**HISTORY**

Plaza del Norte opened its doors in 1992. In 2005 the mall was acquired by Developers Diversified Realty Corporation (DDR), which is the company that currently owns the center.

During the mid to late 2000s, the mall started to loose many of its tenants. The Cinevista Theatre and Pueblo Supermarkets were closed after their respective parent companies went bankrupt. Party City and Pitusa, which, along with Pueblo, occupied the strip mall area, also left . This led to that part of the mall becoming nearly fully vacant, as the smaller stores and Casa Febus relocated to the enclosed mall. The opening and later expansion of the Puerto Rico Premium Outlets in Barceloneta, led to many stores to open in this outlet mall than in Plaza del Norte. In addition, the enclosed mall had many vacant spaces. In the JCPenney wing, several formerly small stores were combined into a Circuit City in 2008, but the chain's bankruptcy led to the store being closed a year later. The space was temporarily used by Casa Febus, until it moved to a new building outside the mall.

In 2011, DDR announced a significant interior and exterior renovation of the mall, including 30,000-square-foot expansion (701,000-squarefoot mall) and renovation of the existing J.C. Penney Co. store, which now occupies part of the JCPenney wing, including the former Circuit City. The project also includes the addition of a Rooms To Go, the combination of three small retail-space units to accommodate a PetSmart, several other new stores, a new Caribbean Cinemas movie theatre and new carts and kiosks through the entire mall. The project was completed in mid-2013.

**COMPANY POLICY**

1. It is the policy of 88GREEN, INC. to recruit the right person for the right position. We do welcome promotions from within the company, encouraging a system whereby employees think in terms of career, not just jobs. We choose people with the right attitude, commitment to quality service and good communication skills.
2. Promotions usually occur when there is a higher position available within the company. It is our policy to promote from within; therefore opportunities are available for each and every employee who has demonstrated outstanding performance and has appropriate working experience and attitude.
3. Transfers are usually done as management tool to encourage cross-training and provide career development. In effect, this will broaden ones knowledge and skills. Such transfer can be affected only if there is a suitable vacancy fitting the employee’s qualifications, subject to the final approval of the Resident Manager.
4. 88GREEN, INC. aims to keep and retain its employee and make their stay with the company fruitful, challenging and enjoyable. However, for one reason or another, one may wish to leave and move on with his career. In such case, the immediate superior must be informed of the resignation in writing at least 30 days before the intended date.
5. Salary is confidential matter. Each job is a salary level and corresponding rate that is competitive in the industry based on the following job factors:
* Skills and knowledge
* Nature of Work
* Accountability
1. Every employee covered by the holiday Pay Rule is entitled to his basic wage for any unworked regular/legal holiday. This means that a daily paid employee is entitled to at least 100% of his basic wage even if he did not report for work, provided he is present or is on leave of observe with pay on the work day immediately preceding the regular or legal holiday.
2. As provided for under the law, employees who have worked with the company for one(1) year during the calendar year shall receive a 13th month pay equivalent to 1/12 of the total basic salaries earned by the employees for the calendar year to be given not later than December 24 every year.
3. Every pregnant woman whether married or not, is entitled to maternity leave of sixty (60) days in case of normal delivery, abortion or miscarriage, or seventy-eight (78) days in case on caesarian section delivery with benefit equivalent to one hundred (100%) of the average daily salary credit of the employee as defined under the SSS law. It shall be paid only for the first four (4) deliveries and/or miscarriage/abortions.
4. Paternity leave is granted to all married male employees, regardless of employment status (e.g. probationary, regular, contractual, project basis) the purpose is to allow the husband to lend support to his wife during his period of recovery and/or in the nursing for her new born child. The leave shall be for seven (7) days, with full pay, consisting of basic salary and mandatory allowance’s fixed by the regional Wage Board. (if any)
5. The company’s primary concern is the care and welfare of its employees. Therefore included in their benefit package is the annual medical examination under the company’s Group Hospitalization Plan wherein the employees are required to undergo physical examination.
6. All regular employees are entitled to the following vacation leave with pay, to wit:

After one (1) year of service - 5 days

After two (2) years of service - 7 days

After three (3) years of service - 9 days

After four (4) years of service - 12 days

After five (5) years of service - 15 days

1. The smooth operation of the company depends on the employees being at work on time each day. If an employee is absent or late for work, he/she adds an extra burden to his/her fellow employees.

