



2nd June 2016

Dear Colleague,

Christ's peace!

This Code is designed to guide you to the high standards of conduct expected of you as a member of the Xavier University community. You will find it helpful in the sense that you know what is expected of you and what you can expect from your peers.

If you have been with us for a while, you should have undergone a re-orientation on this Code. If you missed the scheduled re-orientation, it is your responsibility to review it as soon as possible. If you are a new employee, it is important that that you read this carefully before accepting an offer of employment with us.

You can easily access this Code of Conduct on the HRO link under the President's Office in our website. Hard copies will be issued to Unit Offices for reference of those without access to the internet. This system allows us to update the Code as needed and is consistent with our green campus agenda.

Amendments will be issued from time to time via email and memoranda. It is important that you also familiarize yourself with these amendments. If you require further clarification, please talk to your Unit Head or an HRO staff member.

Let us work together to ensure that our efforts towards realizing XU's mission are with God's grace, fulfilling and successful.


Roberto C. Yap SJ
President

XAVIER UNIVERSITY – ATENEO DE CAGAYAN

In consortium with ATENEO DE DAVAO UNIVERSITY and ATENEO DE ZAMBOANGA UNIVERSITY

OFFICE OF THE PRESIDENT

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Code of Conduct

Effective June 1, 2014

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I. DEFINITION OF TERMS

1. **Abandonment of Work.** Art. 282 of the Labor Code defines abandonment as failure to report for work or absence without justifiable reason and a clear intention to sever the employer-employee relationship. For administrative purposes, unauthorized absence from work for five (5) consecutive working days during which he failed to communicate or explain his absence is presumption that the employees intends to abandon his job.
2. **Absence With Out Permission (AWOP).** Unauthorized absence from work for a single day that is unsupported by an approved leave application five (5) days after it shows on the time records. This is without pay even with leave credits.
3. **Confidential Information** (including text messages, emails, and postings on the internet). Information that IF divulged to third parties or unauthorized persons, may embarrass or discredit the University. Divulging confidential information may only be done with written approval from authorized persons.
4. **Emergencies** consists of unforeseen circumstances such as fire; flood; typhoon; transportation crisis; death, hospitalization or accident involving either the employee personally or the immediate member of his family which shall include the legitimate spouse, children, natural parents, siblings, and parents in law; court appearance or similar situation. Leaves due to the above are chargeable to paid Emergency Leave of six (6) days, plus two (2) days without pay, when supported by official documentation.
5. **Email.** The XU Email is used as an interactive medium. The time of your receipt of message is determined to be the same time as when it is indicated into the system. In case you are absent at the time this was sent, the date of receipt is the same date your presence was documented by your timecard, Biometrics, or the University RFID System.
6. **Habitual Absenteeism.** Unexcused absences of five (5) or more days in a month within a quarter, or fifteen (15) days cumulative within the SY. This also includes absences which show a pattern i.e. (Monday, Friday, or Saturday) sickness over several months within the school year.
7. **Late.** Arriving at work five (5) minutes later than the official time. Habitually late is reporting for work beyond the grace period five (5) times a month.
8. **Lunch Breaks and Rest Periods** consist of an hour-long lunch and AM/PM snack breaks of 20 minutes each.

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II. POLICY REVIEW

1. Upon employment and each time an employee is promoted, he is required to submit an Acknowledgement of Code of Conduct which signifies that he has read, understood and will abide by it.
2. Teaching and Non-Teaching Academic Personnel play a special role in the advancement of knowledge, therefore in addition to the Labor Code, they are governed by the ff.:
 - 2.1 Revised Manual of Regulations for Private Basic Institutions (RMRPS 2010)
 - 2.2 Manual of Regulations for Private Higher Education(MORPHE 2008)
 - 2.3 Manual of Regulations for Technical Vocational Educational Institutions (TVET)

III. CORRECTIVE ACTION SCHEDULE¹

VR	Verbal Reprimand
WR	Written Reprimand
WS	Stern WR with Warning to Suspension
1S	1 Day Suspension Without Pay
3S	3 Days Suspension Without Pay
7S	7 Days Suspension Without Pay*
15S	15 Days Suspension Without Pay With Warning to Dismissal
D	Dismissal

¹XUNTELU members should further refer to their CBA.

