



CHELSEA
A UDENNA Company

**CHELSEA LOGISTICS AND
INFRASTRUCTURE HOLDINGS CORP.**

**EMPLOYEES' CODE OF CONDUCT
Approved 8 August 2019**

TABLE OF CONTENTS

Preamble	4
Vision, Core Values, Mission	4

CODE OF CONDUCT

Article I – Policy	5
Article II – Coverage	5
Article III – Penalties	5
Article IV – Mitigating and Aggravating Circumstances	6
Article V – Multiple Infractions	7
Article VI – Offenses Not Listed in the Code	7
Article VII – Implementing Guidelines	7
Article VIII – Table of Offenses and Penalties	9
Section 1: Attendance	
Section 2 Performance of Duty	
Section 3: Deportment	
Section 4: Safety and Security	

APPENDIX

COD Form A- Violation Report	18
COD Form B-1- Notice to Explain	19
COD Form B-2- Notice of Preventive Suspension	20
COD Form C- Disciplinary Action Report	21
COD Form D- Notice of Investigation/Hearing	23
COD Form E-1- Notice of Disciplinary Action	24
COD Form E-2- Notice of Termination of Employment	25
COD Form F- Notice of Exoneration	26

ACKNOWLEDGEMENT	27
------------------------	--------------------

PREAMBLE

The Employees' Code of Conduct contains the Company's rules on office decorum and discipline. It is intended to serve as a guide for an employee on proper behaviour towards the Company and its properties, business partners, and his co-workers. The Code also provides the procedures to address violations and infractions of Company rules and regulations.

The objective of this Code is to establish and preserve a productive and harmonious working environment.

VISION

To be the finest shipping and logistics company known for its unrivalled customer service.

CORE VALUES

Integrity	We adhere to the highest ethical and professional standards. Our reputation defines who we are.
Excellence	We deliver unsurpassed performance in all our endeavors.
Passion	We are motivated and driven in what we do.
Enterprise	We seize opportunities to enhance our growth.
Teamwork	We work as one to deliver on our commitments.

MISSION

- We transport passengers, cargos, petroleum, oil, chemicals and other bulk products.
- We satisfy our customers' needs through reliable, punctual, efficient and safe service.
- We constantly challenge ourselves to do better and to perform beyond what is expected.
- We care for the community and the environment by applying the best practices in ship management, adhering to global standards.
- We deliver superior returns to our stakeholders through prudent stewardship of our resources.

CODE OF CONDUCT

This Code contains the rules and regulations of the Company regarding discipline, and the same shall be applicable to land-based employees unless indicated otherwise.

Article I - POLICY

All employees of the Company who commit an offense against Company interests or its personnel shall be subject to disciplinary action.

Article II - COVERAGE

All regular, probationary, project, fixed-term employment, contractual employees and apprentices of the Company shall be subject to the provisions of this Code.

Article III - PENALTIES

The penalties imposable under this Code for commission of offenses penalized herein are Written Reprimand, Light Suspension, Grave Suspension and Dismissal.

Written Reprimand (WR) - This is a written notice to an erring employee of his commission of an offense or infraction of Company rules and regulations and advising him that repetition of the same offense / infraction or the commission of another will be dealt with more severely. This penalty places an offending employee under observation for a period of six (6) months from receipt of such written reprimand.

Light Suspension (LS) - This penalty places an offending employee under suspension for a maximum period of fifteen (15) working days.

Light Suspension deprives an employee of his salary during the period of suspension and places him under observation for a period of nine (9) months commencing on the date he returns to work after serving the period of suspension.

Grave Suspension (GS) - This penalty places an offending employee under suspension for a period ranging from sixteen (16) to thirty (30) working days.

The penalty of Grave Suspension deprives an employee of his salary during the period of suspension and places him under observation for a period of twelve (12) months commencing on the date he returns to work after serving the sentence of suspension.

Dismissal (D) - This penalty terminates the employment of the offending employee and is imposed for the commission of an extremely serious violation of this Code, or for an infraction thereof committed while the employee is under observation for a previous offense where the penalty imposed was Grave Suspension.

