this act is subject to maximum of 10 days suspension in the 1st Offense and dismissal in the 2nd offense.  
- Stealing or attempting to steal from the school, or stealing from others on school premises at any time  
  - Any employee found guilty of committing this act is subject to dismissal in the 1st Offense.  
- Careless, improper or incorrect use of school equipment.  
  - Any employee found guilty of committing this act is subject to receive a warning in the 1st Offense, maximum of 5 days suspension in the 2nd Offense and dismissal in the 3rd Offense.  
- Taking out Colegio’s property from the Colegio's premises without prior written authorization.  
  - Any employee found guilty of committing this act is subject to warning in the 1st offense, maximum of 5 days suspension in the 2nd offense and dismissal in the 3rd offense.  
- Use of Colegio’s property for unofficial purposes.  
  - An employee found guilty of committing this act is subject to warning in the 1st offense, maximum of 10 days suspension in the 2nd offense and dismissal in the 3rd offense.  
- Unauthorized use of Colegio’s property for personal purposes.  
  - Any employee found guilty of committing this act is subject to warning in the 1st offense, maximum of 10 days suspension in the 2nd offense and dismissal in the 3rd offense.  
- Littering and / or any act that would cause unsanitary condition in the Colegio’s premises.  
  - Any employee found guilty of committing this act is subject to warning in the 1st offense, warning in the 2nd offense, maximum of 5 days suspension in the 3rd offense and maximum of 10 days suspension in the 4th offense.  
- Violation of ICT resources use policies
Any employee found guilty of committing this act is subject to warning in the 1st offense, maximum of 5 days suspension in the 2nd offense and dismissal in the 3rd offense.

Aside from the corresponding sanctions enumerated for each offense, part of the sanction may also include:

- Restoration / replacement of destroyed / lost property
- Curtailment of privileges
- Administrative or Criminal Charges

Although Offenses Against Property were not directly mentioned in the Manual of Regulations for Private Higher Education, page 84 states that "A higher education institution may provide for additional grounds for termination in accordance with its institutional policies, rules and regulations."

<table>
<thead>
<tr>
<th>Applicability:</th>
<th>All employees</th>
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<tbody>
<tr>
<td>Policy Approval Authority:</td>
<td>Director of the Human Resources Department</td>
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<tr>
<td>Definition:</td>
<td>Offenses Against Property are comprised by acts that both cause threats and harm to the physical assets owned by the Colegio.</td>
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<tr>
<td>Prepared by:</td>
<td>Planning, Funding and Development Office</td>
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<tr>
<td>Approved by:</td>
<td>Asst. Prof. Jeffrey Consignado</td>
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<td>Date of Approval:</td>
<td>May 31, 2012</td>
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