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1. WORKING HOURS²

Observe your work hours faithfully. Arrive at your work area on time, ready to begin the day's work, and do not leave before dismissal time. During work hours, stay at your work area except when you have to transact University business off-campus or in offices or departments other than your own.

	1 st Offense	2 nd	3 rd	4 th	5 th
1.1 Habitually late for work (5X in a month)	VR	WR	WS	1S	3S
1.2 Leaving early w/o good reason & w/o Unit Head's (UH) permission	VR	WS	1S	3S	7S
1.3 Leaving the work area during work hours w/o authorization & valid reason	VR	WS	1s	3s	7s
1.4 Sleeping / loitering during work hours	VR	WS	7S	15S	D
1.5 Abusing rest periods or lunch breaks	VR	WS	1S	3S	7S

²Those hired on or before 1995 will continue to enjoy 39 working hours per week, i.e. 8AM to 12NN and 2PM to 5PM, Monday to Friday and 8AM to 12NN on Saturday.

TIME RECORDS

Time records are records to support your compensation. Keep daily time records and make only true and correct entries in your time records.

2.1 Falsifying entries in time records	D				
2.2 Filling in the time record of another	D				
2.3 Having time record filled in by another	D				
2.4 Unauthorized alterations on any time record	D				
2.5 Tampering w/the DTR machine, RFID or Biometrics Unit	D				
2.6 Making entries inconsistent w/ the approved schedule unless prior written approval was given by UH	D				
2.7 Failure to <i>time-in or out</i> 3X w/in one SY	VR	WS	3s	7s	D

3. LEAVES AND ABSENCES

All leaves, whether with or without pay, are subject to prior authorization. If, for any reason, you cannot report for work, inform your UH at least one hour prior to work (either by text, telephone, note, email or by personal messenger) the reason for your absence and how soon you can report back to work. This is not an automatic approval of the leave. Secure official approval for **VL one (1) to three (3) days prior to taking the leave. SL is filed** on the day you return to work.

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work (either by text, telephone, note, email or by personal messenger) the reason for your absence and how soon you can report back to work. This is not an automatic approval of the leave. Secure official approval for VL one (1) to three (3) days prior to taking the leave. SL is filed on the day you return to work.

3.1 One (1) day absence without UH permission, particularly on weekdays immediately before or after a weekend or paid holiday, even with VL credits	VR	WS	1S	3S	7S
3.2 Two (2) days absence without permission particularly on weekdays immediately before or after a weekend or paid holiday, even with VL credits	WS	1S	3S	7S	15S
3.3 Failure to return to work at end of approved leave without valid reason	WS	3S	6S	15S	D
3.4 Failure to send notice of absence at least one (1) hour before work time	VR	WR	WS	1S	3S
3.5 Failure to secure leave authorization before going on VL	VR	WR	WS	1S	3S
3.6 Taking a VL despite failure to secure leave authorization for the leave	WR	WS	1S	3S	7S
3.7 Feigning illness	VR	WR	WS	3S	7S
3.8 Habitual absenteeism or unexcused absences of fifteen (15) workdays within the SY	WS	3S	7S	15S	D
3.9 Abandonment of Work	D				

4. PERSONAL BEHAVIOR

In the performance of your duties, and in your working relation with others, observe the basic rules of courtesy and good behavior. Give due regard to the well-being of others regardless of position or rank.