Any employee who comes in late after the official start of hours shall be considered tardy.

Tardiness on the part of the employee delays work of other employee or even the whole department.

Consequently, the employee’s tardiness results in the unnecessary delay of service to the employee’s and client.

It is therefore very important that all employees are in their work place at least ten (10) minutes before their scheduled time begins. Tardiness shall be deducted from the employee’s salary.

1. Employees shall be paid the regular daily wage for any unworked regular holiday.

The term holiday shall exclusively refer to: New Year, Maundy, Good Friday, the 9th of April, the 1st of May, the 12th of June, the 30th of November, the 25th and 30th of December and the day designated by the law of the general election or national referendum or plebiscite (Section 3, Rule Iv of the omnibus rules implementing the Labor Code).

1. Any rank and file employee that is permitted or suffered to work on any regular or legal holiday, not exceeding eight (8) hours, shall be paid at least 200% of his regular daily wage. If the holiday work falls on the scheduled rest day of the employee, he shall be entitled to an additional premium pay of at least 50% of his regular wage rate (Section 4, Rule IV of the omnibus rules implementing the Labor Code).
2. For work performed in excess of eight (8) hours during regular hours on a regular holiday, an employee shall be paid an additional compensation for the overtime work equivalent to his rate for the eight (8) hours on such holiday work plus at least 30% therefore.

Where there regular holiday work exceeding eight hours fails on the scheduled rest day of the employee, he shall be paid an additional compensation for the overtime equivalent to his regular holiday rest day rate for the first eight (8) hours plus (30%) therefore (Section 5, Rule IV of the omnibus rules implementing the Labor Code).

1. Every employee shall be paid a night shift differential equivalent to 10% of his regular wage for each hour of work performed between 10:00 o’clock in the evening and 6:00 o’clock in the morning.
2. When the day immediately preceding the holiday is a non-working day in the establishment or the scheduled rest day of the employee, he shall not be deemed to be on leave or absence on that day, in which case he shall be entitled on the holiday pay if he worked on the day immediately preceding the non-working day or rest day.

(Section 6, Rule IV of the omnibus rules implementing the Labor Code).

1. Where there are two (2) successive regular holidays, like Maundy Thursday and Good Friday, an employee may not be paid both holidays if he absents himself from work on the day immediately proceeding the first holiday, unless he works on the first holiday in which case, he is entitled to his holiday pay on the second day. (Section 10, Rule IV of the omnibus rules implementing the Labor Code).
2. The rationale for having a system to evaluate performance is for employees to meet the goals and standards of the company. Management must tell them what to do, judge how well they have done it, and reward or correct them accordingly.
3. All employees must leave or enter the company through the designated employees entrance/exit. For security purposes, you need to present your Employees Identification Card to the security guard on duty who is authorized to check your baggage/s upon entering and leaving the company premises.
4. The company will provide the employees with prescribed Identification cards. In case of loss, the employees shall report to the Human Resource Department immediately for replacement.
5. You are not allowed to use company’s telephone lines for your private calks, except in cases of emergency where prior permission has been obtained from Department/Division Head.
6. There is nothing more challenging than maintaining an open and honest communication line between and among employees. This means getting the right information from the right person at the right time in the right way for the right reason.

Ways we can communicate:

 Bulletin Board

 Regular Meetings

 Suggestions Scheme

1. Regardless of position, all newly hired employees in the company will be trained in their specific assignments. The training will be planned, implemented in such a manner as to ensure that everyone is provided the opportunity to develop their potential to perform at level of excellent which is commensurate with performance standards established in every operational area.
2. Every employee of the company is required to participate in the General Orientation Program on his/her first day of employment in the company.
3. Personal appearance is of utmost importance in the industry. A good appearance says a lot about the company before you even say a word. Our appearance could make a difference in terms of service satisfaction. If you look good, you feel good too.

