

VERSION NO. 1	MANUAL TITLE FINANCE AND ADMINISTRATIVE MANUAL	DOCUMENT NO. FAM 3.07
	DOCUMENT NAME GRIEVANCE POLICY	REVISION NO. 0
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1.0 Objectives

- 1.1 To resolve incidents, complaints, and employees' concerns and ensure that it is handled in an appropriate, fair, transparent, and timely manner with principles of natural justice.
- 1.2 To maintain a healthy workplace that encourages collaboration, cooperation, and communication.

2.0 Scope

This policy shall apply in the Main and its Satellites Campuses.

3.0 Policies

- 3.1 There shall be a five-member Grievance Committee designated by the University President subject to re-appointment every academic year, to wit:

	Academic Related	Non-Academic Related
Chair	Legal Officer	Legal Officer
Member	Chief Academic Officer	Chief Finance and Administrative Officer
	SASC Director	2 Directors from Non-Academic Department
	College Dean	Director, HR Operations
	Director, HR Operations	

- 3.2 The following allegations shall be lodged with the Grievance Committee for investigation:
 - 3.2.1 Sexual Harassment
 - 3.2.2 Fraud and Corruption
 - 3.2.3 Theft
 - 3.2.4 Dishonesty
 - 3.2.5 Tampering and falsification of records
 - 3.2.6 Conflict of Interest
 - 3.2.7 Any other allegation that requires the establishment of facts
- 3.3 The Grievance committee shall conduct the official investigation and shall recommend appropriate sanctions or disciplinary measures to the University President for approval.
- 3.4 The notice of decision signed by the University President shall be prepared and served to the interested parties.
- 3.5 If the President vetoed the recommendation, the President shall notify the Grievance Committee the reasons. The decision of the President is final.

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3.6 Due process shall be observed following the level of investigation, to wit:

3.6.1 Initial Level	Concerned Head of the Department
3.6.2 Second Level	HR Director-Operations
3.6.3 Third Level	Grievance Committee
3.6.4 Fourth Level-decision	Office of the President

3.7 Code of Conduct

Classification of Violations	Severity	Disciplinary Measures				
		1	2	3	4	5
Section 1. Performance of Work						
1. 2 times tardiness within the payroll cycle	Minor	VW	WW	15S	30S	D
2. 4 times tardiness within the payroll cycle	Minor	WW	15S	30S	D	
3. 6 times tardiness within the payroll cycle	Major	15S	30S	D		
4. 8 times tardiness within the payroll cycle	Grave	31S	D			
5. 10 times tardiness within the payroll cycle	Grave	D				
1. 2 times consecutive unexcused absences within the payroll cycle	Minor	VW	WW	15S	30S	
2. 4 times consecutive unexcused absences within the payroll cycle	Minor	WW	15S	30S	D	
3. 6 times consecutive unexcused absences within the payroll cycle	Major	15S	30S	D		
4. 8 times consecutive unexcused absences within the payroll cycle	Grave	31S	D			
5. 10 times consecutive unexcused absences within the payroll cycle	Grave	D				
6. 2 times failure to clock in/clock out within the payroll cycle	Minor	VW	WW	15S	30S	
7. 4 times failure to clock in/clock out within the payroll cycle	Minor	WW	15S	30S	D	
8. 6 times failure to clock in/clock out within the payroll cycle	Major	15S	30S	D		
9. 8 times failure to clock in/clock out within the payroll cycle	Grave	31S	D			
10. 10 times failure to clock in/clock out within the payroll cycle	Grave	D				
11. 2 times failure to file the official business/ unauthorized business outside the university within the official work hours within the payroll cycle	Minor	VW	WW	15S		
12. 4 times failure to file the official business/ unauthorized business outside the university within the official work hours within the payroll cycle	Minor	WW	15S	30S		

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13. 6 times failure to file the official business/ unauthorized business outside the university within the official work hours within the payroll cycle	Major	15S	30S	D		
14. 8 times failure to file the official business/ unauthorized business outside the university within the official work hours within the payroll cycle	Grave	31S	D			
15. 10 times failure to file the official business/ unauthorized business outside the university within the official work hours within the payroll cycle	Grave	D				
16. Unauthorized absence from work during work hours	Minor	WW	15S	30S	D	
17. Absence without office leave beyond five (3) consecutive working days	Minor	WW	15S	30S	D	
18. Absence without office leave beyond five (5) consecutive working days	Major	15S	30S	D		
19. Absence without office leave beyond ten (10) consecutive working days	Grave	D				
20. Failure to notify the Head/HR on its Absence without office leave beyond five (5) consecutive working days	Grave	D				
21. Insubordination or deliberately refusing to follow legitimate orders of superiors	Major	15S	30S	D		
22. Insubordination/willful disobedience	Major	15S	30S	D		
23. Leaving school sponsored training sessions without permission ahead of time	Major	15S	30S	D		
24. Failure to follow standard operating procedures	Minor	WW	15S	30S	D	
25. Smoking in the university premises	Major	15S	30S	D		
26. Sleeping during office hours	Minor	WW	15S	30S	D	
27. Failure to submit laboratory/medical exams as required for the business permit and other regulatory requirements	Major	15S	30S	D		
28. Undue delay in accomplishing an assigned tasks with serious and adverse	Major	15S	30S	D		
29. Gross negligence in performance of one's duty, or gross dereliction of duty resulting in damage, loss and negative implication to the business of the university	Grave	D				
Section 2: Dishonesty						
1. Misappropriation or unauthorized removal of school funds	Grave	D				