4.1 Discourtesy/rudeness in language or behavior	VR	WR	WS	1S	3S
4.2 Use of profane or obscene language with a co-worker, client, parent, or student	VR	WR	WS	1S	3S
4.3 Engaging in horseplay or any other form of unruly behavior	VR	WR	WS	1S	3S
4.4 Gambling in any form within the University premises including online gaming or betting	WR	WS	7S	15S	D
4.5 Drinking of alcoholic beverages within University premises before, during or after work hours	WS	7S	15S	D	
4.6 Reporting to work under the influence of alcohol or prohibited drugs	WS	7S	15S	D	
4.7 Possessing, distributing, showing or lending to others obscene or pornographic materials	WS	D			

4.8	Provoking or instigating a fight, fighting (except in self-defense), threatening, intimidating any person on campus	WS	D				
4.9	Unjustifiably inflicting physical harm on another person within University premises	WS	D				
4.10	Possessing, using, distributing or peddling restricted or banned items such as alcohol, narcotics and other drugs.	D					
4.11	Refusal to take mandatory random drug testing	15S	D				

5. PERSONAL INTEGRITY

Observe high ethical standards and act in good faith in your dealings with the University and with others.

5.1	Falsely reporting official records or documents of the University	D					
5.2	Giving false testimony, or giving false information on personnel or other official records	D					
5.3	Offering or accepting bribes in connection with one's work	WS	15S	D			
5.4	Lending money at usurious rates of interest to fellow employees	WS	7S	15S	D		
5.5	Evading payment of personal debts	15S	D				
5.6	Using one's position or access to University records and other data to further personal interests	WS	15S	D			
5.7	Getting involved in immoral or illicit relationships or activities which violate common decency or morality	WS	D				
5.8	Betraying the University's trust & confidence	D					
5.9	Conducting yourself in a manner that will embarrass or discredit the University	WS	D				
5.10	Commission or being party to the commission of a criminal offense against the person or property of a fellow employee or any member of the University Community	D					
5.11	Any conviction in a court of law	D					
5.12	Commission of acts of sexual harassment as defined by our current criminal laws	D					

6. CONFIDENTIAL MATTER

If you are in custody of confidential records, safeguard any information in such records as well as those conveyed to you in confidence. Examples of records classified as confidential are personnel records, salary records, examination papers, student grades and psychological test reports.

6.1	Divulging or providing access of confidential information to unauthorized persons	WS	15S	D		
6.2	Obtaining unauthorized access to confidential information	D				

7. WORK PERFORMANCE

Know the duties of your position, make productive use of time and equipment, give a good day's work, and maintain services at an acceptable level of competence. Apply yourself to the official business of the University, deferring personal business outside of working hours.

7.1	Unsatisfactory work performance for no valid reason in any particular day or assignment	3S	7S	15S	D	
7.2	Repeated mistakes due to carelessness, negligence, or inattentiveness to the assigned work	7S	15S	D		
7.3	Unexplained failure to perform regular duties or special assignment	7S	15S	D		
7.4	Restricting output, slowing down, or encouraging others to do so	7S	15S	D		
7.5	Failure or refusal to report for overtime work without valid reason when needed or after being scheduled to work according to the University policy on overtime	WS	3S	7S	15S	D
7.6	Attending to personal transaction(s) during working hours	7S	15S	D		
7.7	Deliberate insubordination or intentional failure or refusal to carry out reasonable orders, instructions or directives of superiors	WR	WS	7S	15S	D
7.8	Gross or habitual negligence of duties	D				

8. RESPONSIBILITY FOR FUNDS OR PROPERTY

Exercise care and diligence in handling University funds and property entrusted to your custody by virtue of your position or by direct authorization or assignment. Likewise, respect each other's personal property.

