

**METROCARE HEALTH SYSTEMS, INCORPORATED**  
**CODE OF DISCIPLINE**

General Provisions

- 1 This Code of Discipline shall apply to all members of the company. It is intended to correct shortcomings rather than inflict punishment. Corrective action shall be enforced equitably and will be done for the sake of efficient operations and satisfactory service.
- 2 Discipline is a line function and all supervisors and officers are primarily responsible for the behaviour of their respective subordinates. Therefore, it is their duty to initiate disciplinary action when necessary.
- 3 These rules and regulations are not exclusive. Management reserves the right to enforce disciplinary action against any member or impose any penalty for any act which in his/her judgment constitutes infractions of proper conduct or is prejudicial to the operations or activities or will create unfavourable image of the company.
- 4 Rules and regulations may from time to time be issued thru office memoranda to supplement this Code of Discipline or provide details/clarifications/amendments of certain provisions.
- 5 All cases of suspension imposed as penalty under these rules shall be without pay and such suspension shall not be charged against any leave credits.
- 6 All suspensions shall be consecutive working days.
- 7 Members encountering difficulty in understanding or interpreting the rules and regulations must consult HRD/HRRD for proper interpretation; otherwise, these are deemed understood by all members.
- 8 Any modification to this Code shall be subject to the approval of the President.