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2. Robbery, theft, pilferage, unauthorized removal or possession of school property or that belonging to a co-employee or third persons	Grave	D				
3. Tampering, falsifying school documents or records or forging signatures to obtain material gain through fraudulent means	Grave	D				
4. Knowingly submitting fraudulent expense report	Grave	D				
5. Giving false or misleading information about one's self in the application or data forms like date of birth, civil status, educational attainment, employment or working experiences.	Grave	D				
6. Giving untruthful or concealing material facts in an investigation	Grave	D				
7. Using school materials or equipment to do unauthorized work for personal gain	Grave	31S	D			
8. Wearing unauthorized ID; mutilating, disfiguring, making unauthorized alteration or markings on one's ID	Grave	D				
9. Submitting medical or laboratory results other than the employee's true results	Grave	D				
10. Malingering or not reporting for work, feigning sickness	Grave	D				
11. Knowingly harbouring infectious or contagious diseases which may endanger the health of fellow employees	Grave	D				
12. Falsification of school records/documents or forging another person's signature	Grave	D				
13. Reporting to work under the influence of liquor; drinking intoxicating beverages during working time	Grave	D				
Section 3: Data Privacy	Grave					
1. Posting internal communication in the social media with sensitive information such as but not limited to administrative signatories, grades, and other sensitive information covered under Data Privacy Law, that threaten personnel, students and the university's confidential information.	Major	15S	30S	D		
2. Posting in the social media the delegation of deliverables, tasks, compliances and non-compliances of specific personnel, both teaching and non-teaching, and all other matters that shall be properly discussed internally and professionally in the university.	Major	15S	30S	D		

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3. Data breaches, non-disclosure and other confidentiality related issues	Major	15S	30S	D		
4. Revealing or divulging confidential information and other people's personal data or assisting/facilitating entry of other persons to obtain the said information	Grave	D				
5. Removal of records from office without proper authority resulting to substantial loss or damage to the university	Grave	D				
6. Disclosing to unauthorized persons or in unauthorized manner the confidential client information and violating the confidentiality required by the nature of client's affairs and/or transactions	Grave	D				
7. Hacking of computer systems and unauthorized access of information	Grave	D				
8. Removal of computer parts to gain access of unauthorized information and destroy access of records	Grave	D				
9. Revealing or divulging confidential information and other people's personal data or assisting/facilitating entry of other persons to obtain the said information	Grave	D				
10. Publishing, posting, leaking or disseminating through any means (including but not limited to mass media and social media) any information that is considered sensitive or strictly confidential and are not meant for public consumption	Grave	D				
Section 4: Improper Conduct and Behavior						
1. Failure to wear the prescribed uniform and IDs						
a. 2 times in a week	Minor	VW	WW	15S	30S	
b. 4 times in a week	Minor	WW	15S	30S	D	
c. 6 times in a week	Major	15S	30S	D		
d. 8 times in a week	Grave	31S	D			
e. 10 times in a week	Grave	D				
2. Horseplay or unruly conduct as to cause disorder, disrupt work or create scandal	Minor	WW	15S	30S	D	
3. Gambling, betting, conducting lotteries or committing similar acts within school premises	Major	15S	30S	D		
4. Accepting bribe or anything of value in exchange for a job, preferential treatment in biddings, or harbouring work assignment	Major	15S	30S	D		