**CODE OF DISCIPLINE**

1. **The need for discipline**
	1. Discipline requires personal self-control, knowing what must collectively be achieved if there is discipline in business enterprise.
	2. The hotel is able to effectively direct and control the operation of the enterprise so that objectives are attained to the benefit of all.
	3. Employees, in turn, are able to give their best jobs, and gain the tangible reward of excellent performance.
	4. If, on the other hand, there is no discipline, violence occurs and everybody suffers.
2. **Management’s Right & Duty to Make & Enforce Reasonable Rule of Behavior**
	1. Management is mandated to run the business enterprise. In discharging this serious obligation, it must seek efficiency in all aspects of operation of the company; it must prevent all forms of losses, whether this is in the form of low productivity, wastage of materials, or loss of man-hours or machine hours; it must safeguard all assets and interests of the business. More than this, it must ensure the growth and continued existence of the hotel.
	2. To carry out this obligation, it must foster and maintain discipline, efficiency and harmony among employees.
3. **Responsibility of First-Line Supervisor**
	1. The first line supervisor heads an organizational unit which is assigned certain task to perform. He is responsible for the efficient and effective performance of these tasks. He therefore has the right to maintain discipline and foster efficiency among subordinates to achieve the goal of his unit.
	2. In line with this basic responsibility, the first line supervisor sees to it that the policies and guidance are followed.
	3. In case of violence by any subordinates subject to disciplinary rules, the supervisor must investigate it.
	4. If a grievance is presented to him by one of his subordinates, the supervisor handles it in accordance with the guidelines.
4. **Responsibility of the Department Head/Division Head**

4.1. The Department/Division sees to it that all supervisors under him are fully aware of their responsibilities in maintaining discipline in their respective units. He ensures that his supervisors know and understands all relevant policies, rules and regulations.

4.2 The Department/Division Head also sees to it that his supervisor actually do their job of maintaining discipline. He assists and guides them in discharging this responsibility.

4.3 The Department/Division Head reviews and approves/disapproves disciplinary actions recommended by his supervisor. In doing this, he sees to it that objectivity, fairness and constructiveness are observed.

4.4 In case a grievance is elevated or presented directly to him, he handles it in accordance with the procedures.

**5.0 Role of Human resource Department**

5.1 Although the Human Resources Department is not directly responsible for the proper implementation in other departments of the policies and guidelines contained in the employee manual, it oversees and monitors each implementation. It maintains a “feel” of the disciplinary situation prevailing in the various department of the company. And it brings to the attention of the Department Heads concerned cases or situations which the latter may not be \_\_ of. It also reminds other department Heads of disciplinary cases not acted upon by them, if any.

5.2 Moreover, the HRD advises other departments as to how the policies and guidelines ought to be implemented.

5.3 In case of employee seeks the help of, or is referred to the HRD, the latter provides an appropriate counsel and/or explanation.

5.4 Periodically or as the need arises, HRD reviews the policies and guidelines contained in this manual in close consultation with other managers. It also receives and studies suggestions from employees as to what changes are advisable. On such basis, it formulates recommendations to be submitted to management for approval.

5.5 HRD advises other department as to how to handle disciplinary cases where the penalty is dismissal or preventive suspension leading to dismissal. Consultation between HRD and the department concerned normally occurs before such decision is implemented.

**6.0 Offenses Subjects to Disciplinary Actions**

6.1 Included in this manual are definitions of offenses to disciplinary action together with the corresponding penalties.

6.2 Supervisors and Department/Division Head must see to it that every employee under them be aware of the offenses defined here and the penalty prescribed for each. In case employee needs enlightenment on a particular provision, the supervisor or Department/division Head is duty bound to explain it clearly and completely.

6.3 Each employee on the other hand, is duty-bound to read and understand the definitions and/or penalties. This is because ignorance of the definitions and penalties does not excuse the employee from being penalized. If a particular provision is unclear to the employee, he must ask explanation from his immediate superior.

6.4 Whenever necessary or advisable, management may define additional offenses and prescribes corresponding penalties. It may also delete or amend existing definitions or penalties. It may also delete or amend existing definitions or penalties. Such additions, deletions or amendments shall be issued via memorandum to be posted on the bulletin board.

**7.0 Disciplinary Actions: What they are meant to be:**

 7.1 A disciplinary action, like a reprimand or suspension, may be viewed in two ways:

 7.1.1 As a punishment for wrong done; and

7.1.2 As a reminder to the offender to adjust back to acceptable norms of behavior.

7.2 The second (corrective) aspect should be the principal objective to be borne in mind in imposing disciplinary actions, only when corrective operations is no longer likely to result in desired behavior, should the punitive aspect become paramount.

