COMPANY RULES AND REGULATIONS
The MB Eaglet is our mascot and icon. Also known as Jefery (derived from the Philippine Eaglet's Scientific Name), the MB Eaglet symbolizes everything the Manila Bulletin and its employees stand for: Being Proudly Filipino and an agent for Philippine progress. He is also confident, fun and always with a winning, positive attitude.

There is good news here.
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.
I am an employee of the Manila Bulletin I Believe in:

LOYALTY
Commitment to the organization that I work for with a 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 at work and take the first move voluntarily when warranted and necessary.

PRODUCTIVITY
Commitment to my basic role as an employee: to contribute positively too 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.
These Rules & Regulations govern employees of the Manila Bulletin Publishing Corporation regarding the Observance of Office Hours, Use of Timecard, Absences, Conduct & Behavior, Safety 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 calendar 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 Daily Authorization to Render Overtime (DARO) should be accomplished and approved by the Department Head and should bear the signatures of the employees concerned. Before the start of the employees' overtime work, the Department Head should submit the DARO to HRD or drop the same in the designated pigeonhole in the event of unavailability of HRD.

3. A summary of overtime work rendered by employees for the immediately preceding week/seven-day work period should be prepared and submitted by the employee to HRD every Friday.
E. Undertime:

1. Undertime shall refer to office hours not rendered by an employee who has left his work 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. Violation hereof shall be penalized as follows:

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

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 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:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Penalty</th>
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<tbody>
<tr>
<td>First Offense</td>
<td>Reprimand</td>
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<tr>
<td>Second Offense</td>
<td>Seven (7) days suspension</td>
</tr>
<tr>
<td>Third Offense</td>
<td>DISMISSAL</td>
</tr>
</tbody>
</table>

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 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 schedule 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 be penalized as follows:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Penalty</th>
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</thead>
<tbody>
<tr>
<td>First to Fourth</td>
<td>Reprimand</td>
</tr>
<tr>
<td>Fifth Offense</td>
<td>Seven (7) days suspension</td>
</tr>
<tr>
<td>Sixth Offense</td>
<td>Fifteen (15) days suspension</td>
</tr>
<tr>
<td>Seventh Offense</td>
<td>DISMISSAL</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>Fifteen (15) days suspension</td>
</tr>
<tr>
<td>Second Offense</td>
<td>DISMISSAL</td>
</tr>
</tbody>
</table>

B. Notice In Case Of Absence:

1. For authorized absences, the employee concerned shall personally notify his Department Head and HRD at least one (1) day before his intended day of absence.

2. For absences due to justifiable causes, the employee concerned shall personally call his Department Head and HRD on the first day of his absence, as follows:

   a. For Daytime Employees - not later than 9:30 a.m. or during the first hour of his tour of duty.

   b. For Nightshift Employees - at least two (2) hours before the start of 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 or prohibited drugs shall be penalized as follows:

   First Offense : Reprimand
   Second Offense : Seven (7) days suspension
   Third Offense : DISMISSAL
5. Drinking liquor or any alcoholic beverage during company time or 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:

<table>
<thead>
<tr>
<th>Offense</th>
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<tbody>
<tr>
<td>First Offense</td>
<td>Reprimand</td>
</tr>
<tr>
<td>Second Offense</td>
<td>Seven (7) days suspension</td>
</tr>
<tr>
<td>Third Offense</td>
<td>DISMISSAL</td>
</tr>
</tbody>
</table>

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

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<thead>
<tr>
<th>Offense</th>
<th>Penalty</th>
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<tbody>
<tr>
<td>First Offense</td>
<td>Reprimand</td>
</tr>
<tr>
<td>Second Offense</td>
<td>Seven (7) days suspension</td>
</tr>
<tr>
<td>Third Offense</td>
<td>DISMISSAL</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Offense</th>
<th>Penalty</th>
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<tbody>
<tr>
<td>First Offense</td>
<td>Reprimand</td>
</tr>
<tr>
<td>Second Offense</td>
<td>Seven (7) days suspension</td>
</tr>
<tr>
<td>Third Offense</td>
<td>DISMISSAL</td>
</tr>
</tbody>
</table>

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

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<tr>
<th>Offense</th>
<th>Penalty</th>
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</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>Reprimand</td>
</tr>
<tr>
<td>Second Offense</td>
<td>Seven (7) days suspension</td>
</tr>
<tr>
<td>Third Offense</td>
<td>DISMISSAL</td>
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</tbody>
</table>

9. Loitering or loafing during working hours, 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:

<table>
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<tr>
<th>Offense</th>
<th>Penalty</th>
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</thead>
<tbody>
<tr>
<td>First Offense</td>
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<tr>
<td>Second Offense</td>
<td>Seven (7) days suspension</td>
</tr>
<tr>
<td>Third Offense</td>
<td>DISMISSAL</td>
</tr>
</tbody>
</table>
10. Leaving work except during the prescribed periods or leaving the machine or equipment unattended without proper relief, shall be penalized as follows:

