Policy No: ADM-POL-0039
Policy Title: Policies On Offenses Against Honesty and Integrity
Implementation Procedure: ADM-PROC-0022 Procedure on Proper Issuance of Warnings on Offenses
ADM-PROC-0023 Procedure in Serving Suspension
ADM-PROC-0009 Termination Procedure
Date of Issuance: S.Y. 2009 to 2010
Effectivity: S.Y. 2009 to present
Page Number: Three (3)
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 acts that are considered as Offenses against Honesty and Integrity.

Detailed Policy Statement: The following are the acts that are considered as offenses against honesty and integrity.

- Misappropriation of funds and properties
  - Any employee found guilty of committing this act shall be subject to dismissal in the 1st offense.

- Contracting loans, borrowing money, unauthorized solicitation in cash or kind, soliciting business directly or indirectly from students, parents and / or guardians, suppliers and or any other parties.
  - Any employee found guilty of committing this act shall be subject to dismissal in the 1st offense.

- Taking part in or promoting gambling or betting in any form within the school premises.
  - Any employee found guilty of committing this act shall be subject to dismissal in the 1st offense.

- Offering or accepting anything in cash or kind in exchange for a job, work assignment, work location or more favorable condition of employment and in exchange for the performance of service or procedure.
  - Any employee found guilty of committing this act shall be subject to dismissal in the 1st offense.

- Receiving of any gift, favor or hospitality that would influence or would appear to influence their performance of service or procedure.
  - Any employee found guilty of committing this act shall be subject to dismissal in the 1st offense.

- Falsification of records, documents or causing records to be falsified.
  - Any employee found guilty of committing this act shall be subject to dismissal in the 1st offense.

- Giving false testimony during official investigations.
  - Any employee found guilty of committing this act shall be subject to dismissal in the 1st offense.

- Willful refusal to comply with the disclosure requirement on other employment.
Any employee found guilty of committing this act shall be subject to maximum of 10 days suspension in the 1st offense and dismissal in the 2nd offense.

- Misinterpretation of the Colegio in signing contracts, agreements and the like.
  - Any employee found guilty of committing this act shall be subject to dismissal in the 1st offense.

Leaking out any of the following,

- Test Questions
  - Any employee found guilty of committing this act shall be subject to dismissal in the 1st offense.

- Examination results and grades other than the student or parent / guardian concerned.
  - Any employee found guilty of committing this act shall be subject to warning to a maximum of 5 days suspension, maximum of 10 days suspension in the 2nd offense and dismissal in the 3rd offense.

- Counseling and interview results
  - Any employee found guilty of committing this act shall be subject to warning to a maximum of 5 days suspension, maximum of 10 days suspension in the 2nd offense and dismissal in the 3rd offense.

- Divulging of other information classified as confidential by the Colegio.
  - Any employee found guilty of committing this act shall be subject to maximum of 30 days suspension to dismissal in the 1st offense.

- Unauthorized possession of confidential records
  - Any employee found guilty of committing this act shall be subject to dismissal in the 1st offense.

- Tampering of official records and documents
  - Any employee found guilty of committing this act shall be subject to dismissal in the 1st offense.

- Fraudulent reporting of sick / emergency leave
  - Any employee found guilty of committing this act shall be subject to maximum of 10 days suspension in the 1st offense and dismissal in the 2nd offense.

- All other similar acts that may constitute dishonesty which cause or tend to cause prejudice to the clients, employees or to the Colegio.
  - Any employee found guilty of committing this act shall be subject to maximum of 30 days suspension in the 1st offense to dismissal.

Section 121 of the Manual of Regulations for Private Higher Education states that grave misconduct, such as, but not limited to, giving of grades to a student in a subject not based solely on scholastic performance; failure to maintain confidentiality of school records; contracting loans from students or parents; use of cruel punishment, insubordination;

Tampering or falsification of or negligence in keeping school or student records including
unreasonable delay in the submission of student grades;
are all considered as causes for terminating employment.

<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>
</tr>
<tr>
<td>Related Policies or References</td>
<td>Employee Manual 2009</td>
</tr>
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<td></td>
<td>Manual of Regulations for Private Higher Education (a.k.a. MRPS)</td>
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</tbody>
</table>

**Definition:**

**Prepared by:** Planning, Funding and Development Office

**Approved by:**

Asst. Prof. Jeffrey Consignado

**Date of Approval:**

[Signature] 31, 2012