



COMPANY RULES AND REGULATIONS

2017
EDITION

THE MANILA BULLETIN PUBLISHING CORPORATION

VISION

The Manila Bulletin Publishing Corporation, a publicly held corporation in the Philippines which publishes in print and online a daily broadsheet, tabloid-sized newspapers and various magazines in English, Filipino and the vernaculars, sees journalism as an instrument for the establishment of a just and fair society of citizens who love their country, work in unity for the common good of the people, advocate the interests of the people above of the self, and through this view, contribute to the creation of a society of free citizens enjoying prosperity and progress equitably.

MISSION

In contributing to the pursuit of this vision of a just and prosperous society, the mission of the Manila Bulletin Publishing Corporation through its publications is to provide Filipinos in their country and Overseas Filipino Workers and residents accurate and objective news of the Philippines, without embellishment or advocacy of persons and parties but only in ideas. In doing so, it will strive to be positive rather than negative in its coverage and interpretation, build-up rather than destroy, encourage rather than take a stand of negative criticism and be courageous in reporting abuses and dishonesty, so that the medium will become an instrument of construction rather than destruction, without neglecting its critical function in society.

RULES & REGULATIONS

These Rules & Regulations govern employees of the Manila Bulletin Publishing Corporation regarding the Observance of Office Hours, Use of Timecard, Absences, Conduct & Behavior, Safety, Special Rules for Editorial Staffers and providing for disciplinary sanctions for violations therefor.

Article I

OBSERVANCE OF OFFICE HOURS

A. Regular Office Hours:

1. For Daytime Employees — the regular office hours for all daytime employees shall be eight (8) hours per day.
2. For Nightshift Employees — the regular office hours for all nightshift employees shall be seven (7) hours per tour of duty. For this purpose, nightshift employees shall refer to employees whose regular office hours begin at 6 p.m. onwards.
3. For Pressman — by way of exception to the foregoing, the regular working hours of a pressman shall be from start to finish. Provided, however, that should there still be work to be performed, a pressman shall continue to render service, up to the end of his tour of duty.

B. Change of Work Schedule:

1. An employee shall not change his regular office hours, except upon the recommendation of his Department Head and only with prior authorization from the Administration Department.

For violation hereof, the employee concerned, as well as his Department Head, who authorizes or acquiesces with such change of work schedule, shall be meted the following penalties:

First Offense : Reprimand
Second Offense : Seven (7) days suspension
Third Offense : DISMISSAL

C. Tardiness:

1. All employees are required to report for work punctually. Excuses for tardiness, valid or otherwise, shall not be allowed.

2. A daily grace period of fifteen (15) minutes, counted from the start of an employee's regular office hours, shall be allowed each employee for purposes of reporting for work.
3. A monthly grace period of sixty (60) minutes is allowed each employee from which time, in excess of the daily grace period of fifteen (15) minutes shall be deducted.
4. An employee, who arrives late for work after having already consumed the allowed monthly grace period of sixty (60) minutes, shall for each offense [which shall comprise of three (3) instances of tardiness] within a year, be penalized as follows:

First to Tenth Offenses : Reprimand

Eleventh Offense : Seven (7) days suspension

Twelfth Offense : Fifteen (15) days suspension

Thirteenth Offense : DISMISSAL

5. Tardiness shall be charged against the employee's salary as follows:

One (1) hour or less : No salary deduction

More than one (1) hour : One (1) hour salary deduction

More than two (2) hours : Two (2) hours salary deduction

More than three (3) hours : Treated as half-day absence

D. Overtime:

1. Overtime work for each employee should not exceed eight (8) hours per day, and in no case, more than thirty (30) hours per week.
2. Department Heads should monitor daily the overtime of employees. The Overtime Report Form (ORF) should be accomplished by the employee and shall be signed by the department head for approval prior to rendering actual overtime for the day.
3. Overtime report form shall be submitted to HRD in accordance with the deadline and guidelines set by Administration Department. Any amendment (i.e. addition or reduction of hours/employees) may be made within the same deadline and countersigned by the immediate approving department head.
4. Overtime report form submitted after the deadline will be considered INVALID and will therefore not be paid. Superior concerned will be held primarily responsible for timely submission of overtime report form.

5. No employee shall render overtime work unless he has completed his eight (8) hour tour of duty. For this purpose, the eight-hour tour of duty shall include the 15 minutes grace period. If the employee arrives after the 15 minute grace period, he should not be allowed overtime work as a general rule.
6. However, when the exigency of the service requires, the immediate supervisor may allow overtime to be rendered despite non-completion of the eight-hour period provided the reasons are indicated in the Overtime Report Form (ORF).

E. Undertime:

1. Undertime shall refer to office hours not rendered by an employee who has left his work and the company premises during or before the end of his tour of duty. Undertime cannot be offset by extra work performed on the same day or in any other day.
2. Undertime incurred by an employee, excused or unexcused, shall be accumulated and the monetary equivalent thereof shall be deducted from the employee's pay.
3. An employee shall not be allowed to incur undertime, except with prior authorization from Management. The employee concerned should duly accomplish and submit the Leave Request Form to HRD. Violation hereof shall be penalized as follows:

First Offense : Reprimand
Second Offense : Seven (7) days suspension
Third Offense : DISMISSAL

F. Other Jobs

1. All employees engaged in any other involvement outside the company's operations (whether paid or voluntary) should make a expressed declaration and will be subject to management's prior approval. Failure to do so may lead to IMMEDIATE DISMISSAL.