An employee who commits another offense while still under observation for a previous offense shall be meted a penalty one degree higher than the penalty prescribed for the new infraction committed.

The imposition of any of the above penalties does not preclude the Company from recovering from the employee the financial cost / expense incurred by the Company as a result of the offense committed by the employee.

Article IV - MITIGATING AND AGGRAVATING CIRCUMSTANCES

Mitigating and aggravating circumstances shall be taken into consideration in evaluating offenses punishable by Light Suspension, Grave Suspension, and Dismissal.

Mitigating circumstances are factors, situations, or events related to the commission of an offense which, while they do not constitute an excuse or justification for the commission thereof, may in fairness and compassion be considered as extenuating or reducing the degree of culpability.

Aggravating circumstances are those factors, situations or events related to the commission of an offense which increase the guilt of the offender, the enormity of the offense, or add to its injurious consequences. The presence or absence of mitigating or aggravating circumstances shall be determined by the Committee on Discipline (COD), subject to the concurrence / approval of the President, CEO or Chief Operating Officer.

Where the imposable penalty is Suspension, and there is a mitigating circumstance and no aggravating circumstance, the penalty in its minimum period shall be imposed. If there is one mitigating circumstance but two or more aggravating circumstances, the imposable penalty would be Suspension in its medium period. If there is no mitigating circumstance, but there is an aggravating circumstance, the penalty should be imposed in its maximum period.

	Minimum	Medium	Maximum
Light Suspension	1 to 5 working days	6 to 10 working days	11 to 15 working days
Grave Suspension	16 to 20 working days	21 to 25 working days	26 to 30 working days

Article V - MULTIPLE INFRACTIONS

Multiple infractions of this Code committed by an employee in one single act or incident shall be treated and penalized as separate offenses.

Article VI - OFFENSES NOT LISTED IN THE CODE

Offenses or infractions not specifically listed in this Code shall be thoroughly evaluated and, after due deliberation, shall be penalized with the same penalty prescribed for the offense listed in this Code which is most similar or closest in nature to such unlisted offense as determined by the Committee on Discipline, subject to the approval of the President, CEO or Chief Operating Officer.

Article VII - IMPLEMENTING GUIDELINES

For purposes of implementing the provisions of this Code, the following general guidelines shall be observed:

1. The direct administrator of this Code shall be the Human Resource (HR) Head of the Company.
2. Immediately after the alleged commission of a violation is brought to the attention of the HR Head, either through the written Violation Report (COD Form A) from the employee’s Supervisor / Manager and/or from any written complaint by a concerned employee or complainant, the HR Head shall conduct an investigation to determine whether a violation of this Code has been committed and to identify the person responsible for such violation.
3. The HR Head shall issue a Notice to Explain (NTE) (COD Form B-1) wherein the subject employee shall be required to submit, within a period of not less than five (5) working days, a written reply to the Notice to Explain. Failure of the employee to submit such written explanation within the given period shall be construed as a waiver of his right to be heard thereon.
4. Pending the result of the investigation, the immediate Manager concerned may, at his discretion, place the subject employee under

preventive suspension when the continued employment of said employee poses a serious and imminent threat to the lives of his co-workers or to the properties / interests of the Company. The Manager shall issue the Notice of Preventive Suspension (COD Form B-2) to the subject employee.

The number of days of preventive suspension shall be deducted from the number of days of suspension, where such penalty is subsequently imposed on the employee.

5. For offenses where the imposable penalty is Written Reprimand or Light Suspension, the following guidelines shall apply:

a. The Immediate Manager shall conduct an investigation to determine the guilt or innocence of the subject employee through an evaluation of all the available evidence, taking into consideration the subject employee's written explanation as well as the statements of other persons who may have been summoned and questioned in the course of the investigation.

b. The findings of the Manager, including the recommended penalty to be imposed on the employee or exoneration should that be the case, shall be recorded in the Disciplinary Action Report (DAR) (COD Form C) and elevated to the President, CEO or Chief Operating Officer for his review and approval.