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5. Unauthorized use of school materials, supplies and equipment for private/ personal use	Major	15S	30S	D		
6. Reporting to work under the influence of liquor; drinking intoxicating beverages during working time	Major	15S	30S	D		
7. Posting undesirable, revealing photos, videos and other info graphic materials which are disturbing, provoking and improper to the expected conduct of professionalism.	Major	15S	30S	D		
8. Using vulgar, obscene or abusive language; threatening or provoking others to a fight, whether oral or written	Major	15S	30S	D		
9. Unauthorized vending, soliciting, lending or collecting money within school premises	Major	15S	30S	D		
10. Quarreling within office premises and even outside if work-related	Grave	D				
11. Spreading rumors or gossips against the employee and the university	Grave	D				
12. Failure to treat clients, superiors and co-worker with due civility	Grave	D				
13. Unauthorized or improper use of university's resources, facilities and equipment including but limited to vehicles whether or not there is a loss or damage	Grave	D				
14. Deliberate destruction or damage to university's facilities and/or property	Grave	D				
15. Unauthorized use of university's name for personal gain resulting to loss, damage of reputation and other negative consequences	Grave	D				
16. Any act or omission resulting to substantial loss, damage, injury, which put the university in jeopardy and/or risk of substantial damage, loss inquiry	Grave	D				
17. Fighting within school premises	Grave	D				
18. Falsification of school records/documents or forging another person's signature	Grave	D				
19. Causing serious injuries to superiors, co-employees or other persons within school premises whether committed or through negligence; uttering false, fictitious or malicious statements against the school, or its officers	Grave	D				
20. Borrowing or receiving money or commission from students or persons having business transactions with the school	Grave	D				

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21. Giving false testimony or presenting of fabricated evidence in any investigation of a serious violation	Grave	D				
22. Soliciting or receiving money, gift or other benefits in consideration of the performance of an act prejudicial to school interest	Grave	D				
23. Holding unauthorized meetings or caucuses; engaging in political activities such as political discussion, distributing political materials, campaigning or soliciting support or endorsement of a cause or ideology	Grave	D				
24. Robbery, theft, pilferage, unauthorized removal or possession of school property or that belonging to a co-employee or third persons	Grave	D				
25. Going out with students to dining out, drinking sprees, outing, and conduct of co- or non-curricular activities outside the school without administrative permission, among others.	Grave	D				
26. Demanding, collecting, receiving, or borrowing money from students, in any amount and for any reason	Grave	D				
Section 5: Sexual Harassment						
1. Illicit relationship or sexual misdemeanor causing negative consequences in the workplace	Grave	D				
2. Sexual harassment, immoral conduct and indecent acts including acts of lasciviousness, exhibition of lewd and pornographic materials	Grave	D				
3. Engaging in sexual, virtual, physical, or intimate relationships with students from UV (or even non-UV students, when necessary) that morally threatens both personnel and the university.	Grave	D				
4. Unwelcome Sexual Advances	Grave	D				
5. Repeated sexually oriented kidding, teasing, joking or flirting	Grave	D				
6. Graphic commentary about an individual's body, sexual prowess or sexual deficiencies	Grave	D				
7. Leering, Whistling, touching, pinching, brushing against another body	Grave	D				
8. Displaying objects that are sexual in nature	Grave	D				
9. Sexual assault and rape	Grave	D				

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10. Persistent and unwanted attempts to change an educational or professional relationship to a personal or intimate one	Grave	D				
Section 6: Security and Safety						
1. Concealing Defective Work	Minor	WW	15S	30S	D	
2. Reporting to work under the influence of liquor; drinking intoxicating beverages during working time	Major	15S	30S	D		
3. Unauthorized possession of firearms, deadly weapons and/or dangerous prohibited drugs within the university premises	Grave	D				
4. Disregarding health, safety and security rules resulting to loss, damage and risk to employees or its clients	Grave	D				
5. Assisting or allowing any outsider to enter school premises without undergoing the security checks in the entry points resulting to risk in the safety of the employees and the stakeholders;	Grave	D				
6. Causing serious injuries to superiors, co-employees or other persons within school premises whether committed or through negligence; uttering false, fictitious or malicious statements against the school, or its officers	Grave	D				
7. Unauthorized possession of picklocks, false keys, master keys, and similar devices which can open doors, windows, lockers, cabinet or the like within the school premises	Grave	D				
8. Possessing, selling or supplying illegal drugs or reporting to work under the influence of drugs	Grave	D				
9. Insulting, threatening with bodily harm, or showing disrespect or discourtesy to a superior or school official as well as visitors	Grave	D				
10. Sabotage, destruction of school property	Grave	D				
11. Inciting, instigating, provoking or participating in any riot or disorder, work slowdowns or engaging in concerted activities not duly authorized	Grave	D				
12. Planting/fabricating evidence for the purpose of imputing a crime against another	Grave	D				
13. Accepting bribe or anything of value in exchange for a job, preferential treatment in biddings, or harboring work assignment	Grave	D				