Article II
USE OF TIME CARD

A. Punching of Time Card:

1. All employees are required to come on the time fixed by the Company for their work.
2. For Regular Office Hours — time cards should be punched-in and punched-out personally by the employee at the beginning and end of his regular office hours.
3. For Overtime — time cards should be punched-in and punched-out personally by the employee at the beginning and end of his overtime work, respectively.
4. An employee who fails to punch-in or punch-out personally his time card as above-mentioned shall be penalized as follows:

First to Fourth Offenses : Reprimand

Fifth Offense : Seven (7) days suspension

Sixth Offense : Fifteen (15) days suspension

Seventh Offense : DISMISSAL

5. Biometrics Device — all required employees (probationary and regular) should use the biometrics device in lieu of timecards at the beginning and end of his regular office hours.

B. Punching Others' Time Card:

1. An employee is strictly prohibited from punching-in or punching-out time cards not pertaining to him. For violation hereof, the employee punching-in or punching-out the time card of another, as well as the employee, who authorizes or acquiesces with the same, shall be penalized as follows:

First Offense : Seven (7) days suspension

Second Offense : DISMISSAL

C. Custody of Time Card:

1. An employee's time card is the property of the Company. It shall be placed at the card rack at all times.

2. For authorized purposes, an employee may be allowed to take temporary custody of his time card, provided, that he shall notify HRD and that he shall return the same before the end of his tour of duty for the day. Violation hereof shall be penalized as follows:

First Offense : Reprimand
Second Offense : Seven (7) days suspension
Third Offense : DISMISSAL

3. An employee whose time card is missing shall immediately report the same to HRD on the date of discovery thereof. Violation hereof shall be penalized as follows:

First Offense : Reprimand
Second Offense : Seven (7) days suspension
Third Offense : DISMISSAL

4. Department Heads should always indicate the date, opposite their signatures, whenever they sign time cards of employees.

Article III

ABSENCES

A. Coverage:

1. The term "absence", as it is used herein, shall cover both whole-day and half-day absences.

B. Absenteeism:

1. An employee shall not incur any absence, except when it is authorized or justified.
2. An employee's absence is authorized if it is with prior authorization from Management.
3. An employee's absence is justified if caused by:
 - a. Employee's sickness or injury. An employee, who gets sick or is injured while in the company premises, should consult the company doctor or nurse. If the employee gets sick or injured outside company premises and prefers to consult another doctor, he should submit himself to medical examination by the

company doctor on the first day he resumes working and he should present a medical certificate from the doctor who treated him.

- b. Serious sickness or injury suffered by a member of the employee's immediate family, which in this case are his legitimate spouse, children and parents.
 - c. Death of a member of the employee's immediate family, including his brothers and sisters by consanguinity. Provided that, in case of death of an employee's brother or sister by consanguinity, only one (1) day of absence shall be allowed.
 - d. Emergency cases as may be justified by the Department Head. For this purpose, the term "emergency cases" shall refer to unusual and unforeseen occurrences directly affecting an employee or any member of his immediate family, which requires his immediate and personal attention (e.g. damage to domicile due to fire, typhoon or earthquake, or vehicular accidents).
4. Management, at its discretion or upon the request of the Department Head, may allow the company nurse to conduct home visits for sick or injured employees.
5. Authorized absences shall first be charged against the employee's accumulated vacation leave credits. If the same is not sufficient, the employee's accumulated sick leave credits, if any, may be used, otherwise, it shall be without pay.
6. Justified absences due to the employee's sickness or injury shall first be charged against the employee's accumulated sick leave credits, if any, before charging the same to SSS, as may be applicable. Thereafter, the employee may avail of his accumulated vacation leave credits in case of prolonged illness.
7. An employee, who incurs an unauthorized or unjustified absence (AWOL), shall for every day of AWOL be penalized as follows:

First to Fourth Offenses : Reprimand
Fifth Offense : Seven (7) days suspension
Sixth Offense : Fifteen (15) days suspension
Seventh Offense : DISMISSAL

8. An employee, who falsely represents about his sickness or injury, or the sickness, injury or death of a member of his immediate family, or death of his brother or sister by consanguinity, shall be penalized as follows:

First Offense : Fifteen (15) days suspension
Second Offense : DISMISSAL

C. Notice In Case Of Absence:

1. For authorized absences, the employee concerned shall file a duly accomplished leave request form signed and approved by the Department Head and submitted to HRD at least two (2) days before his intended day of absence.
2. For absences due to justifiable causes, the employee concerned shall personally call first his Department Head, as well as HRD whenever practicable, on the first day of his absence before his tour of duty.
3. Should an employee fail to give due notice of his absence as above-mentioned, his absence shall be deemed unauthorized or unjustified, as the case may be, and shall be penalized in accordance with the previous section.