6. For offenses where the imposable penalty is Grave Suspension or Dismissal, the following guidelines shall apply:

a. A Committee on Discipline (COD) shall be convened with the following members: the Legal Counsel who shall preside as the Chairman, the Human Resource Head, the Internal Audit Head, and a Manager to be appointed by the President, CEO, or Chief Operating Officer. The immediate Manager of the subject employee shall be excluded from membership in the Committee. The HR Head shall convene the Committee on Discipline and set a hearing date.

b. The HR Head shall issue a Notice of Hearing / Investigation (COD Form D) to the subject employee.

c. The Committee on Discipline shall make an evaluation of all the available evidence, taking into consideration the subject employee's written explanation and testimony as well as the statements / testimonies of other persons who may have been summoned and questioned in the course of the investigation.

d. After completion of the investigation, the Committee on Discipline shall make a written report which shall state its findings as well as the

recommended penalty to be imposed on the subject employee, if the latter is found to have committed the violation as charged. The written report of the Committee on Discipline, including the recommended penalty to be imposed on the employee or exoneration should that be the case, shall be submitted to the President CEO, or Chief Operating Officer for his review and approval.

7. Upon receipt of the President, CEO/ Chief Operating Officer’s approval of the written report of the Manager/Committee on Discipline, the HR Head shall then issue a Notice of Disciplinary Action / Notice of Termination of Employment (COD Form E-1 and COD Form E-2) or a Notice of Exoneration (COD Form F) to the subject employee as approved by the President, CEO or Chief Operating Officer.

8. All disciplinary cases and the actions taken thereon shall be fully documented and copies thereof shall be filed in the subject employee’s 201 file.

9. In all cases, investigation by the immediate Manager / Committee on Discipline should be completed within twenty (20) working days from issuance of the Notice to Explain to the employee, and the Notice of DA/ Termination or Exoneration as the case be, shall be issued ten (10) days after completion of the investigation.

Article VIII - TABLE OF OFFENSES AND PENALTIES

	SECTION 1: ATTENDANCE	1st Offense	2nd Offense	3rd Offense	4th Offense
1	Tardiness: a.Reporting late for work for more than 15 minutes or failure to offset time tardy for not more than 15 minutes, three times (3x) in a calendar month. b.A cumulative tardiness of more than 60 minutes in a calendar month.	WR	LS	LS	GS
2	Habitual Tardiness –Reporting late for work more than five (5) times in a quarter.	LS	GS	D	
3	Undertime -Leaving early or leaving before the end of the employee’s work schedule without prior request and approval from his/ her immediate superior. not more than two (2) hours more than two (2) hours	WR LS	LS GS	LS GS	GS D
4	Absence without official leave (AWOL) for one working day.	WR	LS	GS	D

	SECTION 1: ATTENDANCE	1st Offense	2nd Offense	3rd Offense	4th Offense
5	Habitual Absenteeism: Absence from work without prior approved leave more than three (3) times in a month.	GS	D		
6	Prolonged absence from one's work station during office hours: more than twenty (20) minutes away from one's work station without any official reason or without prior approval from immediate superior.	WR	LS	GS	D
7	Failure to use biometrics machine or any attendance-recording device.	WR	LS	GS	D
8	Extending Vacation Leave period without prior approval.	LS	LS	GS	D
	SECTION 2: PERFORMANCE OF DUTY				
1	Leaving work assignment without proper relief: or for an extended period of time. A. Without damage B. With damage (depending on extent of damage)	LS GS/D	LS	GS	D
2	Sleeping/loitering during working hours.	WR	LS	GS	D
3	Negligence in the performance of assigned task or duty or in the care and use of Company property, equipment or device/s: <u>Simple Negligence</u> – Failure to observe such diligence demanded by the situation thereby exposing the Company to unnecessary risk. <u>Gross Negligence</u> – Total disregard of the required diligence in the performance of assigned tasks and duties or non-performance of such assigned tasks and duties whether or not the same result in injury to persons or to loss of or damage to Company property or other property for which the Company may be held liable.	LS D	GS	D	
4	Delaying or causing the delay in the departure of vessel.	GS	D		
5	Insubordination or willful disobedience of the lawful orders of superiors.	GS	D		
6	Refusal to render overtime despite prior or pre-arranged schedule without justifiable reason.	GS	D		

