



**PNP LAKAS TULUNGAN
MULTI-PURPOSE COOPERATIVE**

**BOARD OF DIRECTORS/ELECTIVE &
APPOINTED COMMITTEE MEMBERS**

CODE OF ETHICS AND DISCIPLINE

REVISION HISTORY

DCN #	Rev. #	Rev. Date	Date Implemented	Originated By	Reviewed By Approved By	Description of Change
OFCR-ETH-003	0				BOARD RESOLUTION NO. Chairperson Vice-Chairperson Board of Director Board of Director Board of Director Board of Director	ORIGINATION



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OBJECTIVE:

1. To establish a Code of Conduct and Discipline which all officers must observe at all times in the performance of their duties and responsibilities.
2. To provide guidelines in the implementation of the Code to ensure fairness and justice.
3. To emphasize that the ability to extend courteous, prompt and quality service to our members is directly related to the level of discipline that exists within the Cooperative.

SCOPE

This Code of Ethics and Discipline covers all leaders such as Board of Directors, Members of the Committee, Secretary, Treasurer, and all Appointed or ADHOC Committee

DEFINITION OF TERM

- a) Warning – a written notice/reminder issued to an employee for a violation of Cooperatives rules and regulations.
- b) Reprimand – a written reproof of censuring an employee for an offense committed that a repetition of the same or similar offense shall be dealt with a more severe sanction.
- c) Suspension – a temporary lay-off/separation from duty for a specific period and without pay as a result of deviation from Cooperative policies.
- d) Dismissal – a complete severance/termination of employer-employee relationship for a just cause.
- e) Preventive Suspension – a temporary lay-off/separation from work which the Cooperative resorts to pending investigation of a case if the erring employee's continued employment poses a serious and imminent threat to the life or property of the employer or his co-employees.
- f) LTMPC Premises – refers to the Cooperative's rented area within Camp Crame.
- g) Due Process – means that before an employee is meted a penalty for violation of company rules and regulations, he must be given an opportunity to defend himself or to air his side.
- h) Mitigating Circumstances – are those which, if present in the commission of an offense do not entirely free the employee from administrative liability, but serve only to reduce the penalty.
- i) Aggravating Circumstance – are those which, if attendant in the commission to the offense, serve to increase the penalty for the offense as provided for in the Code.

RESPONSIBLE PERSONS / RESPONSIBILITIES

1. Board of Directors – where the penalty calls for the suspension or dismissal of an employee whether manager, Supervisor or rank and file.
2. Manager – where the penalty is either Warning or Reprimand

GENERAL GUIDELINES:

A. GENERAL PHILOSOPHY

It is imperative for all elected and appointed officers of the PNP Lakas Tulungan Multi-Purpose Cooperative to uphold honesty, integrity, impartiality and sound judgment to ensure the good reputation and business success of the Cooperative.

This Code of Ethics and Discipline shall govern the actions and work ethics of every officer of the PNP Lakas Tulungan Multi Purpose Cooperative (PNPLTMPC).

B. APPLICATIONS

These Code of Ethics and Discipline shall be practiced in all professional and personal dealings



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CODE OF ETHICS AND DISCIPLINE

and working relationship of officer with their fellow officers, subordinates, office staff, cooperative members, affiliates, customers and any stakeholder in the Cooperative.

C. SANCTIONS

Anyone found violating these ethics shall be dealt with corresponding sanctions as indicated herein.

Section 1 STANDARD NORMS AND ETHICAL CONDUCTS :

A. RELATIONSHIP AMONG OFFICIALS and STAFF

Courtesy, respect and understanding coupled with teamwork and cooperation should be observed by all officers and staff of the Cooperative.

B. RELATIONSHIP WITH THE PUBLIC

All officers and staff must show utmost courtesy in dealing with members and clients of the Cooperative to where they are assigned and the public, in general. It is expected that their conduct should be above reproach.

C. AVOID CONFLICT OF INTEREST

All officers and staff are expected to avoid all situations that might lead to "conflict of interest" with the Cooperative businesses. A "conflict of interest" occurs when your personal or private interest interferes with the welfare of the Cooperative or its members or interferes with your duties and responsibilities as an officer of the Cooperative.

Any position or interest, financial or otherwise which is materially in conflict with your performance as an officer or Cooperative Office staff which could reasonably affect your independence or judgment/decision concerning Cooperative transactions, its customers, suppliers or competitors or otherwise reflects negatively on Cooperative will be considered a "conflict of interest".