7.3 The basic reasons are as follows:

7.3.1 There are good and valid reasons for hiring or assigning the person to his present job. And if he/she passed the probationary period, he/she must have performed and behaves at least satisfactory.

7.3.2 Therefore something must have occurred to the person, either \_\_ job or outside, that caused him or allowed him to behave in an undesirable manner. If this something can be identified, assessed and understood clearly, then you would be able to determine whether or not corrective operation is worthwhile.

**8.0 Disciplinary Procedure**:

8.1 In case an offense subject to disciplinary actions” is supposed to have been committed by an employee, his/her immediate superior must promptly investigate the matter.

8.1.1 The immediate superior must require the employee to explain in writing within forty-eight (48) hours from receipt thereof why he/she should not be given a disciplinary action for having the offense. The immediate superior will establish and check facts. He will further ask “erring” employee to tell his side of the story and he will listen with an open mind without any pre-conceived opinion. Similarly, he will listen to other ides which are relevant to the case.

8.1.2 The immediate superior will analyze and evaluate the findings. In doing so, he will see to it that facts are distinguished from guesses, opinions or conclusions and are relied upon accordingly.

 (a) What damage offense was actually committed and how serious was it?

 (b) What much damage or trouble was caused?

 (c) Who are affected and to what extent?

 (d) Has the offense been committed within the department or section, and if so, who are involved?

 (e) What are the future consequences of this offense and the action to be taken on it?

 On the basis of all theses, the immediate superior arrives at an appropriate conclusion and decision as to what disciplinary action, if any, must be taken.

8.1.3 If necessary or advisable, the immediate supervisor will take steps to preserve the integrity and reliability of the pieces of evidence. This is particularly true in cases where vital pieces of evidence are in danger of being lost or tampered with. Thus, he may take custody of the physical evidence or get the written testimonies of witnesses.

8.1.4 The immediate superior will discuss with the Department/Division Head his findings and recommendations. The Department/Division Head will decide whether to approve it as recommended, or increases/decrease it. If the extent of damage in construction of the aggravating/mitigating circumstance so warrant. In making this decision, the Department/Division Head will be as objective and fair as possible and will exercise prudent judgment.

8.1.5 The decision to impose a disciplinary penalty will be documented using Disciplinary report Form.

8.1.6 Upon approval of the disciplinary report form by the Department/Division Head, the immediate superior of the employee will implement it. This means that the immediate superior will talk to the employee and explain the penalty to be imposed and the reason for it. He will take careful note of the employee and explain the penalty to be imposed and the reason for it. He will take careful note of the employee’s reactions since this may prove helpful in correcting. If possible, the employee.

8.1.7 The immediate superior will serve a copy of the approved disciplinary report form to the employee and ask the latter to acknowledge receipt of it. If the employee refuses to receive his copy of the disciplinary report of it. If the employee refuses to receive his copy of the disciplinary report and refuses to acknowledge receipt of it, such fact(s) will be noted on both copies of the disciplinary report. The immediate superior will then route the copies as indicated on the form. The security should also be informed of the penalty imposed on the employee.

**9.0 Grievance Procedure**:

9.1 A grievance may arise from a number of causes. It may be because of a disciplinary penalty, which the employee views as being unjustified or excessively harsh.

9.2 Whether the cause is real or imagined, the grievance must be heard, evaluated and acted upon way or another.

 9.3 There are three (3) levels at which grievance are handled:

 First : Immediate Supervisor

 Second : Department/Division Head

 Third : Chief Executive Officer

 As a general rule, a grievance must first be presented and discussed with the employee’s immediate superior. This requirement is intended to give the immediate superior, who is closest to the situation, the first opportunity to hear and settle the grievance. If it is not settled satisfactory at this level, then the employee concerned may elevate it to the Department/Division Head level and finally the Chief Executive Officer.

9.4 Certain guidance must be observed in processing grievances in any of the levels. These include the following:

9.4.1 With an open mind, hear the version of the employee who is presenting the grievance. Even if the grievance is in writing, it is often helpful to talk to the aggrieved employee and asked him/her for elaboration and clarification.

9.4.2 Establish the facts of the grievance. In doing so, care must be exercised in differentiating facts from opinions and/or conclusion in order to avoid being misled.

9.4.3 Determine which policy, rule or regulation applies to the particular case. Understand well the rationale of the policy, rule and regulation, and how to apply it in specific cases.