	SECTION 2: PERFORMANCE OF DUTY	1st Offense	2nd Offense	3rd Offense	4th Offense
7	Unauthorized sale/ disposal/ removal of Company property or other properties under the employee's care and possession.	D			
8	Failure to report, as soon as practicable, significant loss, spoilage, wastage or damage of Company property, materials, equipment or machinery.	GS	D		
	SECTION 3: DEPARTMENT				
1	Repeated refusal to acknowledge, receive, sign or accept a notice or memorandum of disciplinary action resulting from a violation of Company rules and regulations.	D			
2	Giving false report or testimony or refusal to provide information in an investigation authorized by the Company or in any incident in connection with the Company's operation or business.	GS	D		
3	Misrepresentation or misdeclaration of one's educational attainment, experience, training, skills, abilities, and medical condition.	D			
4	Failure to properly wear uniform and/or identification card as provided and required by the Company.	WR	LS	GS	D
5	Taking part in any betting, gambling, lottery or any other game of chance during working hours and/or on Company premises, or on board Company vessel.	LS	GS	D	
6	Reporting for duty/work or working under the influence of alcohol.	GS	D		
7	Drinking of alcoholic drinks during working hours or while on duty and/or within Company premises or on board Company vessels.	D			
8	Possession, use or sale of controlled or prohibited drugs within Company premises or on board Company vessel.	D			
9	Serious insult, use of abusive language, or willful disrespect towards fellow employees, superiors, Company officers or other person/s transacting business with the Company committed within Company / customer premises or on board Company vessels.	GS	D		

	SECTION 3: DEPARTMENT	1st Offense	2nd Offense	3rd Offense	4th Offense
10	Slander or Libel: Uttering slanderous remarks / statements or posting/circulating libelous materials/ statements against officers/ employees of the Company or third parties with dealings with the Company.	D			
11	Abuse of authority: Maltreatment, intimidation, coercion, or engaging in retaliatory behavior towards other employees or third parties dealing with the Company; Exhibiting partiality / favoritism towards other employees or third parties dealing with the Company.	D			
12	Maltreatment, intimidation, coercion or engaging in retaliatory behavior towards other employees or third parties dealing with the Company.	GS	D		
13	Inducing or aiding other employees to violate laws, Company rules and policies.	D			
14	Sexual Harassment as defined under the Anti-Sexual Harassment Act of 1995 (R.A. 7877). <i>Sexual harassment is committed by an employer, employee, manager, supervisor or agent of the employer or any other person who, having authority, influence or moral ascendancy over another in a work or training environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said act.</i>	D			
15	Commission of immoral or indecent act/s within Company premises or on board Company vessel	GS	D		
16	Viewing, showing or exhibiting pornographic materials, pictures, films or literature within Company premises.	GS	D		
17	Malicious mischief or horseplay as to cause disorder, disruption of work, injury to persons or loss, destruction or damage of Company property or other property for which the Company may be held liable.	GS	D		
18	Absence without approved application for leave or despite prior denial of request for leave.	GS	D		