Article IV

CONDUCT AND BEHAVIOR

A. Misconduct:

1. Rudeness and/or quarrelling with customers in general shall be penalized as follows:

First Offense : Reprimand
Second Offense : Seven (7) days suspension
Third Offense : DISMISSAL

2. Disrespect or misbehavior against co-employees, supervisors, company officials and the company shall be penalized as follows:

First Offense : Reprimand
Second Offense : Seven (7) days suspension
Third Offense : DISMISSAL

Provided, that gross disrespect or serious misbehavior (e.g. ill-manner, insulting and offensive utterances, etc.) against supervisors, company officials and the company shall be penalized by IMMEDIATE DISMISSAL.

3. Tampering, defacing, damaging or destroying company property or another employee's property, shall be penalized as follows:

First Offense : Reprimand
Second Offense : Seven (7) days suspension
Third Offense : DISMISSAL

Provided, that where there is clear intent to willfully destroy or sabotage the company's property, the penalty shall be IMMEDIATE DISMISSAL.

4. Working or entering the company premises while under the influence of illegal/prohibited drugs or regulated drugs (without prescription) shall be penalized as follows:

First Offense : Seven (7) days suspension
Second Offense : DISMISSAL

5. Possession, sale or use of illegal drugs, its derivatives or any instrument, apparatus or other paraphernalia to inject, ingest, inhale or administer illegal drugs into the human body, during company time or within the company premises, shall be penalized by IMMEDIATE DISMISSAL. Provided, however, that use of restricted drugs as per doctor's prescription or for legitimate purposes shall not be penalized.

6. Working while intoxicated is prohibited. Drinking liquor or any alcoholic beverage during company time within the company premises, except as may be warranted under the circumstances (e.g. during company anniversaries, official gatherings, etc.), shall be penalized as follows:

First Offense : Reprimand
Second Offense : Seven (7) days suspension
Third Offense : DISMISSAL

7. Carrying of any deadly weapons during company time or within company premises shall be penalized as follows:

First Offense : Reprimand
Second Offense : Seven (7) days suspension
Third Offense : DISMISSAL

Provided, that carrying of unlicensed firearms or explosive materials during company time or within company premises shall be penalized by IMMEDIATE DISMISSAL.

8. Taking part in illegal gambling during company time or within the company premises shall be penalized as follows:

First Offense : Reprimand
Second Offense : Seven (7) days suspension
Third Offense : DISMISSAL

9. Sleeping while on duty shall be penalized as follows:

First Offense : Reprimand
Second Offense : Seven (7) days suspension
Third Offense : DISMISSAL

10. Loitering or loafing during working hours, leaving work and workstation except during the prescribed periods, leaving the machine or equipment unattended without proper relief or making unnecessary noise whether or not resulting to delay in production, or affecting the productivity of the company or another employee, shall be penalized as follows:

First Offense : Reprimand
Second Offense : Seven (7) days suspension
Third Offense : DISMISSAL

11. Unauthorized use of the company's logos, trademarks, business name and other intellectual properties; making malicious, defamatory or false accusations and/or statements concerning the good name of the company, its products or any of its employees shall be penalized as follows:

First Offense : Seven (7) days suspension
Second Offense : DISMISSAL

12. Concealing from Company authorities an employee's affliction with contagious and/or dangerous diseases, shall be penalized as follows:

First Offense : Seven (7) days suspension
Second Offense : DISMISSAL

13. Fighting or instigating a fight during company time or within the company premises, or intimidating a fellow employee, except to defend himself against an unprovoked assault, shall be penalized as follows:

First Offense : Seven (7) days suspension
Second Offense : Fifteen (15) days suspension
Third Offense : DISMISSAL

Provided, that fighting, instigating a fight or seriously intimidating a supervisor or company official, without provocation, shall be penalized by IMMEDIATE DISMISSAL.

14. Assault on co-employees, subordinates, supervisors and company officials shall be penalized as follows:

First Offense : Seven (7) days suspension
Second Offense : Fifteen (15) days suspension
Third Offense : DISMISSAL

Provided, that assault against supervisors and company officials, without provocation, shall be penalized by IMMEDIATE DISMISSAL.

15. Unauthorized collection of fees, charges, "kickbacks" and other dues or solicitation of loans from advertisers, suppliers, deliverymen, dealers and other clients; and diverting revenue which should be earned by the company to any third party shall be penalized as follows:

First Offense : Seven (7) days suspension
Second Offense : DISMISSAL

16. Commission of immoral and/or indecent acts during company time or within the company premises; or any other acts which cast dishonor, discredit or embarrassment or which are inimical to

the company's good name, interests and/or reputation, shall be penalized as follows:

First Offense : Seven (7) days suspension
Second Offense : DISMISSAL

17. Divulging or disseminating company trade secrets and/or confidential information shall be penalized by IMMEDIATE DISMISSAL.
18. Falsely testifying in bad faith in any investigation or inquiry authorized or conducted by the Company or its duly authorized officer, or giving false testimony against the Company or on any matter affecting the Company's interests, shall be penalized by IMMEDIATE DISMISSAL.

