

SECTION I - HOUSEKEEPING

1. Employees are expected to assist and cooperate in keeping the office clean and tidy, and all practices which are detrimental to health and well-being should be avoided.
2. At the end of each working day, it is the responsibility of every employee to clean his desk and paper tray of all papers, documents and other items.
3. Every employee is responsible for the cleanliness, orderliness, safekeeping and maintenance of his assigned equipment and immediate working area.
4. Every employee must use comfort and washrooms properly.
5. The bank shall strictly enforce the "NO SMOKING" rule within the Bank premises.
6. All employees are required to utilize such safety devices and other equipment as may be required and provided by the Bank for the particular job.
7. Employees are enjoined to report any unsafe conditions and practices within the Bank premises.
8. Employees are strictly prohibited from bringing any form of liquor or alcoholic beverages within the bank premises or to be under the influence of liquor, intoxicants or drugs while on the job or while they are within the Bank premises.

SECTION II - SAFETY AND SECURITY

The observance of safety in the company is every employee's concern. Management believes that is to the best interest of the company and its employees to strictly maintain the confidential nature of classified matters of information. It has therefore adopted measures in the safekeeping of classified documents and other articles. Employees are to restrict confidential matters only to the right parties and to handle classified information in the most discreet manner.

1. Company records such as forms, interoffice memoranda, etc., should always be kept in their proper places and safe from the reach of the general public. They must, however, be easily available for official company use and reference.
2. No employee may destroy, mutilate or throw away company records without proper authorization from management.
3. Reproduction of company records is prohibited unless authorized by management. Employees are also prohibited from passing on the unauthorized persons or firms transactions, and other confidential information relating to the business of the company.
4. Company records, files or documents shall not be brought out of the office unless authorized by management.
5. Tampering, altering or canceling on any documents by an employee of the company shall be a severe disciplinary action against him.

SECTION III - MAINTENANCE AND REPAIRS (*OFFICE FURNITURE, FACILITIES, EQUIPMENTS AND SUPPLIES*)

The company shall strive to provide its employee with the necessary office equipment and facilities for their comfort and efficiency.

In return, employees are expected to handle and use properly all company equipments and facilities under their custody.

1. Each employee shall be provided with a working table, staff chair / executive chair, office equipment necessary in his line of work which shall be identified and properly tagged.
2. Any company property assigned to any employee becomes his accountability. Utmost care should be given to the assigned tables, chairs and equipment.
3. After the business hours, each employee is expected to clean his desk and tray, lock his drawers and filing cabinets (if any), safe keeping pertinent documents in locked drawers, unplug all electric office machines such as computer, printer, typewriter and calculator.
4. All lights and electrically operated machines or equipment should be switched off or unplugged when not in use.
5. Loss or damage to the office furniture, fixture, equipment and other company properties should be reported to the management as soon as possible. Concealing any loss / damage shall not be tolerated. For any loss or damage to properties though negligence or willful deliberate means the employee concerned shall be held liable for cost, replacement or repair in addition to disciplinary action, management may deem proper and necessary against him.

SECTION IV - HEALTH

1. All employees are strictly instructed not to come to office when they are suffering from communicable diseases.
2. No employee shall be allowed to enter the bank under the influence of alcohol or drugs.
3. If the employee feels ill while at work, he is advised to proceed to the Fortune Medicare immediately for a check-up.
4. All employees are encouraged to undergo annual medical check-up per schedule provided by Fortune Medicare. Employees who fail to undergo the annual medical check-up during the schedules dates shall be asked to explain in writing for non-appearance.
5. A First Aid Kit, which includes medicines for ordinary ailments, burn ointments, gauzes are readily available with HRAD.

SECTION V - EMERGENCY

All employees are enjoined to participate in fire drills and earthquake drills as scheduled by the building administration.