	SECTION 3: DEPARTMENT	1st Offense	2nd Offense	3rd Offense	4th Offense
19	Filing for Sick Leave and/or Emergency Leave when there is no reason for such i.e. no illness or emergency.	GS	D		
20	Organizing and/or participating in unauthorized activities that tend to disrupt or adversely affect Company operations, to create general unrest or to sow discontent or strife among Company employees, or which otherwise prejudice Company interests.	D			
21	Misdeclaration of or failure to declare articles brought on board Company vessel or inside Company premises which adversely affect Company interests or expose the Company to any legal liability.	GS	D		
22	Failure to report and/or surrender cash or other valuables found inside Company premises or operating areas within a reasonable time from discovery. (Policy on Lost and Found)	GS	D		
23	Provoking or instigating a fight within Company premises or on board Company vessel.	GS	D		
24	Assaulting or inflicting bodily harm, or attempting to assault or inflict body harm on employees, Company officers or on any other person/s within Company premises or on board Company vessel or while on duty for the Company outside its premises.	D			
25	Intimidation or coercion of fellow employees, Company clients, suppliers, contractors that adversely affects Company interests.	GS	D		
26	Embezzlement, pilferage, theft or any misappropriation to personal use of Company funds or property or those belonging to its employees, clients and suppliers or of any other funds or property for which the Company may be held liable, or any attempt to do any of the foregoing acts.	D			
27	Borrowing or asking for cash or merchandise from suppliers /customers/ clients for personal gain.	LS	GS	D	

	SECTION 3: DEPARTMENT	1st Offense	2nd Offense	3rd Offense	4th Offense
28	Engaging in personal transactions for monetary gain within Company premises while on or off duty; Unauthorized solicitation and collection for any purpose inside Company premises or operating areas.	WR	LS	GS	D
29	Accepting directly or indirectly any form of money, tips, commission, gift or any form of remuneration in exchange for and relative to one's discharge of official functions.	GS	D		
30	Excessive borrowing among employees and/or failure to pay just debt.	LS	GS	D	
31	Engaging in or attempting to engage in any form of bribery in order to influence the other person to act in a certain manner.	D			
32	Engaging in any other fraudulent act or misrepresentation, or dishonest act or omission, for one's personal gain or advantage or to give another person such gain, advantage, benefit or favor.	GS	D		
33	<p>Imprudent, wasteful or unauthorized use of Company resources:</p> <p>A. Not exceeding amount/value P 50,000.00</p> <p>B. P 50,001.00 and above</p> <p>Provided that when an employee commits two or more offenses under this Section regardless of amount, the second offense shall be penalized under "B".</p>	LS D	GS		
34	Destroying, defacing or damaging Company property or those belonging to its employees / suppliers / clients	D			
35	Stealing or unauthorized removal of Company property; stealing other person's possession within Company premises.	D			
36	Substituting property belonging to the Company with another of inferior quality or lesser value for whatever reason.	D			
37	Smuggling, abetting, or conniving with others to commit smuggling of taxable or prohibited articles.	D			

	SECTION 3: DEPARTMENT	1st Offense	2nd Offense	3rd Offense	4th Offense
38	Willfully making false, inaccurate, misleading, incomplete, or delayed statements, reports and certifications, or falsifying or delaying issuance of official Company records and documents.	D			
39	Fraud or willful breach by the employee of the trust reposed in him by the Company or by his superiors.	D			
40	Disclosing or leaking out trade secrets, procedures or other confidential information to unauthorized persons.	D			
41	Conflict of interest: Engaging in behavior or activities in competition with the Company's business or interests.	D			
42	Conviction of a crime punishable by imprisonment.	D			
43	Engaging in part-time work or sidelines without the prior approval of Management.	LS	GS	D	
	SECTION 4: SAFETY AND SECURITY				
1	Wearing the ID of another person or employee.	GS	D		
2	Acts such as sabotage, causing damage or might cause damage if not discovered on time, intended to disrupt operation or to cause loss to the Company.	D			
3	Committing other acts which disturb the peace and order at the Company premises.	D			
4	Allowing entry of unauthorized person/s into Company premises or on board Company vessel/s.	GS	D		
5	Allowing unauthorized person/s to board Company vessel for the purpose of enabling such person/s to sail with the vessel.	D			
6	Failure to immediately report violation by a fellow employee of Company rules and regulations resulting in, among others, loss of or damage to Company property for which the Company may be held liable. A. P 250,000 and below B. P 250,001 up to P 500,000 C. P 500,001 and above	LS GS D	GS D	D	