9.4.4 Evaluate the facts and the aggrieved employees’ side in the light of the applicable policy, rule or regulation. Identify and define option that might be taken in resolving the grievance. Determine the immediate as well as the long term implications of each of these options.

9.4.5 Talk with the aggrieved party again. Feasible options may be also be explored. Take note of the aggrieved employees’ reaction toward each option. His/her reaction to the options may in to the options may indicate which option is more acceptable in so far as he/she is concerned.

9.4.6 If the appropriate and satisfactory solution is within your authority to decide, make a decision and inform the parties concerned. If it is not within your authority to approve the solution, secure approval before informing the parties concerned and implementing the solution. If no solution appears to be appropriate, submit your findings and suggestion to the next higher level; unless you are in the second level. In which case, you must take a definite stand and communicate it to the parties concerned.

**Offenses Subject to Disciplinary Action:**

 **OFFENSES PENALTIES**

1. 1st Offense Oral Warning

2nd Offense Written Warning

3rd Offense 3 Days Suspension

4th Offense 7 Days Suspension

5th Offense 15 Days Suspension

6th Offense Discharged

1. 1st Offense Written Warning

2nd Offense 3 Days Suspension

3rd Offense 7 Days Suspension

4th Offense 15 Days Suspension

5th Offense Discharged

1. 1st Offense 3 Days Suspension

2nd Offense 7 Days Suspension

3rd Offense 15 Days Suspension

4th Offense Discharged

1. 1st Offense 7 Days Suspension

2nd Offense 15 Days Suspension

3rd Offense Discharged

1. 1st Offense Discharged

**10. Concerning Company Funds and Property**

|  |  |
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| **Acts or Omissions** | **PENALTY** |
| 10.1 Stealing, misappropriating or embezzling company fund or property. | **E** |
| 10.2 Concealing or deliberately misplacing company properly without justifiable purpose of doing so. | **C** |
| 10.3 Concealing damage or loss of company property. | **C** |
| 10.4 Unauthorized possession or use of company property; unauthorized substitution of company materials, supplies, tools or equipment with another. | **D** |
| 10.5 Committing an act of sabotage. | **E** |
| 10.6 Deliberately causing loss or damage to company property. | **E** |
| 10.7 Defacing any part of company property like buildings, structures, open areas etc. (Unauthorized painting, making, pasting, setting up or removal of things) | **E** |
| 10.8 Improperly using or allowing unauthorized person to improperly used of company supplies, materials, facilities, tools, equipment resulting in loss or damage. | **C** |
| 10.9 Operating, using, meddling with, or impeding the proper use of machine, tools equipment resulting to loss or damage. | **C** |
| 10.10 Unauthorized possession or use of restricted key/s. | **E** |
| 10.11 Loss through negligence of restricted key/s. | **D** |
| 10.12 Gross neglect in giving due notification or holding the known and needed information to person (s) concerned resulting to loss or damage of company property. | **D** |
| 10.13 Culpable carelessness, negligence or failure to follow specific instruction or re-establish procedure(s) resulting to loss or damage of company property. | **D** |
| 10.14 Committing other acts of dishonesty, deceit or anomaly not embraced other provisions which causes damage to company property. | **C** |

**11. Affecting Company Interest**

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| --- | --- |
| **Acts or Omissions** | **PENALTY** |
| 11.1 Forging, falsifying or altering official document(s) such a way as to misled the user (s) thereof. | **E** |
| 11.2 Making use of record(s) or document (s) known by the user to be false. | **E** |
| 11.3 Punching in or out for another employee; tampering with, or unauthorized altering of one’s time card or the time card of another employee. | **D** |
| 11.4 Obtaining or accepting money or anything of value by entering into unauthorized arrangement (s) with supplier(s) or another outsider(s). | **E** |
| 11.5 Offering or accepting of money or anything of value for a job or for a favorable condition or employment. | **E** |
| 11.6 Breach by employee of the trust reposed in him by management or by company representative. | **E** |
| 11.7 Damaging or jeopardizing company interest through acts or omission which affect the company client(s), official visitor(s), or other business friend(s). 11.7.1 Stealing from said client(s), guest(s), or visitor(s) within the company premises. 11.7.2 Uttering words, doing acts, or making gesture to said client(s), guest(s) or visitor(s) which are manifestly insulting or grossly disrespectful/discourteous. 11.7.3 Prying into the privacy of the company (guest(s) such as peeping or spying on company’s guest. | **E****C****E** |
|  11.8 Disclosing, giving away, or using restricted or classified company matter(s) or information without proper authorization.  | **E** |
| 11.9 Posting unauthorized reading materials on company bulletin boards or unauthorized removal of officially posted notices, announcements, or similar matters. | **C** |
| 11.10 Inciting or participating in concerted work stoppage, slow-down, mass leave, sit-down, riot or other similar disruptive activities. | **E** |
| 11.11 Deliberate slowing down, holding back, hindering, or limiting of production, or intimidating coercing or inducing other employee to do so. | **D** |
| 11.12 Presence of company property in the employee’s locker. | **D** |
| 11.13 Committing other culpable acts or omission not embrace by other provisions which cause damage to the interest(s) of the company. | **C** |