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

11. Misuse of the company's logo, trademarks, business name and other intellectual properties, shall be penalized as follows:

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

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

- First Offense : Reprimand
- Second Offense : Seven (7) days suspension
- Third 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 from advertisers, suppliers, deliverymen, dealers and other clients, shall be penalized as follows:

<table>
<thead>
<tr>
<th>First Offense</th>
<th>Second Offense</th>
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</thead>
<tbody>
<tr>
<td>Seven (7) days suspension</td>
<td>DISMISSAL</td>
</tr>
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</table>

16. Commission of immoral and/or indecent acts during company time or within the company premises, shall be penalized as follows:

<table>
<thead>
<tr>
<th>First Offense</th>
<th>Second Offense</th>
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<tbody>
<tr>
<td>Seven (7) days suspension</td>
<td>DISMISSAL</td>
</tr>
</tbody>
</table>

17. 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:

<table>
<thead>
<tr>
<th>First Offense</th>
<th>Second Offense</th>
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</thead>
<tbody>
<tr>
<td>Seven (7) days suspension</td>
<td>DISMISSAL</td>
</tr>
</tbody>
</table>

18. Divulging or disseminating company trade secrets and/or confidential information shall be penalized by IMMEDIATE DISMISSAL.

19. 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.

20. Possession 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.
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:

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>Reprimand</td>
</tr>
<tr>
<td>Second Offense</td>
<td>Seven (7) days suspension</td>
</tr>
<tr>
<td>Third Offense</td>
<td>DISMISSAL</td>
</tr>
</tbody>
</table>

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:

<table>
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<tr>
<th>Offense</th>
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</tr>
</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>Seven (7) days suspension</td>
</tr>
<tr>
<td>Second Offense</td>
<td>DISMISSAL</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>First Offense</td>
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<td>Third Offense</td>
<td>DISMISSAL</td>
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</tbody>
</table>

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. Losses:

1. An employee, who by his omission or negligence causes actual losses to the Company, shall for each offense within a calendar year, be penalized as follows:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Penalty</th>
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</thead>
<tbody>
<tr>
<td>First &amp; Second Offense</td>
<td>Reprimand</td>
</tr>
<tr>
<td>Third Offense</td>
<td>1% of actual losses, but not more than P1,000.00</td>
</tr>
<tr>
<td>Fourth Offense</td>
<td>5% of actual losses, but not more than P3,000.00</td>
</tr>
<tr>
<td>Fifth Offense</td>
<td>10% of actual losses, but not more than P5,000.00</td>
</tr>
<tr>
<td>Sixth Offense</td>
<td>Seven (7) days suspension</td>
</tr>
<tr>
<td>Seventh Offense</td>
<td>DISMISSAL</td>
</tr>
</tbody>
</table>

Provided 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 week. Provided further, that an employee's liability for actual losses shall prescribe after one month from the date of the omission or negligence causing the same.
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, or urinating within the vicinity of the company premises, shall be penalized as follows:

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

2. 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

3. 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 Equipments & 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:

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<tr>
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<tbody>
<tr>
<td>First Offense</td>
<td>Reprimand</td>
</tr>
<tr>
<td>Second Offense</td>
<td>Seven (7) days suspension</td>
</tr>
<tr>
<td>Third Offense</td>
<td>DISMISSAL</td>
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</tbody>
</table>

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

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</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>Seven (7) days suspension</td>
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<tr>
<td>Second Offense</td>
<td>DISMISSAL</td>
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</table>

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:

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>First Offense</td>
<td>Seven (7) days suspension</td>
</tr>
<tr>
<td>Second Offense</td>
<td>DISMISSAL</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Offense</th>
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<tbody>
<tr>
<td>First Offense</td>
<td>Reprimand</td>
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<td>Second Offense</td>
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<tr>
<td>Third Offense</td>
<td>DISMISSAL</td>
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</table>
ARTICLE VI
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. 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.

F. 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.
G. 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.

H. 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 VII
REPEALING CLAUSE AND EFFECTIVITY

A. Repeal:

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

B. Effectivity:

- These Rules and Regulations shall take effect on January 1, 2007. All employees shall be advised hereof.

Atty. Hermogenes P. Pobre
President

Distribution: All Employees
EMPLOYEE’S CERTIFICATION

By signing below. I hereby certify that I have duly received, carefully read and fully understood all the rules and regulations of the Manila Bulletin Publishing Corporation, and, that I shall faithfully observe and adhere to all the rules and regulations of the Company now existing or may hereafter be promulgated from time to time by the Management.

________________________________________________________________________

Employee’s Signature Over Printed Name

________________________________________________________________________

Date Signed
Journalist's Code of Ethics

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.

I shall not violate confidential information or material given me in the exercise of my calling.

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.

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.

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.

I shall not commit any act of plagiarism.

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.

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.

I shall not take unfair advantage of fellow journalists.

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.

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.