	SECTION 4: SAFETY AND SECURITY	1st Offense	2nd Offense	3rd Offense	4th Offense
7	Circulating or disseminating false or confidential information adversely affecting Company interests.	LS	GS	D	
8	Disclosing, releasing or revealing sensitive information regarding the Company and its business activities including its client / supplier lists, financial and corporate records of the Company.	GS	D		
9	Unauthorized driving, operation or use of Company vehicle or equipment, whether or not there is resultant damage.	GS	D		
10	Allowing unauthorized person to drive, operate or use Company vehicle or equipment.	D			
11	Failure to wear personal protective gear or attire as required on board vessel or within Company premises.	GS	D		
12	Allowing any person to board vessel or to go inside Company premises without the required personal protective gear or attire.	GS	D		
13	Negligence with regard to the safety of fellow employees even when no injury was caused.	WR	LS	GS	D
14	Failure to immediately report an incident involving damage to Company property or interests or injury to employees or to any other person within Company premises or on board Company vessel.	GS	D		
15	Reporting for work when one is aware that he has a contagious or communicable disease or condition thereby exposing co-workers to health concerns.	GS	D		
16	Failure to report any serious / contagious disease or ailment that may endanger the health and safety of customers and employees.	LS	GS	D	
17	Unauthorized entry to restricted areas within Company premises or on board Company vessel including Information Technology (IT) infrastructure of the Company.	D			
18	Assisting or allowing unauthorized personnel or non-employee to enter restricted areas without permission especially after office hours.	D			

	SECTION 4: SAFETY AND SECURITY	1st Offense	2nd Offense	3rd Offense	4th Offense
19	Unauthorized opening or attempt to open any locker, cabinet, or storage.	D			
20	Carrying matches, lighters or other prohibited items on board tanker vessels.	GS	D		
21	Unauthorized possession of firearms, explosives, bladed weapons or other similar objects within Company premises or on board Company vessel.	D			
22	Unauthorized possession of master keys, picklocks or similar devices / systems which may be used to gain access to prohibited or restricted areas of Company premises.	D			
23	Smoking or carrying open flame on board Company tanker vessel or in prohibited areas within Company premises.	D			
24	Withholding information: Withholding pertinent, vital, or crucial information or documents which may adversely affect the Company or its interests.	GS	D		
25	Refusal to comply with Company's safety and security rules and regulations or total disregard of the same including refusal to undergo random drug testing; refusal to submit to reasonable search of bags/belongings; tampering with fire alarms/extinguishers; tampering or disabling closed circuit television (CCTV)	D			
26	Overspeeding or reckless driving or violation of traffic rules and regulations involving safety, whether or not such violations are committed while using Company vehicles or Company-issued vehicles	LS	GS	D	
27	Any act or form of arson, whether consummated or attempted.	D			

Implementation of disciplinary action does not preclude the Company from demanding restitution and/or reimbursement for loss/es or damage/s resulting from commission of the offense(s) and or filing appropriate cases in court.

LEGEND:

WR - Written Reprimand

GS - Grave Suspension

LS - Light Suspension

D - Dismissal

APPENDIX

Forms

COD Form A. VIOLATION REPORT

(Date)

(HR Head)

RE: VIOLATION REPORT

Dear Mr. / Ms _____:

This is to report the possible commission of an offense by (Name of Employee), _____ (Position) of _____ (Department)_____. Below are the details of the incident:

Date/Time: _____ Nature of Incident: _____

Place where the incident occurred: _____

Summary/Facts of the Incident: _____

Damages incurred: _____

This report was made pursuant to my obligations as an employee of the Company to protect its interests, properties and employees.

