

MASAGANANG SAKAHAN, INC.

A. PERSONAL CODE OF CONDUCT

1. **Loyalty**

The growth and stability of MSI depends on its employee's commitment, Dedication and faithfulness to their duties. You are, therefore, expected to Exert all effort to help promote the interest of MSI, attain maximum productivity and contribute to the organization's overall efficiency.

2. **Trustworthiness and Integrity**

Every employee in Masaganang Sakahan, Inc. holds the responsibility of the custody of confidential data. Discreet handling of information must, therefore, be exercised. Pertinent data should be kept in strictest confidence especially those pertaining to the organization's plans, strategies, and other similar information. However, other types of information may be disclosed for general reference and public information.

3. **Good Moral Character**

You are expected to be always conscious of your responsibilities and commitment to MSI and, hence, are enjoined to maintain high standards of morality. Thus, you are expected to limit your association with questionable characters and to avoid drug addiction and commission indecent acts.

4. **Office Relationships**

The relationship between a supervisor and his subordinates must be based on mutual respect and sincerity. You are then expected to show respect and courtesy towards your peers and superiors. You are expected at all times to perform your official business with proper decorum and to avoid any act that may embarrass or discredit the company.

Friendship and teamwork are encouraged, emphasizing on the importance of unity. Enough distance is also accorded to each employees' individuality, giving rightful chance of privacy and respect.

5. Courtesy

Your actions must be governed by a desire to render the best possible service to the public in the most pleasant manner. As such, MSI considers any act of discourtesy as a matter of serious concern.

6. Relations with Public

The public is the receiver of all our developmental efforts. In answering the call of service we are expected to be sensitive towards the needs of fellow countrymen. In sharing the same feelings and aspirations, let us stand committed towards courteously serving our people.

B. PROFESSIONAL CONDUCT

In the interest of professionalism, you are asked to conduct yourself in a manner reflective of a true professional, especially with regard to the following aspects.

1. Leaving Your Work Station

During office hours, you are expected to perform your duties and responsibilities seriously. Hence, you should remain at your respective place of assignment throughout office hours. If you find it necessary to be away from your desk for some time during office hours, you should seek prior permission from your Supervising Officer.

Likewise, you are not to loiter or wander around, engaging in unnecessary conversations with your co-employees.

2. Conflict of Interest

You are discouraged from pursuing any personal or professional venture which may give rise to a conflict between your interests and those of MSI. Such conflict may spring from any of the following:

- a. Doing Business with MSI. Except for cases where approval is granted by Management, you are not permitted to engage in any business with MSI.*
- b. Performing Services with anyone engaged in contract or maintenance work with MSI. Unless a written permission is granted by Management, you may not enter into any form of service with anyone engaged in contract or maintenance work of any kind with MSI.*
- c. Performing work outside of MSI. The services of full-time employees must be made available at all times whenever required by MSI. As a general rule, therefore, you as a full-time employee should not engage in other work outside MSI.*

3. Personal Business

You are asked to refrain from conducting personal business during working hours. This includes selling or distributing merchandise, sleeping, or engaging in any activity not related to the assigned work responsibilities.

Receiving and/or entertaining personal visitors during office hours for reasons not connected with the company's business should be minimized so as not to interrupt or delay completion of assigned work tasks.

Telephones are necessary for the efficient conduct of the company's affairs. As such, you should refrain from using the telephone for personal matter, except for urgent reasons.

In the same view, you should manage your personal earnings carefully. An employee who is continually in financial need should tend to be a liability to company.

4. Involvement in Lawsuits

Employees named respondent, accused or defendants in lawsuits involving moral turpitude (robbery, theft, etc.), may be recommended to go on a forced leave, suspension or termination.

5. Solicitation and Contribution

You are not allowed to solicit or accept gifts from customers, potential clients, or business associate of the company which may be used to expedite transactions or influence the company's business.

Likewise, if you wish to initiate contribution for any purpose including sale of tickets for civic or charitable organizations, you should first seek the approval of the management.