**12. Concerning Relationship with Superiors(s), Attitude to and Performance of Assigned Duties**

|  |  |
| --- | --- |
| **Acts or Omissions** | **PENALTY** |
| 12.1 Threatening, intimidating, coercing, provoking to a fight, assaulting or attacking a superior for reason directly connected with the superior’s discharge of his official duties. 12.1.1 If there is actual assault or attack. 12. 1.2 Otherwise | **E****D** |
| 12.2 Uttering words, doing acts, or making gesture to superior or vice-versa which manifestly insulting or grossly disrespectful. | **E** |
| 12.3 On the part of the Superior, deliberately condoning, tolerating or participating or participating in an offense committed by a subordinate. | **C** |
| 12.4 Gross or habitual neglect of assigned duty. | **E** |
| 12.5 Receiving an “unsatisfactory rating” in the employee Performance Appraisal three (3) times within 18 month period. | **E** |
| 12.6 Refusing or failing to the assigned task or to obey official order or instruction, or to follow established procedures. 12.6.1 Refusing 12.6.2 Failing | **E****D** |

|  |  |
| --- | --- |
| 12.7 Leaving work assignment during official working hours without punching out and/or without prior permission from the department head or immediate superior. | **C** |
| 12.8 Malingering or pretending to be sick, making or giving false excuse(s) during sick leave or absence. | **C** |
| 12.9 Sleeping while on duty: 12.9.1 Day shift – 7am to 11pm 12.9.2 Night shift – 11pm to 7am | **C****D** |
| 12.10 Doing unauthorized or unofficial work during working hours. | **B** |
| 12.11 Engaging on horseplay, scuffing, shoving, or other similar playful activities which are time-wasting or which could be injurious to person or property during working hours. | **B** |
| 12.12 Wasting time in any other way during official working hours whether at or away from assigned work place (loafing, over stretching work period or stretching work period or stretching break periods, idle, chatting, etc.) | **A** |
| 12.13 Abandonment of job. Absence of five(5) consecutive days or more without official explanation being receive by the company shall be considered abandonment of job. | **E** |
| 12.14 Absence from work without notice or authorization: 12.14.1 For less than five consecutive days. 12.14.2 Frequent tardiness of at least four(4) times within a 30-day period. 12.14.3 Committing other acts of insubordination, non-attending or neglect of duty not embraced by other provisions. | **D****B****B** |

**13. Concerning Harmony and Good Order, Safety and Decency at Work**

|  |  |
| --- | --- |
| **Acts or Omissions** | **PENALTY** |
| 13.1 Extortion of any form of oppressive exaction of money or anything of value from co-employees or from guests. | **E** |
| 13.2 Stealing, concealing or deliberately misplacing without justifiable purpose of employees’ property within the company premises or at assigned job site. | **E** |
| 13.3 Engaging money lending or usurious rate of interest, selling tickets or whatever kind, buying or selling goods, making or collecting payments for such good within the company premises during official working hours. | **B** |
| 13.4 Gambling, placing or collecting bets, or participating any game of chance within the company premises. | **C** |
| 13.5 Bringing in or unauthorized possession of firearms, explosives or other deadly weapons within the company premises or job sites. | **E** |
| 13.6 Using, selling or pushing prohibited drugs or their substitutes. | **E** |
| 13.7 Drinking intoxicating drinks within the company premises. | **E** |
| 13.8 Smoking in prohibited areas. | **B** |