Very truly yours,

Name of Employee

Position

Department

COD Form B-1. Notice to Explain

(Date)

(Name of Employee)

(Position)

(Department Name)

RE: NOTICE TO EXPLAIN

Dear Mr. / Ms _____:

It has come to the attention of the Company that you may have committed a violation of the Company's Code of Conduct, specifically **Art.VIII, Section __ , No. ____** thereof, committed as follows:

In view of the foregoing, you are hereby directed to submit to the undersigned within five (5) days from receipt hereof your written explanation on the above-stated incident, stating therein your reasons why no disciplinary action should be taken against you. You may also submit evidence which you would like to be considered in defense to the charges brought against you.

Your failure to submit your written explanation within the period provided shall be construed as waiver of your right to be heard and your case will be resolved on the basis of the existing evidence on record.

*Please be advised that the imposable penalty for this offense is DISMISSAL.

Please be guided accordingly and kindly acknowledge receipt hereof.

Very truly yours,

HR Head

Noted by: _____
Manager/ Vice President

Approved by: _____
President/ CEO/ COO

Acknowledgment Receipt:

(Signature over printed name of Recipient)

Date

cc: 201 File / Payroll

COD Form B-2. Notice of Preventive Suspension

(Date)

(Name of Employee)

(Position)

(Department Name)

RE: NOTICE OF PREVENTIVE SUSPENSION

Dear Mr. / Ms _____:

It has come to the attention of the Company that you may have committed a violation of the Company's Code of Conduct, specifically **Art.VIII, Section __ , No. ____** thereof, committed as follows:

In connection with the Notice of Violation dated _____ issued to you, pending investigation / hearing of the possible commission of the offense stated therein, you are hereby placed under preventive suspension without pay for a period of _____ days effective immediately upon your receipt hereof. You are hereby directed to promptly turn over all your pending assignments to your Supervisor or Department Manager.

You shall be notified in due course of the scheduled administrative investigation to be conducted by the Company and you are hereby requested to make yourself available on said dates.

Please be guided accordingly and kindly acknowledge receipt hereof.

Very truly yours,

MANAGER/SUPERVISOR

Position Title

Approved by:

President/ CEO/ COO

Acknowledgment Receipt:

(Signature over printed name of Recipient)

Date

cc: 201 File / Payroll

COD Form C. Disciplinary Action Report

I. Employee Information

Name of Employee	Position
Department	If sea-based, indicate vessel name
Date Hired	Years of Service in Present Position

II. Offense/s Charged

COD Section #	Date Committed
Offense	

III. Facts of the Case

After conducting the requisite investigation in the course of which subject employee was afforded opportunity to explain his side on the charges against him, the following facts were established:

1)
2)
3)

IV.Mitigating / Aggravating Circumstances

1)
2)
3)

V.Conclusion / Findings

--

VI.Recommendation

--

Prepared by:

Approved by:

NAME OF DEPT. HEAD

Position Title

or

COMMITTEE ON DISCIPLINE

President/ CEO/COO

Noted by:

Manager/Vice President

COD Form D. Notice of Investigation / Hearing

(Date)
(Name of Employee)
(Position)
(Department Name)

RE: NOTICE OF INVESTIGATION / HEARING

Dear Mr. / Ms _____:

In connection with the Notice of Violation dated _____ issued to you, you are hereby notified that an investigation / hearing will be conducted on _____ (Date/Time) at the 12th Floor Udenna Tower, Rizal Drive corner 4th Avenue Bonifacio Global City, Taguig City, regarding the possible commission of a violation of the Company's Code of Conduct, specifically Art. IX, Section __, No. ____.

You are hereby requested to appear before the Committee on Discipline at the above-mentioned date, place and time in order to explain why no administrative disciplinary action should be taken against you for the commission of the afore-mentioned offense(s). At the investigation/hearing, you shall have the option to bring your lawyer to assist you. Failure to appear and present evidence in your favor will be considered a waiver on your part to be heard.

