


# COMPANY POLICY FOR INTERNS

- 1. Attendance and Schedule.** All Interns are required to log in through **Slack** during regular workdays.
  - 1.1. Work Schedule - Regular workday is from Monday - Friday, core hours: 10:00 AM - 11:00 AM; 1:00 PM - 4:00 PM
  - 1.2. Lunch Schedule - all interns will have a (1) hour lunch break which they can take between 11:00 AM to 1:00 PM;
  - 1.3. A terminal break from 1:00 PM onwards is strictly not allowed.
  - 1.4. Working beyond schedule or during weekends and holidays shall be subject to approval from the immediate superior.
    - 1.4.1. Working beyond regular working hours is allowed as long as they have an assigned task and all possible questions were answered beforehand
  
- 2. Tardiness**
  - 2.1. Log-in beyond the agreed schedule shall be considered tardy
  - 2.2. Accumulated tardiness for **180 minutes** or more in a month shall be subjected to corrective action that may reflect in their grading and evaluation at the end of the term.
  
- 3. Work Practice & Requirements**
  - 3.1. All interns are required to be online and use Slack at all times, especially during working hours;
  - 3.2. All interns are required to respond through Slack ASAP to avoid any delays in productions or any deadlines;
  - 3.3. All interns are required to use and update their status on Slack to notify other members if they are on a Meeting, Break, Vacation, or Away;
  - 3.4. Acknowledging messages on Slack by just simply adding emoticons or responding to messages is highly advised;
  - 3.5. It's highly advised to respond on the correct Slack Channel or Thread to avoid any miscommunications or delays.
  - 3.6. **Time Tracking.** 'Worksnaps' is required for time tracking and if not working, use 'Screenmeter' as an alternative. 'Worksnaps' Activity Index  will be strictly monitored. All non-related screenshots will be DELETED. Adding Offline Hours is NOT ALLOWED unless with the approval of the Company.
  
- 4. Updates & Reports**
  - 4.1. All interns are required to post their work updates through Slack under the Update channel every 3 PM and at 6 PM or end of work;

- 4.2. All interns are required to post their recently completed task and their work in progress including project/tasks, percentage, deadline, project links, and screenshots (except for any confidential data) of their work;
- 4.3. Neglecting these requirements shall be subjected to disciplinary action that may reflect in their grading and evaluation at the end of the term.

## 5. Social Media Policy

- 5.1. Using Social Media for non-related work is strictly prohibited.
- 5.2. Interns who engage in electronic media activity when not working, on their own time, and/or using their equipment and systems, must observe the following guidelines:
  - 5.2.1. Posting of any complaints regarding workload, deadlines, employee behavior, projects, tasks, clients, other policies, or any issues related to the company is strictly prohibited. Any issues or complaints must be reported directly to the HR/Employer;
  - 5.2.2. They must not disclose any document or information related to the Company or its clients or make untrue statements about the Company, its clients, or its Employees;
  - 5.2.3. They must not claim to have authority to speak on behalf of the Company unless specifically authorized by the Company;
  - 5.2.4. They must respect all copyright, trademark, and patent laws and licenses;
  - 5.2.5. They must follow all applicable financial disclosure or securities laws and regulations and other privacy and data security and any agreements that the interns may have with the Company.
  - 5.2.6. An intern/employee who observes discriminatory or harassing conduct or statements or threats of violence by a colleague on social media should report it to his/her HR/Employer.
- 5.3. The Company will take appropriate action if an Intern is found to have failed to abide by these guidelines and/or any other policies related, but not limited to, harassment, discrimination, retaliation, and confidentiality. If an intern has concerns about issues, the Company encourages the intern to discuss those issues with the HR/Employer.

## 6. Mobile Phone & Personal Devices Usage Policy

- 6.1. Interns are discouraged from using their mobile phones and other devices for any non-related work during working hours except in case of an emergency or any work-related matters.
- 6.2. Below are the specific practices that all interns must avoid during work hours while working:
  - 6.2.1. Working with other projects, tasks, other clients, or personal matters;
  - 6.2.2. Playing games using a mobile phone;
  - 6.2.3. Chatting/texting/accepting calls for any personal matters;
  - 6.2.4. Browsing on social media sites such as Facebook, Instagram, and the like which are not related to work;
  - 6.2.5. Watching videos, teledrama, YouTube, and other unrelated activities;
  - 6.2.6. Downloading files, movies, apps, games, and other unrelated files during work hours.

