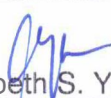
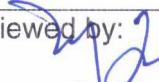
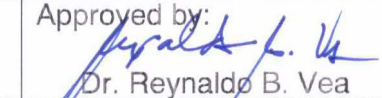
	REFERENCE GUIDELINES	Document No.: RG-HR-45-09
	CHARTER FOR EMPLOYEE DISCIPLINE COMMITTEE	Effective Date: February 01, 2020
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Prepared by:  Maria Elizabeth S. Yap	Reviewed by:  Raul Victor B. Tan	Approved by:  Dr. Reynaldo B. Vea
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I. PURPOSE:

To establish a Charter for the creation of a regular Employee Discipline Committee (EDICOM) to evaluate and assess, hear and adjudicate employee cases for appropriate action and/or sanctions of the same and establish its implementing rules and guidelines.

II. SCOPE

These guidelines shall apply to all teaching & non-teaching employees regardless of job ranks (i.e; rank & file, supervisory, managerial or officers) and employment classification (contractual, probationary or regular).

III. DEFINITIONS


Teaching Employees	Shall refer to Faculty members of the University
Non-Teaching employees	Shall refer to the MITLU and Confidential employees
Officers	Shall refer to non-teaching employees whose ranks range from Managers & Up
HRD	Human Resources Department

UNCONTROLLED

Crisanta F. Azcueta 10-Nov-2022
 Signature over Printed Name/Date

APPROVED
 BY:  DATE: 1/30/2021

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IV. RESPONSIBILITY AND AUTHORITY

Human Resources Department

Shall be responsible for addressing incident reports, audit reports relative to employee cases including the due process and adjudication of cases.

Head of Legal Affairs Department

Shall be responsible in ensuring that cases of employees are vetted with both statutory and legal laws.

HR -Employee Relations

Shall be responsible in setting up schedules of hearings; serving of notices and updating the employee case tracker & database.

Head of Human Resource Department

Shall take the lead in the adjudication and hearing process. Prepares the report of employee cases for the Chairman.

EVP & Chief Operating Officer

Shall chair the Employee Discipline Committee.

Employee Discipline Committee


Shall be responsible for the full evaluation of employee cases and recommending sanctions for approval of the Chairman of the Committee.

V. DETAILS OF REFERENCE GUIDELINES

I. Scope and Coverage:

1. The Employee Discipline Committee (EDICOM) of Mapua University shall act as an independent body in the assessment, evaluation and review of employee cases such as but not limited to the following:
 - a. Theft or cash abstraction
 - b. Fraud
 - c. Dishonesty (manipulation of official records)

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- d. Sexual Harassment
- e. Negligence resulting to financial losses
- f. Violations of the Social Media Policy

II. Responsibilities of the EDICOM:

1. To ensure that the appropriate preventive, corrective and disciplinary measures are imposed on above such cases.
2. To establish a regular committee to assess, hear and adjudicate employee cases for the appropriate sanctions of the same.
3. To undertake corrective and preventive measures for the protection of the University in relation to any of such cases.
4. To ensure that all cases involving employee discipline, the requirements of due process are strictly observed and the employee concerned is granted the opportunity to be heard and defend or explain his side.

III. Composition/Membership of the Committee:


1. EVP & Chief Operating Officer - Chairperson
2. Chief Human Resource Officer
3. VP for Legal Affairs Department
4. ISO-Integrated Management Representative
5. Controller- ex officio member
6. HR Manager

IV. Frequency of Meetings:

The Employee Discipline Committee of Mapua (EDICOM) shall meet as necessitated by the case.

V. Procedural Due Process & Standards:

1. The respondent must be informed in writing of the charge and evidence against him/her, and shall be given the opportunity to file an answer within 5 days from receipt of the written notice.
2. If preferred, the respondent may be assisted by his/her counsel.

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3. The respondent shall have the opportunity to be heard and to answer the charges (the right to be informed of the evidence against him and to submit evidence in his/her behalf) and;
4. The Edicom must base their decision on the merits of the case and presentation of evidence, and after all parties are given the opportunity to be heard.
5. The procedures provided in the Faculty and Non-Teaching Manuals on employee cases shall be suppletory to this Charter.
6. For cases covered by the Charter for faculty members, these may be directly elevated to the Committee, as these are considered grave offenses which may be directly acted upon on the institutional level.

VI. Reporting:

A report to the President for cases resolved by the EDICOM and actions it has taken will be submitted by the Head of HR.

VII. Sanctions:

All cases above are classified as Grave Offenses and therefore terminable at the first instance.

Decisions arrived at by the Committee is deemed final and executory within the bounds of due process and existing policies and applicable laws. However, parties may file an appeal with the office of the President within 15 days and if no appeal is filed, the decision is deemed final and executory.

VI. REACTION PLAN


In case these guidelines are not implemented in full or in part, HRD shall call for a meeting with the concerned officers.

VII. PERFORMANCE INDICATOR

All employees and other concerned personnel have complied with these guidelines and policies.

VIII. REPORTORIAL REQUIREMENTS

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Report Title	Frequency of Update	Responsible Personnel

IX. REFERENCE DOCUMENTS


Document Code

Title

Notice to Explain

Proof of evidence

Notice of Decision

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Section / Page	Rev. No.	Reason for Revision	Effective Date	By
ALL	00	Original Issue	February 1, 2020	MESY

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