8.1	Misuse or carelessness with tools & equipment resulting in damage to University property	WS	7S	15S	D	
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8.2	Failure to report, as soon as possible any significant loss or damage to University property	WR	WS	7S	15S	D
8.3.	Failure to observe security precautions resulting in loss of University funds or property	WR	WS	7S	15S	D
8.5	Removal of University property from campus without your supervisor's authorization	WS	15S	D		
8.6	Removal of University property to which you have not been assigned, or using University property for personal gain	D				
8.7	Withhold from the University any fund or property belonging to or entrusted to the University	D				
8.8	Misappropriation of University funds for one's own use or benefit	D				
8.9	Stealing University property or the personal property of another	D				
8.10	Deliberately causing damage to University property	D				
8.11	Unauthorized disposal of University property	D				
8.12	Unauthorized substitution of University material or equipment with another or of poorer quality, or of lesser value	D				
8.13	Alteration or removal, without authorization, of any property of the University or of other employees resulting in irreparable damage thereto	D				
8.14	Obtaining supplies or materials on fraudulent orders	D				
8.15	Any attempt to falsify expense reports, receipts, invoices or any other document, upon which reimbursement is based	D				

9. SECURITY AND SAFETY MEASURES

Take reasonable security and safety precautions. Report any security or safety hazards promptly to your work supervisor. Report any accident or injury immediately.

9.1	Deliberate disregard or violation of security and safety rules, including fire, theft, and campus traffic regulations; refusal to submit to security requirements	15S	D			
9.2	Unauthorized possession of deadly weapon, including bladed weapons, firearms and explosives, on University Premises	D				
9.3	Unnecessary and dangerous display of	D				

Firearms, licensed or unlicensed, or of any other deadly weapon, on University Premises					
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10. HEALTH AND SANITATION

Safeguard your health and show consideration for the well-being of your fellow employees. Practice good health habits and help in keeping your workplace clean.

10.1 Engaging in unsanitary acts or habits (i.e. spitting, urinating) within the University premises	WR	WS	7S	15S	D	
10.2 Harboring an illness which, because of its infectious nature, endangers the health of others	WS	15S	D			
10.3 Ignoring recommendations of your attending physician regarding health matters	WS	7S	15S	D		
10.4 Submitting someone else's chest x-ray as your own for purposes of medical clearance	D					
10.5 Smoking in buildings and covered areas within University premises	15S	30S				
10.6 Failure to undergo annual physical exam as scheduled by the University	WS	1S	3S	7S	15S	D

11. VARIOUS EMPLOYEE ACTIVITIES

Exercise discretion should you engage in individual or group activities in the University.

11.1 Engaging, during work hours, in membership drives, meetings, or other activities unrelated to the official business of the University	VR	WR	WS	3S	7S
11.2 Using University facilities at any time for such activities without prior permission from the University Administrators	VR	WR	WS	3S	7S
11.3 Posting, writing or removing material on the University bulletin boards w/o proper authorization	VR	WR	WS	3S	7S
11.4 Engaging in unauthorized solicitation using the name of the university	WR	WS	3S	7S	15S
11.5 Using University time for vending activities	WR	WS	7S	15S	D

12. SEXUAL HARASSMENT

Grave misconduct, immorality, or any act of Sexual Harassment committed inside or outside the University Campus and beyond working hours, if proven, are valid grounds for Termination or Dismissal.

The following are acts of sexual harassment:

12.1	Persistently telling smutty jokes to a co-employee or student who has indicated that he/she finds these offensive	15S	D			
12.2	Taunting a co-employee or student with constant talk of sex or sexual innuendos	15S	D			
12.3	Displaying offensive pictures or publications in the workplace or classroom	15S	D			
12.4	Asking a co-employee or student intimate questions on his/her sexual activities	15S	D			
12.5	Making offensive hand or body gestures at a co-employee or student	15S	D			
12.6	Making obscene phone calls to a co-employee or student during and outside work hours, or school hours etc.	15S	D			
12.7	Pinching, unnecessarily brushing up against a co-employee's or student's body	D				
12.8	Requesting for dates or favors in exchange for grades, school requirements, scholarship, a seminar, training, a job, favorable work conditions or assignments, etc.	D				
12.9	Touching a co-employee or student in sensitive parts of his/her body to threats of a sexual nature and actual sexual assault	D				
12.10	Directing or inducing another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed shall also be liable under these rules. Penalty shall likewise be imposed on the person who induced or cooperated.	D				