

Employees are authorized to use Bank property/asset for official use only. The use of any Bank property for private purpose or personal benefit is proscribed/prohibited.

E. ATTENDANCE AND PUNCTUALITY

The employees must be punctual and regular in their attendance. They are expected to report for work on time and perform their work responsibilities during working hours.

F. OFFICIAL ATTIRE/IDENTIFICATION CARD

When reporting for work, all Bank employees must wear the prescribed office attire/uniform.

For security and identification purposes, all employees are likewise required to wear their Bank issued identification cards within the Bank premises.

G. HEALTH AND SAFETY

The employees are responsible for the promotion of proper housekeeping, cleanliness and safety not only within their work area but within Bank premises.

H. SECURITY BREACH

Employees are expected to preserve the confidentiality and integrity of information and strictly observe the policies on information security.

I. DISCLOSURE OF CONFLICT OF INTEREST

Every employee is obligated to declare and divulge in writing to the Bank his participation, whether direct or indirect in any endeavor which may constitute an actual or potential conflict of interest with that of the Bank and its subsidiaries or affiliates.

SECTION IV. JURISDICTION

The designated Disciplinary Authority exercises jurisdiction over the following personnel:

1. Employees of PNB and its domestic branches;
2. Employees of PNB Head Office (Philippines) assigned to PNB overseas branches/offices and foreign subsidiaries; and
3. Employees:
 - 3.1 locally hired by PNB overseas branches/offices/foreign subsidiaries; and
 - 3.2 of domestic subsidiaries.

SECTION V. DISCIPLINARY AUTHORITY

Offense/Penalty	Disciplinary Authority
Cases on attendance (tardiness)	Group Head
Minor and Less Serious Offense	Group Head or Division Head (if no Group Head) or HRG Head
Serious Offense	Administrative Investigation Committee (AIC)