B. Insubordination:

1. Disobedience to the reasonable and lawful instructions, orders and memoranda of the supervisor, company official or Management, whether verbal or written, shall be penalized as follows:

First Offense : Reprimand
Second Offense : Seven (7) days suspension
Third Offense : DISMISSAL

Provided, that willful disobedience to reasonable and lawful instructions, orders and memoranda, without justifiable cause, shall be penalized by IMMEDIATE DISMISSAL.

2. Refusing without valid reason a request to answer questions or inquiries in an investigation, pertaining to matters within the employee's personal knowledge, authorized or conducted by the Company or its duly authorized officer, shall be penalized as follows:

First Offense : Seven (7) days suspension
Second Offense : DISMISSAL

C. Dishonesty:

1. Use of company time, materials and/or other equipment for unauthorized work, including the unauthorized use of computer

terminals for transmitting any message, whether personal or for clients in the guise of public relations, shall be penalized as follows:

First Offense : Reprimand
Second Offense : Seven (7) days suspension
Third Offense : DISMISSAL

2. Stealing or attempting to steal company property, or securing materials, equipments, tools, supplies or spare parts through fraudulent orders or receipts, shall be punished by IMMEDIATE DISMISSAL.
3. Falsification or forgery of any company document shall be punished by IMMEDIATE DISMISSAL.

D. Negligence

1. The negligent act of an employee within a year shall be dealt with in accordance with the following schedule of penalties:

1st Offense : Warning
2nd & 3rd Offense : Reprimand
4th Offense : Seven (7) days Suspension
5th Offense : Fifteen (15) days Suspension
6th Offense : Thirty (30) days Suspension
7th Offense : Dismissal

Provided that if the negligence causes actual damages to the company, the employee may be required to reimburse the company according to the following schedule:

Amount of Actual Damages:

Php 50,000.00 or less : 5% of actual losses
Php 50, 001.00 and above : 10% of actual losses

Provided that the monetary penalty for actual losses shall not exceed the amount of Php10,000.00 for every given instance.

Provided further that the monetary penalty herein mentioned shall be deducted from the salary of the employee concerned in such amount not exceeding 20% of the employee's salary in a month. Provided lastly, that an employee's liability for actual losses shall prescribe after one (1) month from date of the negligence causing the same.

2. Gross and/or habitual negligence shall be meted the penalty of dismissal notwithstanding the foregoing.

Gross negligence means absence of or failure to exercise care or diligence, or the entire absence of care. It evinces a thoughtless disregard of consequences without exerting any effort to avoid them.

The following shall be considered in determining if the act of negligence is gross: (1) damages against goodwill, reputation, etc. of the company, (2) the degree of recklessness committed by the employee (3) actual damages.

For the purpose of determining the guilt of an employee for gross negligence, a committee shall be convened composed of the representatives from Administration, the Union and the Legal Office. The scope of their duty is to determine the presence of negligence and the extent and gravity of the offense.

Article V **SAFETY**

A. Smoking:

1. Smoking within the company premises shall be penalized as follows:

First Offense : Reprimand
Second Offense : Seven (7) days suspension
Third Offense : DISMISSAL

B. Sanitation:

1. Creating or contributing to unsanitary conditions, violating ordinary rules on sanitation, urinating within the vicinity and/or the perimeter walls of the company premises, failure to clean work area, or put away properly company tools, equipment or materials before retiring shall be penalized as follows

First Offense : Reprimand
Second Offense : Seven (7) days suspension
Third Offense : DISMISSAL

2. Employees are enjoined to observe and maintain, at all times, cleanliness and hygiene in the use of comfort rooms/wash rooms. For this purpose, employees should use only the comfort rooms/wash rooms located at their respective floors or designated areas.

C. Use of Equipment & Vehicles:

1. Allowing another employee to train or practice on any equipment or company property unless prior clearance is obtained from Management shall be penalized as follows:

First Offense : Reprimand
Second Offense : Seven (7) days suspension
Third Offense : DISMISSAL

2. An employee shall not take down, misplace or toy with the company's fire extinguisher, and sound false fire alarms. Any violation hereof shall be penalized as follows:

First Offense : Reprimand
Second Offense : Seven (7) days suspension
Third Offense : DISMISSAL

3. Using company property for any illegal purpose or in the commission of any act prohibited by law shall be penalized as follows:

First Offense : Seven (7) days suspension
Second Offense : DISMISSAL

4. An employee shall not drive any company vehicle unless duly authorized as a company driver or otherwise cleared by Management. Any violation hereof shall be penalized as follows:

First Offense : Seven (7) days suspension
Second Offense : DISMISSAL

5. An employee shall use Company computers of whatever nature, whether desktop, laptop, tablet, including cellphones and other computing gadgets only for official/work purposes.

Accordingly, the following usages of company computers are prohibited:

- a. Playing/downloading of movies, games and other forms of entertainment software or media;
- b. Unauthorized/unofficial Internet access for personal chatting, messaging, surfing and/or social networking; and
- c. Other uses which are non-work related.

The bringing in of personal computers of whatever nature, whether desktop, laptop, tablet, other computing gadgets and game consoles are not prohibited. However, an employee shall not use personal computing devices during working hours for the same usages as prohibited above.

Any violation hereof shall be penalized as follows:

First Offense : Reprimand
Second Offense : Seven (7) days suspension
Third Offense : DISMISSAL

6. Company computers, monitors, printers and other accessories must be turned off when not in use, particularly, during lunch breaks and at the end of the employees' tour of duty.