Very truly yours,

HR Head

Noted by: _____
Manager/ Vice President

Approved by: _____
President/ CEO/ COO

Acknowledgment Receipt:

(Signature over printed name of Recipient)

Date

cc: 201 File / Payroll

COD Form E-1. Notice of Disciplinary Action

(Date)
(Name of Employee)
(Position)
(Department Name)

RE: NOTICE OF DISCIPLINARY ACTION

Dear Mr. / Ms. _____:

After conducting an investigation of the charge(s) against you for violation of Art. VIII, Section __, No. ____, of the Company's Code of Conduct and after taking into consideration your written explanation thereon, as well as other evidence on hand, Management has found you culpable for commission of the following offense/s:

In view of the foregoing, please be advised that effective _____ Management in the exercise of its prerogatives and pursuant to the Company's Code of Discipline hereby:

	Reprimands and admonishes you for commission of the abovementioned offense, and places you under observation for a period of sixty (60) days from receipt hereof
	Imposes upon you Suspension without pay for a period of ____ days and places you under observation for a period of ____ days from receipt hereof

This decision, however, is without prejudice to whatever legal action that the Company shall deem appropriate to take against you to protect its interest from the consequences of your aforementioned infraction(s).

Very truly yours,

HR Head

Noted by: _____
Manager/ Vice President

Approved by: _____
President/ CEO/ COO

Acknowledgment Receipt:

(Signature over printed name of Recipient)

Date

cc: 201 File / Payroll

COD Form E-2. Notice of Termination of Employment

(Date)
(Name of Employee)
(Position)
(Department Name)

RE: NOTICE OF TERMINATION OF EMPLOYMENT

Dear Mr. / Ms _____:

After conducting an investigation of the charge(s) against you for violation of Art.VIII, Section __, No. ____, of the Company’s Code of Conduct and after taking into consideration your written explanation thereon, as well as other evidence on hand, Management has found you culpable for commission of the following offense/s:

In view of the foregoing, please be advised that effective _____ Management in the exercise of its prerogatives and pursuant to the Company’s Code of Discipline hereby terminates your employment with the Company.

This decision, however, is without prejudice to whatever legal action that the Company shall deem appropriate to take against you to protect its interest from the consequences of your aforementioned infraction(s).

Very truly yours,

HR Head

Noted by: _____
Manager/ Vice President

Approved by: _____
President/ CEO/ COO

Acknowledgment Receipt:

(Signature over printed name of Recipient)

Date

cc: 201 File / Payroll

COD Form F. NOTICE OF EXONERATION

(Date)

(Name of Employee)

(Position)

(Department Name)

RE: NOTICE OF EXONERATION

Dear Mr. / Ms _____:

After conducting the requisite investigation of the charge against you for alleged violation of the Company’s Code of Conduct, specifically Art. VIII, Section __, No. ____, at which investigation you were afforded the opportunity to explain and defend your side, Management has decided to clear and exonerate you of said charge for lack / insufficiency of evidence.

Very truly yours,

HR Head

Noted by:

Approved by:

Manager/ Vice President

President/ CEO/ COO

Acknowledgment Receipt:

(Signature over printed name of Recipient)

Date

cc: 201 File / Payroll

THE CODE OF CONDUCT

ACKNOWLEDGEMENT

This is to acknowledge that I have received, read and understood The Company's Code of Conduct and I undertake to abide by the provisions thereof.

I understand that this copy of the Code of Conduct given to me is the property of the Company, and I undertake to return the said copy to the Company in the event of my resignation or termination of my employment with the Company.

Employee's Signature over printed name
Date:

Department

Note: Employee should sign this page and submit the signed copy to HR for filing in the employee's 201 File.



CHELSEA LOGISTICS AND INFRASTRUCTURE HOLDINGS CORP.

DAVAO HEAD OFFICE
Stella Hizon Reyes Road
Bo. Pampanga Davao City 8000
Tel: +6382 224.5373

MANILA OFFICE
12th Floor Udenna Tower, Rizal Drive corner 4th Avenue
Bonifacio Global City, Taguig City 1634
Tel: +632 403.4015
Fax: +632 403.4022

Website: www.chelsealogistics.ph
Email: info@chelsealogistics.ph
Facebook: @ChelseaLogistics