|  |  |
| --- | --- |
| 13.9 eating in unauthorized areas. | **A** |
| 13.10 Holding within the company premises a company meeting, conference or similar gathering which is not allowed under prevailing company practices nor permitted by the management. | **C** |
| 13.11 Creating or contributing the creation of unclean or unsanitary conditions inside company premises. | **B** |
| 13.12 Failure to comply with the safety and security requirements that may prejudice the company and its employee. | **D** |
| 13.13. Failure to comply with any periodically scheduled physical examination required by the company. | **B** |
| 13.14 Failure to report lost and found articles. | **B** |
| 13.15 Failure or refusal to wear official company ID/or uniform. | **A** |
| 13.16 Failure to follow prescribed procedures in case of accidents involving company vehicle, equipment, etc. | **C** |
| 13.17 Unauthorized vending, soliciting or collecting for any purpose whatsoever at any time inside company premise. | **A** |
| 13.18 Committing offenses which are penalized with three (3) suspensions during a 12-month period. | **E** |
| 13.19 Selling merchandise during working hours, frequent receiving visitors for personal reason or constant use of telephone for personal use. | **E** |
| 13.20 Gambling-promotion, assistance in operation of or actual participation in gambling during working hours and within the company premises. | **D** |

**GENERAL PROVISIONS**

* The penalty of dismissal should not be imposed without due process. The report will be reviewed by the Resident Manager for perusal and/or approval. The notice of dismissal shall be signed by the Human Resources Manager and the Resident Manager.
* When a violation results in injury to person or damage to property or both, the offender may be required to pay in full or in part of the amount of damage caused by his act, omission or negligence as determined by the Resident Manager.
* When a single act constitute two or more offenses or is a necessary means of committing the other, the penalty for the more serious offense shall be imposed.
* The company can place the employee under Preventive Suspension as provided for under the law, if his/her continued stay poses a serious and imminent threat or danger to the life or property of the company or his/her co-employees, pending the result of the investigation.

**Meetings and Conventions**

 The grandest yet in Ilocos Norte, the 1,000 square meter convention venue was created to welcome as much as 1,200 delegates in a theater-style arrangement, 800 in classroom style, and 700 in a banquet style. No conference or expo area is too large or too small with an efficient system of dividers that can create sic different events all at the same time.

For smaller functions, the hotel offers 2 meeting rooms at the main building. The Paoay Function Room accommodates 25 to 30 guests, while the Laoag Function Room can host 100 to 150, perfect for business meetings.

**Accommodations**

 Plaza del Norte simplified its hotel room types into Deluxe Twin, Deluxe Queen and Suite. All of its 100 rooms have their own private verandas. Its 4 suites means four different perfect views of sunset.

 A separate dormitory facility can host to as much as 120 guests. The hotel has two 2-story buildings, each having 6 rooms with 10 beds per room. Entertainment areas and spacious common.

**Weddings and Recreation**

 Plaza del Norte offers its own ecumenical chapel for intimate weddings. Celebrate this with special friends at any of the hotel’s function areas, which would be adjusted according to your special needs.

 The hotel’s recreational facility includes a casino and a swimming pool. Wi-Fi is free at the hotel lobby. After a hard daytrip, in room massage is available upon request.

**Restaurant and Catering**

 A gustatory glint of the finest Ilocano dishes, Plaza del Norte sees to it that guests never fail to relish on Vigan Longganisa, Crispy Dinuguan, classic Pinakbet, bagnet, topped with locally produced dragon fruit ice cream. Feast on these culinary delights in the hotel’s restaurant or in its al fresco facility. The hotel also features a bar with a well-selected list of wines.

**Hotel Information**

 Plaza del Norte was designed to conveniently access all major attractions in Ilocos. In fact, it is a alking distance from two national geologic wonders and a former residential palace; Paoay Lake, Paoay Sand Dunes and the Malacañang of the North. Drive 10 minutes south to reach the UNESCO World Heritage Site-listed Paoay church, famous for its Asian baroque architecture, 10 minutes north to Ilocos Norte’s historic Laoag City, 1.5 hours to famed Pagudpud Beach and the Bagui Wind Farm and 2 hours to the well-preserved Colonial Town of Vigan.

Airport transfers are available to the airport and key bus terminals.