Any violation hereof shall be penalized as follows:

First Offense : Reprimand
Second Offense : Seven (7) days suspension
Third Offense : DISMISSAL

D. Use of Safety Gears:

1. Employees are required at all times, during their tour of duty, to use the safety gears issued by the Company, otherwise, the employee concerned shall not be allowed to enter the work area or to render service. For violation hereof, the employee concerned, as well as the supervisor or Department Head who authorizes or acquiesces with the same, shall be penalized as follows:

First Offense : Reprimand
Second Offense : Seven (7) days suspension
Third Offense : DISMISSAL

Article VI

SPECIAL RULES FOR EDITORIAL STAFFERS

1. **Applicability of these Rules.** These special rules, in addition to the general rules specified above, shall govern members of the Editorial Staff. "Editorial Staff" pertains to editors, reporters and writers, videographers and photographers — print and digital platforms.
2. **Work Hours.** Members of the Editorial Staff shall be bound by the following rules:

Executive Editors including the Editor-in-Chief, the Associate Editors, The Managing Editor and Section Editors follow the general rule as stated above.

Mid-level editors including the Tabloid, Magazine Editors and deskmen are required to be present in their offices and perform their duties for at least six (6) hours. Their failure to fulfill this six-hour requirement shall be deemed as absence.

Beat reporters have no time requirements, subject to the rules of monitoring attendance below.

In-house writers are bound by the office rules and shall report like any other employee of the Company. They shall fulfill the eight (8) hour requirement and may avail of the flexi-time scheme.

3. **Day-Off and Special Allowances.** The Editorial Staff is allowed a weekly day-off. The Editor-In-Chief and/or the Managing Editor have the prerogative to change or modify days-off and beat assignments.

In the exigency of the service, the Staffer may extend service on orders from the desk or until the coverage is terminated, even on rest days.

As a general rule, staffers are not entitled to overtime pay. However, when the exigency of the service requires it, a special allowance in lieu of overtime pay shall be allowed upon the approval of the Editor-in-Chief and/or the Managing Editor.

4. **Use of Time-Cards.** Executive Editors need not maintain time-cards.

Mid-level editors shall use the biometric device and be bound by the office rules regarding its use.

Reporters in their beat doing field work are not required to use biometric device. For purposes of attendance, reporters shall be required to turn-in at least two (2) full articles per day. Failure to fulfill the daily two (2) full article requirement shall be cause for marking as absence on that day.

In-house writers shall use the biometric device be bound by the office rules in the same manner as all other employees of the Company.

5. **Reportorial Requirements for Beat Reporters.** Beat reporters are expected to be in their respective beats and are not required to report at the main office every day.

They are, however, required to report to their desk editors at least twice (2) a week and as directed.

They are likewise required to attend the regular quarterly meetings called by the Editor-in-Chief and/or the Managing Editor. Staffers shall likewise attend when called for special meetings.

Failure to attend the afore-stated meetings without notice and justifiable cause shall be meted the penalty of:

1st Offense : Warning
2nd & 3rd Offenses : Reprimand
4th Offense : Three (3) days suspension

6. **Absences.** Staffers shall follow the general rules for leaves of absences.

For beat reporters, failure to turn-in the requisite two (2) full articles per day shall be deemed absence.

For mid-level editors, failure to fulfill the minimum six (6) hour duty shall be considered as absence.

7. **Representation.** All staffers are required to report to work, either in the main office or in the field, in presentable attire appropriate to the beat assignment.
8. **Prohibition against PR Work.** All members of the Editorial Staff are prohibited from engaging in public relations work as a salaried Public Relations Officer, for any company or individuals, the

government or any of its instrumentalities, other than the Manila Bulletin Publishing Corporation. They are also prohibited from engaging in any other work without prior clearance or authority from the Management.

A staffer who shall act as such shall be required to quit the PRO job or resign from his position. If he persists on his PRO job, he shall be meted the penalty of IMMEDIATE DISMISSAL.

9. **Travel.** All travels outside of the country representing the company on official business shall be done only after it was discussed and approved during the regular weekly meeting of the Senior Editors. Without clearance, such travel outside the country shall be considered as Absence Without Leave (AWOL) on the part of the employee concerned.
10. **Journalistic Duties.** All Staffers, in the fulfillment of their journalistic duties, are reminded to keep true to the Journalists' Code of Ethics and turn-in their articles in the required numbers or even more, without compromising literary quality, news-worthiness and accuracy.
11. **Infractions and Offenses.** In addition to the offenses and infractions of the members of the Editorial Department already described and penalized above, the following are accordingly punishable, subject to observance of due process:
 - a. All editorial personnel who fabricates or makes up a news story, invents quotes whether or not the said news story/quote is published; or maliciously imputes a crime, or a vice or defect, real or imaginary, or any act, omission, condition, status or circumstance tending to cause the dishonor, discredit or contempt of a person shall be penalized by DISMISSAL.
 - b. A photographer/video staff who alters photos or videos before submission shall be penalized by DISMISSAL.
 - c. All editorial personnel who plagiarizes by lifting quotes, excerpts, or paragraphs from other sources without proper credit or attribution shall be penalized by DISMISSAL.
 - d. All editorial personnel who passes off a press/photo/video release as his/her own shall be penalized by DISMISSAL.

