

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	ADMINISTRATIVE MANUAL	Class Code: D
		Reference Code:
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1901 Office Uniform

All Rank and File Employees shall be required to wear the prescribed uniform or appropriate business attire during office hours except on Fridays and special occasions.

Officers of the Company shall be exempted from wearing the prescribed uniform. However, they are expected to be always in appropriate business attire.

Employees who are mourning, visibly pregnant or strictly required by their religion to wear a specific clothing shall be exempt from wearing the prescribed uniform.

An employee whose uniform was almost damaged shall be required to submit the affidavit to the Administrative Section explaining the loss or damage and shall be given fifteen days to have the uniform replaced. The cost of replacement or repair shall be borne by the employee.

1902 Identification Cards

All officers and employees of the Company shall be required to wear identification cards during office hours to ensure proper identification by the Company's clientele.

An officer or employee whose identification card was lost or damaged is required to submit an affidavit explaining the loss or damage and shall pay the cost of a replacement card to the Cashier. Identification cards shall be surrendered to the Administrative Section upon resignation, retirement, transfer or termination of employment.

1903 Office Decorum

All officers and employees of LBRDC are prohibited from engaging in the following activities during office hours and/or within the premises of the Company:

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- A. Peddling or conducting private business or using the facilities of the Company for private business interests.
- B. Leaving the work area without advising the immediate Supervisor of one's whereabouts and probable time return.
- C. Loitering.
- D. Reading non-working related books and papers.
- E. Placing personal packages, knickknacks and other unnecessary articles on top or under desks.
- F. Placing the feet on top of the desks; half open drawers; sitting on top of the office table while conversing with others.
- G. Wearing slippers within office premises.
- H. Smoking in all work areas, offices, conference room, filing room and reception area.

1904 Published Writing of Officers and Staff

Officers and staff of LBRDC shall furnish the Company a copy of their published articles, studies or books. Except for articles, studies or books commission, reviewed and approved for publication by the Company, all articles, studies or books published by LBRDC officers or staff shall include a disclaimer stating the following. "The views and opinion discussed herein are those of the author and do not necessarily reflect the views and opinion of Land bank (LB) Realty Development Corporation".

1905 Voluntary Contributions/ Company Donation

The Administrative Section Head/ Supervisor shall screen and approve any request for contributions from officers and staff of the Company. Approved request for contribution shall be voluntary in nature and shall not require any officer or staff of the Company to participate.

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Company donation shall be approved by the Executive Committee or the Board of Directors depending on the amount.

1906 Use of the Office Computers and Other Equipment

Computers and other equipment shall be used for business purposes only and shall be available at all times to service the needs of the clients of the Company. Only LBRDC officers and employees shall have access to the computers of the Company. The use of computers and other equipment for personal business shall not be allowed.

Unauthorized copying, pirating, or removing from the office premises any Company -owned equipment , hard disks, programs, codes, software, and files shall be considered a grave offence and a ground for termination.

1907 Visitors Reception

The guard on duty at the reception desk shall screen the visitors and require them to log-in their names, purpose of call and the particular name of the employee they wish to see. The guard shall notify the employee and direct the visitor to the reception counter or at the designated visitor’s area.

Employees shall receive their visitors at the reception counter or designated area. Visitors shall not be allowed in the work areas unless properly authorized. Officer may receive their visitors in their respective offices.

1908 Use of Telephone

Telephone courtesy must always be observed at all times, either to a customer or co-employee. Personal calls may be allowed but these should be limited in duration and frequency. Long distance calls shall be restricted to official calls only.

1909 Supplies Requisitions and Property Control

The Administrative Section shall be responsible for purchasing, storing, monitoring and distributing office supplies and equipment needed in the regular operations of the Company. Officers and

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employees needing equipment and furniture and services shall submit the required request form to the Administrative Section.

The Administrative Section shall also be responsible for ensuring that all LBRDC properties are insured against possible loss or damage. The Administrative Section shall likewise ensure that the removal or transfer of any furniture, fixture, equipment and other LBRDC properties out of or within the office premises are covered by a duly approved property transfer forms.

1910 Smoking in the Offices

Smoking in all work areas, offices, conference room, filing room and reception area.

1911 Conduct and Work Relationship

All officers and employees of the Company are expected to conduct themselves with utmost professionalism, efficiency, and integrity when working in and out of the office. They should not engage in activities or situations that would appear the compromise the integrity and objectivity of the Company.

The Company’s policies and guidelines on work relationship are designed to foster a professional business environment where competence, integrity, and objectivity can be maintained. Common courtesy and respect towards all co-employees should be maintained at all times by very employee.

1912 Disciplinary Actions

All LBRDC officers and employees are expected to comply with Administrative policies. Officers and employees who do not comply with any of the said policies shall be penalized in accordance with administrative discipline.