- 6.3. **Accepting Calls.** Personal calls should be made either before or after work or during meal or rest breaks. Interns are not permitted to receive personal phone calls during work hours or meetings, except in the case of an emergency or any work-related matters.

## 7. Corrective Actions

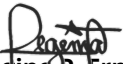
TYPE OF OFFENSE		CLASS
<b>1</b>	<b>NEGLECT OF DUTY</b>	
1.1	Accumulated tardiness for 180 minutes or more in a month.	D
1.2	Use of Terminal break without prior approval.	D
1.3	Late filing of attendance log in Slack	D
1.4	Incorrect filing of logs in Slack	D
1.5	Attending personal business within the work shift without permission which resulted to delay of deliverables/tasks.	C
1.6	Leaving work during work hours without permission which resulted to delay of deliverables/tasks.	C
1.7	Loitering. Prolonging breaktime without permission.	C
1.8	Failure to comply with deliverables and deadlines without a valid reason.	C
<b>2</b>	<b>CODE OF CONDUCT</b>	
2.1	Posting work-related complaints which include, but are not limited to, social media, bulletin boards, etc.	C
2.2	Discussion of issues, politics, gossiping leads to a misconception, and arguments that can make someone uncomfortable.	C
2.3	Any act of violence verbally or physically towards the Company, its clients, and/or its employees which include but is not limited to, sexual harassment, discriminatory comments, bullying, false statements, threats	A
2.4	Republic Act 7877: Anti-Sexual Harassment Act of 1995; Sexual harassment may include but without limitation to, pinching, touching, green jokes, verbally or virtually leaving obscene commentary to the co-worker which makes them uncomfortable	A
2.5	Engaging in verbal or physical conduct that degrades or shows aggression or hatred toward an individual because of his/her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category towards the co-worker, or its client	A
2.6	Unlawfully manufacturing, distributing, dispensing, possessing, or using alcohol or illegal drugs, or misusing or abusing prescribed or over-the-counter drugs while on Company time and/or on Company premises	A
2.7	Having present in their bodies during working hours detectable levels of illegal drugs or alcohol	A
2.8	Violating any National law relating to drugs or alcohol	A
2.9	Insubordination to immediate superior or the manager.	A

3 BREACH OF TRUST AND CONFIDENTIALITY		
3.1	Claiming to have any authority to speak on behalf of the Company without permission to the management.	B
3.2	Engaged in distributing, circulating, or posting solicitations, literature, petitions, and/or other materials at any time for any reason without the approval of the management	B
3.3	Sharing of passwords between users including but not limited to company emails and other accounts	B
3.4	Fraud.	A
3.5	Forging of any documents such as employment files, receipts, etc.	A
3.6	Disclosing any document or information related to the Company or its clients, or making untrue statements about the Company, its clients, and /or its employees.	A
3.7	Using proprietary or confidential company information for personal gain or to the Company's detriment	A
3.8	Working for or having a direct or indirect financial interest in or relationship with a competitor, client, member, or supplier	A
3.9	Committing the Company to give its financial or other support to any outside activity or organization	A
3.10	Theft.	A
3.11	Using for personal gain or disclosing any Confidential Information or information that damages the interest of the Company and/or its customers or vendors	A
3.12	Use of the Company's property or services for personal gain or taking, removing or disposing of the Company's material, supplies or equipment without proper authority	A

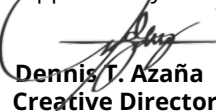
Notes:

- Disciplinary Action under Class C & D will be reflected in the intern's grading and evaluation at the end of their term;
- Disciplinary Action under Class A & B will cause the termination of the internship contract.

Prepared by:

  
**Regine P. Ermita**  
**HR Generalist**

Approved by:

  
**Dennis T. Azaña**  
**Creative Director**

Conforme:

\_\_\_\_\_  
Signature overprinted Name /Date