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14. Unauthorized use of lockers belonging to others	Grave	D				
15. Vandalism like writing, carving, etching, painting or posting writings or drawings or other similar acts that tend to deface school property	Grave	D				
16. Entering or attempting to enter restricted areas, or aiding others in entering or attempting to enter restricted areas	Grave	D				
17. Unauthorized/improper use of computers and peripheral equipment, including unauthorized removal of parts thereof	Grave	D				
18. Possessing, selling or supplying illegal drugs or reporting to work under the influence of drugs	Grave	D				
Section 7: Safety and Housekeeping						
1. Improper disposal of waste/garbage materials	Minor	WW	15S	30S	D	
2. Tampering with fire-fighting equipment	Grave	31S	D			
3. Unauthorized posting, writing or removing any written notice or information from school bulletin board	Minor	WW	15S	30S	D	
4. Failure to submit or observe security requirements such as routine inspection before entering and leaving school premises	Minor	WW	15S	30S	D	
5. Spitting, littering or urinating in unauthorized places	Minor	WW	15S	30S	D	
Section 8: Mass/social media and Communication						
1. Publishing, posting, leaking or disseminating false or malicious statements through any means including but not limited to mass media or social media which will put the university's name or its employees in bad light	Grave	D				
2. Conflict of interest resulting to damage or loss to the business of the university including but not limited to:	Grave	D				
a. Engaging or being involved in any undertaking that places or could place the employee/employer in direct conflict with his responsibilities	Grave	D				
b. Engaging or being involved in activities that will require the personal time, attention and direct personal involvement which	Grave	D				

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adversely affect the performance of their jobs and the business of the university						
3. Initiating, leading, involving, participating, or carrying out any activity that in general is detrimental to the name, integrity, and best interest of the university.	Grave	D				
4. Criminal offense punishable by law	Grave	D				
Section 9: Workplace Health and Safety						
1. Refusal to adhere the health and safety standards such as wearing of facemasks or PPEs, signing of health declaration, temperature checking, physical distancing, quarantine and other health protocols	Minor	WW	15S	30S	D	
2. Non-submission of the required medical certificate upon return to work from sick leave or as required upon resumption to ensure health and safety for all employees	Minor	WW	15S	30S	D	
3. Dishonesty in answering the health questionnaire such as symptoms, contact with COVID-19 patients and other information that may threaten the health and safety of other employees	Grave	D				
4. Insubordination and willful disrespect to the implementing health, safety and security officer for workplace prevention, precautionary measures and control of COVID-19 in the University	Minor	WW	15S	30S	D	
5. Repeated violations on the health protocols for over 10 times	Minor	WW	15S	30S	D	

3.8 Disciplinary Measures

Disciplinary Measures	Code	Severity of Offense	Description
Verbal Warning	VW	Minor	Verbal information provided to an employee that she has violated a rule in the university, and such violation shall not continue
Written Warning	WW	Minor	A formal written notice to an employee regarding his violation of the policies in the university

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Suspension	S	Major	Loss of work and wages for a specific period of not more than 30 days depending on the severity of offense.
Dismissal	D	Grave	Employee shall be dismissed from employment for a specific violation depending on its frequency or severity

3.9 Classification of Offenses and Penalty

Classification of Offense	Code	Description	Penalty
Minor Offense	MNOF	Refers to less serious offenses with limited to no negative implication to the nature of the business of the university	The penalty for minor offenses shall range from verbal to written warning without suspension.
Major Offense	MJOF	Affects multiple persons and the integrity of the university	The penalty for major offense shall range from written warning to notice of suspension of not more than thirty (30 days) to dismissal from employment.
Grave	GROF	Refers to acts with administrative, civil and criminal cases with serious implication to the integrity and nature of the business of the university	The penalty for grave offense shall range of thirty (31) days suspension to dismissal from employment

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4.0 Narrative Procedures

Person Responsible	Activities
Concerned Head of the Department	1. Filing of Incident Report 2. Initial Conference with the employee 3. Recommend action to the HR Director-Operations for further investigation
Director, HR Operations	1. Issue the Notice to Explain and conduct further investigation or dialogue with the concerned employee 2. Make a summary and findings of the case 3. Elevate to the grievance committee, when necessary, upon approval of the request for further investigation
Grievance Committee	4. Convene and conduct the formal investigation process to further establish the facts of the case 5. Submit findings and recommended disciplinary measures to the President for approval
President	6. Review and takes action on the recommendation of the Grievance Committee
Chair of the Grievance Committee	7. Sends show-cause memorandum to the person for investigation.
Concerned Employee	8. Responds to the Show-Cause Memorandum.
Grievance Committee	9. Convenes and conducts the official investigation. 10. Recommends appropriate sanctions or disciplinary measures to the President & CEO.
President	11. Evaluates and approve the recommendation of the Grievance Committee.
Chair of the Grievance Committee	12. Prepare a Notice of Decision upon approval of the recommendation. 13. Sends the Notice of the Decision to the Human Resources Department.
Director, HR Operations	14. Executes the Notice of Decision. 15. Sends copy of the Notice of Decision to the complainant.

5.0 List of Forms

5.1 Notice to Explain