Hence, all officers and staff are prohibited and/or discouraged from engaging in the following activities :

C.1 Conduct private business similar to existing businesses of the Cooperative within the area of operation of the later;

C.2. Peddling or using the Office, facilities or equipment and manpower resources to promote personal businesses;

C.3. Endorsement of personal businesses to the Cooperative.

D. CONFIDENTIALITY

Every officer and staff of the Cooperative shall use confidential data or information for business purposes intended. They are prohibited or discouraged to share confidential information with public or anyone outside of the Cooperative who do not need the information to carry out their duties. They are obliged to keep the information confidential even after their tenure ends.

The following are classified confidential information :

D.1. trade secrets, business information such as formula, method, techniques or information that is valuable or if divulge will cause serious effect to the business operation of the Cooperative.

D.2. public and media communications, press releases involving cooperative must have prior clearance from the Board of Directors before disclosure.



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CODE OF ETHICS AND DISCIPLINE

D.3. Cooperative Members' information such as shares, loans, credit standing, etc.

E. COURTESY

All officers and staff shall behave in a polite, kind and thoughtful behavior in both manners of speech and behavior when dealing with members, public/clientele. They should integrate concern for people in every work situations.

F. PROMPTNESS AND PUNCTUALITY

Every officer and staff shall strive to render public service in the shortest possible time. They must ensure that promptness of service is being observe at all times despite pressure and stress.

Likewise, promptness in reporting to duty, attendance to meetings and other Cooperative activities shall be observed at all times. In instances where an officer or staff will be absent or late, he/she must give prior notification to the immediate superior.

G. INITIATIVE

It is expected that an officer or staff shall perform assigned tasks without being told and under minimal supervision without constant prodding or follow-ups. He/she must exert effort to meet due date.

Section 2 MAJOR OFFENSES :

The following are considered major offenses punishable by termination of an officer and staff, expulsion as member of the Cooperative and corresponding applicable penalty commensurate to the offense made as deemed reasonable by the Board of Directors:

1. **DISHONEST** - includes theft, making false statement or any form of deception or fraud.
2. **INSUBORDINATION** - refusal to perform official duties, incompetence or inefficiency as evaluated/recommended by superior. Neglect of duty and abandonment of post without having been properly relieved.
3. **IMPROPER ACTS** - *Drunkenness, gambling, revealing confidential information and gossiping.*
4. **UNPROFESSIONAL CONDUCT/ATTITUDE** - tactlessness, hostility towards others, discourtesy and other disgraceful conduct.
5. **SOLICITING** - solicit for himself or for a third party anything of value from anyone in return for any business, service or confidential information of Cooperative;
6. **CONFLICT OF INTEREST** - accepting employment or engaging in a business deal that may conflict with the performance of your duties or interest of the Cooperative.
7. **FRAUD**- Acting in behalf of the Cooperative without proper authorization in any transactions which put the welfare and interest of the Cooperative at risk.
8. **COMMITTING ACTS** that can directly affect or has an impact on the Cooperative's profitability, reputation and success
9. **ABUSE OF AUTHORITY** - using one's position for personal gain or interest to the detriment of the Cooperative and its stakeholders.

Section 3. Reporting of Unethical Behavior or Violation of Code of Ethics

All officers are expected to report and discuss any known violation of the code of conduct, ethics and behavior with the Audit and Supervisory Committee. It shall be endorsed to the Board of Directors for appropriate action. A subsequent investigation and due process shall be followed to be facilitated by the Mediation and Conciliation Committee and the corresponding disciplinary actions shall be undertaken and implemented by the Board of Directors. The Audit and Supervisory Committee shall monitor the progress of the case and implementation of the proceedings and



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CODE OF ETHICS AND DISCIPLINE

appropriate sanction thereof.

Section 4. SUPPLEMENTARY

The above governing policies shall be implemented in conjunction with the Code of Discipline Penal Provisions (hereto attached) and made as integral part of this Manual.

SANCTION

Any violation committed by officers shall be subject to following disciplinary action

- 1 – Counseling
- 2 – Verbal Warning
- 3 – Written Warning
- 4 – Suspension for three months
- 5 – Termination from office

EFFECTIVITY

This Memorandum Circular shall take effect on _____ OF _____ pursuant to Board Resolution No. _____, series of _____