- e. An editor or deskman who passes off a press/photo/video release as a reporter's/photographer's story/photo/video shall be penalized by DISMISSAL.
- f. A news photographer who sets up or stages a news situation shall be penalized by DISMISSAL.
- g. A reporter or photographer who covers another reporter's beat or photographer assignment, except on orders of the Central News Desk and with prior notice to the assigned beat reporter or photographer shall be penalized as follows:

First Offense : Seven (7) Days Suspension
2nd Offense : DISMISSAL

- h. All editorial personnel reporter or photographer who demands or accepts payola (maintenance of regular payroll) or cash dole-outs from any third party in exchange for news, photo or video publication shall be penalized by DISMISSAL.
- i. All editorial personnel who accepts gift/s — except goodwill gift/s not exceeding Two Thousand Five Hundred Pesos (P2,500.00) or special occasion gifts — shall be penalized by DISMISSAL. All gifts shall be logged in a central log book for record purposes by the Security Guard on duty.
- j. A reporter or photographer who refuses to cover a beat or an assignment, including special tasks given by the Central News Desk shall be penalized as follows:

First Offense : Seven (7) Days Suspension
2nd Offense : DISMISSAL

- k. A reporter or photographer who passes on his/her assignments to or receives assignments from other reporters or photographers without permission from the Central News Desk shall be penalized as follows:

First Offense : Seven (7) Days Suspension
2nd Offense : DISMISSAL

- l. A reporter or photographer who fails without a valid reason to regularly communicate with or respond to calls coming from the Central News Desk shall be penalized as in the preceding section.

- m. Page Editors or Deskmen shall not assign any reporter or photographer to cover any assignment without permission from the Central News Desk. Violation hereof shall be penalized under Article IV-B of the Company Rules and Regulations.
- n. Section Editors shall not assign any reporter or photographer outside their sections to cover an event without coordinating with the Central News Desk. Violation hereof shall be penalized under Article IV-B of the Company Rules and Regulations.
- o. A reporter or photographer who gets scooped may be penalized with reprimand, suspension or dismissal, and/or be transferred to another beat/assignment upon the recommendation of the Central News Desk.
- p. A reporter or photographer who abandons his/her coverage without prior notice to the Central News Desk and his/her reliever shall be penalized as follows:
 - First Offense : Seven (7) Days Suspension
 - 2nd Offense : DISMISSAL
- q. A reporter or photographer who fails to submit his/her stories/photos on or before the deadline shall be penalized as follows:
 - First Offense : Reprimand
 - 2nd Offense : Seven (7) Days Suspension
 - 3rd Offense : DISMISSAL
- r. Any member of the Editorial Department who maliciously spreads rumors and innuendo about the Manila Bulletin shall be penalized under Article IV (A)(16) of the Company Rules and Regulations.

SOCIAL MEDIA POLICY

KEY POINTS:

1. Use your good judgment
2. Adherence to the Manila Bulletin Publishing Corporation Principles, Rules and applicable laws

PRINCIPLES:

Who is covered by this policy

This policy applies to all employees and members of the Manila Bulletin Publishing Corporation. The policy also applies to third parties in all their dealings with the Manila Bulletin Publishing Corporation.

Consequences of policy violations

First offense shall be punishable by a Reprimand

Second offense shall be punishable by seven (7) days suspension.

Third offense shall warrant the penalty of dismissal.

For third parties, as per provision of the Supplemental Agreement

Definitions used within this policy

Examples of Social Media sites and tools include: Wikipedia, Facebook, Instagram, MySpace, Linked-In, Twitter, Yammer, Google, YouTube, blogs, ratings and reviews sites, and/or other local “applications” promoting social interaction within a community via any device (computer, laptop, tablet, smartphone, cell phone, etc.).

POLICIES:

Social media as part of your job functions

1. Be responsible in your use of technology
 - a. Have a documented plan in your use of Social Media as part of your Job Functions.
 - b. Follow protocols and processes as approved by your Department Head or Supervisor.
 - c. Use Manila Bulletin Publishing Corporation logos, trademarks and other intellectual properties appropriately and only in your official capacity and with the express consent of Management.

2. Protect Manila Bulletin Publishing Corporation assets and confidential information
 - a. Be familiar with the classification of data you possess. Do not post any information or proprietary information about the Manila Bulletin Publishing Corporation or any of its ongoing or future projects unless it is with the prior express authorization of management.

3. Always know Manila Bulletin Publishing Corporation policies, rules and regulations and remain guided by them.
 - a. Familiarize yourself with the rules and regulations as contained in the Manila Bulletin Publishing Corporation Rules Guidebook
 - b. Respect laws and rights at all times.
 - c. Any questions or concerns must be addressed immediately and consulted with Legal or other relevant sources.
 - d. Any infractions committed as a result of non-adherence or willful disregard for established rules will be dealt with accordingly.
 - *Be truthful and accurate*
 - a. In speaking in behalf of the Manila Bulletin Publishing Corporation, it is imperative that you clearly and conspicuously disclose your affiliation with the Manila Bulletin Publishing Corporation.
 - b. As a representative, you must ensure that your posts are not deceiving or misleading to anyone who is reading it.

 - *Be mindful that you are representing the Manila Bulletin Publishing Corporation*
 - a. Consistently demonstrate respect when interacting on Social Media Sites.
 - *In using photos from a Facebook account, always seek permission from its owner. No photos must be used in the absence of such consent.*
 - b. Be respectful of all individuals, ethnicities, cultures and religions. Think before you respond to negative comments and do not use or repeat derogatory or insulting words.
 - c. Discourage any employee from creating any unauthorized Manila Bulletin on social media to avoid conflict or misrepresentation.
 - *Only the Social Media team is authorized to create pages for the company which list of pages shall be released in order to audit these pages.*
 - *As part of social media, the creation of email addresses or Facebook page or any social media account using the words*

“Manila Bulletin” or any of its logo may mislead readers and is thus prohibited.

- d. Do not engage with competitors or with your audience
- *Do not engage with any representatives from competitive brands or on forums/sites, which are sponsored by competitors or even those who respond to your material posts.*
 - *In case of incidents pertaining to material posts whether published or shared by Manila Bulletin or a third party, immediately inform the Online Head or Social Media Head of the incident.*
 - *As an employee, do not engage incidents with material posts with comments or posts even if it is to defend Manila Bulletin. Wait for the Online/Social Media team to rectify the situation by getting the complete story. Remember that most of the time, it is only a misunderstanding.*
 - *Upon query, replies must be limited to “Thanks for letting us know. We are well aware of the incident and are acting on it.”*
 - *Members of the Editorial Department should not share articles or post the link of an article coming from local competitors. (Philippine Star and Philippine Daily Inquirer among others)*
- e. Employees such as Editors, Writers or Reporters are allowed to share their articles on social media but are prohibited from contributing their personal opinions or give rebuttals to the comments of others.

Social media for personal use

1. Be responsible in your use of technology
 - a. You are personally responsible for the content you publish on blogs, wikis, Facebook or any other form of user-generated media.
 - b. Remember that the Internet never forgets.
 - c. Keep in mind the global scope of social media, therefore, qualify or limit your posts to avoid being misunderstood or mistranslated. There are no such things as passive actions on social media. Liking, conforming or disliking posts or status updates are actions with consequences and will be dealt with if found to be malicious, or grossly disrespectful or in willful disregard of established rules or code of conduct.
 - d. Electronic messages and posts are permanent, transferable records of your communication that can affect the reputation and image of the Manila Bulletin Publishing Corporation. Any

personnel who commit this infraction shall be held liable accordingly.

2. Protect Manila Bulletin Publishing Corporation assets and confidential information
 - a. Do not disclose confidential information of Manila Bulletin Publishing Corporation.
 - *Social media sites and tools must not disclose confidential company information and must refrain from using intellectual property of the company such as its logo or name in their private capacity.*
 - b. Express authorization is required in order to publish contents that are meant to be internal in nature. Memorandums, Circulars, Resolutions, Open Letters or any correspondence issued internally for the employees of whatever status or level must not be quoted, reproduced or reprinted in excerpts or in whole without the express consent of Management.
3. Use of good judgment
 - a. Use of common sense is a huge factor here. If you are about to publish something that makes you the slightest bit uncomfortable, review.
 - *If one is unsure about whether what you are about to do or post is right or wrong, exercise discretion and do not do it.*
 - b. Do not publish rumors and/or confidential information about the Manila Bulletin Publishing Corporation or related third parties (whether employees or clients) as it will tarnish the Manila Bulletin Publishing Corporation's image and reputation and will be dealt with accordingly.
 - c. Your online activities may impact your personal reputation, image and ability to effectively interact with coworkers and business partners. Of course, you are free to share your personal views, but be aware of how your postings may impact you and your coworkers' ability to contribute to the Manila Bulletin Publishing Corporation to your fullest potential.
4. Always know Manila Bulletin Publishing Corporation policies, rules and regulations and remain guided by them.
 - a. Familiarize yourself with the rules and regulations as contained in the Manila Bulletin Publishing Corporation Rules Guidebook
 - *Employees should not use social media sites and tools to solicit funds or accept donations for any cause.*

- *Social Media sites and tools must include a disclaimer which states that “views expressed are my own and do not reflect the stance of the company”*
 - *Employees must always refer to the employee handbook for further guidance on proper behavior expected from them.*
- b. Respect laws and rights at all times.
- *Employees should not use social media sites and tools to campaign for, or discredit, a political candidate.*
 - *Social Media sites and tools must not include content that can directly harm the company (e.g. potentially libelous posts)*
- c. Any questions or concerns must be addressed immediately and consulted with Legal or other relevant sources.
5. Be truthful and accurate
- a. Always respect your audience and be sure to set an example with your conduct in the conversations in which you participate, in every situation.
- *Employees are expected to uphold the image of the company and are therefore expected to use language that is not insulting, obscene or libelous in matters involving the company.*
- b. Be sure that what you publish is true and factual.
- c. Avoid positioning yourself as an expert if you are not one.
6. Be mindful that you are representing the Manila Bulletin Publishing Corporation even as you use Social Media in a personal capacity.
- a. Provide value in your published content by intelligently developing and sharing your content.
- b. Remember that whether you like it or not, even in the personal use of social media, the opinions you post are an opportunity to strengthen the values and personality of the Manila Bulletin Publishing Corporation. Always be clear that your post or site is not an official communication of the Manila Bulletin Publishing Corporation and that you are not speaking as a Manila Bulletin Publishing Corporation representative.

Annex 2

JOURNALIST'S CODE OF ETHICS

1. I shall scrupulously report and interpret the news, taking care not to suppress essential facts or to distort the truth by omission or improper emphasis. I recognize the duty to air the other side and the duty to correct substantive errors promptly.
2. I shall not violate confidential information or material given me in the exercise of my calling.
3. I shall resort only to fair and honest methods in my effort to obtain news, photographs and/or documents, and shall properly identify myself as a representative of the press when obtaining any personal interview intended for publication.
4. I shall refrain from writing reports which will adversely affect a private reputation unless the public interest justifies it. At the same time, I shall fight vigorously for public access to information.
5. I shall not let personal motives or interests influence me in the performance of my duties; nor shall I accept or offer any present, gift or other consideration of a nature which may cast doubt on my professional integrity.
6. I shall not commit any act of plagiarism.
7. I shall not in any manner ridicule, cast aspersions on, or degrade any person by reason of sex, creed, religious belief, political conviction, cultural and ethnic origin.
8. I shall presume persons accused of crime of being innocent until proven otherwise. I shall exercise caution in publishing names of minors and women involved in criminal cases so that they may not unjustly lose their standing in society.
9. I shall not take unfair advantage of fellow journalists.
10. I shall accept only such tasks as are compatible with the integrity and dignity of my profession, invoking the 'conscience clause' when duties imposed on me conflict with the voice of my conscience.
11. I shall comport myself in public or while performing my duties as journalist in such manner as to maintain the dignity of my profession. When in doubt, decency should be my watch word.

Article VII
SPECIAL PROVISIONS

A. Article 282 of the Labor Code:

- The foregoing violations and schedule of penalties notwithstanding, the Management has the prerogative to terminate the services of an employee for just and valid cause in accordance with the provisions of Article 282 of the Labor Code.

B. Analogous Cases:

- The schedule of penalties corresponding to the foregoing violations shall also apply to cases and/or instances analogous or similar thereto. Corresponding penalty will be imposed, taking into consideration either mitigating or aggravating circumstances.

C. Due Process:

- Employees shall always be entitled to the opportunity to be heard prior to imposition of any penalty.

D. Solo Parent Leave:

- In compliance with Republic Act No. 8972 (otherwise known as the "Solo Parents Welfare Act of 2000"), the Company will provide each qualified employee, a solo parent leave of seven (7) working days per year, which shall be non-cumulative and non-commutative.

E. Magna Carta for Women:

- In compliance with Republic Act No. 9710 (otherwise known as the "Magna Carta for Women"), the Company will provide each qualified female employee, a leave of sixty (60) working days for any gynecological surgery, which shall be non-cumulative and non-commutative.

F. Family Planning Program:

- In compliance with the Labor Code, the Company will provide free family planning services and promote a family planning program for its employees.

G. HIV/AIDS Education:

- In compliance with Republic Act No. 8504 (otherwise known as the "Philippine AIDS Prevention and Control Act of 1998"), the Company will integrate HIV/AIDS education in its orientation and other human resource development programs of its employees.

H. Drug Free Workplace:

- In compliance with Republic Act No. 9165 (otherwise known as the "Comprehensive Dangerous Drugs Act of 2002"), the Company reserves the right to conduct pre-placement drug testing as a condition for employment, as well as the conduct of annual or random drug testing of any or all of its employees.

I. Anti-Sexual Harassment:

- In compliance with Republic Act No. 7877 (otherwise known as the "Anti-Sexual Harassment Act of 1995"), the Company will endeavor to prevent the commission of acts of sexual harassment in the workplace, and will subject the commission of such acts to disciplinary action in accordance with the requirements of due process.

Article VIII

REPEALING CLAUSE AND EFFECTIVITY

A. Repeal:

These Rules and Regulations supersede all previously issued company rules and regulations, as well as all memoranda inconsistent herewith.

B. Effectivity:

These Revised Rules and Regulations shall take effect January 1, 2018. All employees shall be advised hereof.

Atty. Hermogenes P. Pobre
President

Distribution: All Employees

I am an employee of the Manila Bulletin. I believe in:

LOYALTY

Commitment to the organization that I work for with sincere wishes to see it grow, to help it grow.

HONESTY

Commitment to truth and being trustworthy at work and in life. To promote integrity at all levels of the organization.

INITIATIVE

Commitment to avoid idle moments while at work.

PRODUCTIVITY

Commitment to my basic role as an employee: to contribute positively to the growth of the organization day after day.

TEAMWORK

Commitment to help my fellow employees attain productivity.

CUSTOMER SERVICE

Commitment to please the customer our partner in growth.

**I am an employee of the Manila Bulletin
and I am proud to be one.**