



CODE OF CONDUCT AND ETHICAL STANDARDS ANNEX A: TABLE OF SANCTIONS

This Code of Conduct and Ethical Standards: Table of Sanctions defines actions/ omissions that are inimical to the interest of the Online Micro Sellers Multipurpose Cooperative (OMSMPC) and to the general welfare of its Board of Directors, Committee Members, other Key Officers, Management Team, Members, and other stakeholders. It provides the Cooperative with specific guidelines in its effort to promote and maintain harmonious relationships. It likewise provides the members of the cooperative with a clear understanding of the table of offenses and penalties to prevent them from committing and suffering the consequences. It is published and circulated because the Cooperative wants to be more preventive and less punitive in its approach towards members' discipline. The Cooperative, specifically the Ethics Committee, wishes to promote among members a positive attitude of commitment and cooperation, not sheer compliance.

For the purpose of classification, the offenses are grouped into two (2) major categories. Based on the nature, the offenses are classified into following:

- A. Board Of Directors, Committee Members, and Other Key Officers
 - Offenses against conduct and propriety
 - Offenses against honesty and integrity
 - Offenses against governance
- B. Board Of Directors, Committee Members, Other Key Officers, Management Team, and Members
 - Offenses against officers, employees, and members

The table of offenses and penalties in this CCES: Table of Sanction is not exclusive and conclusive. The Cooperative, in its exercise of the cooperative prerogative in good faith, reserves the right to impose appropriate disciplinary actions based on the gravity of the offense, even for violations not explicitly listed in this table of sanctions.

To ensure commitment and compliance to this Code, Board of Directors, Committee Members, other Key Officers, Management Team, Members, and other stakeholders as well as every member-shareholder must:

- a) bind themselves that the intent and spirit of this Code of Conduct and Ethical Standards are honored and upheld at all times;
- b) set the example and be responsible for the observance of this Code;
- c) acknowledge that they shall commit themselves to this Code of Conduct and Ethical Standards.

Offenses and Sanctions of the Board of Directors, Committee Members, other Key Officers, and Members and other stakeholders shall be subject to corresponding sanctions based on its gravity, magnitude of damage or threat to the Cooperative and its stakeholders:

WR - Written Reprimand

S1 - Suspension of officership for fifteen (15) calendar days

S2 - Suspension of officership for thirty (30) calendar days

MTS - Suspension of membership privileges for one hundred eighty (180) calendar days (for non-officer)

T - Termination of an officer service with the cooperative

MT - Membership Termination





Online Micro Sellers Multipurpose Cooperative

Registered with the Cooperative Development Authority - Manila Extension Office
CDA Registration No. 9520-101600000039775 | CIN 16201739775
TIN 501-757-206-00000

OFFENSES	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
BOARD OF DIRECTORS, COMMITTEE MEMBERS, AND OTHER KEY OFFICERS					
OFFENSES AGAINST CONDUCT AND PROPRIETY					
1. Habitual tardiness in meetings (regular, special, officers or organizational meetings) and activities (seminars, training, and other official and required cooperative activities). Any of the following shall be considered one offense: a) four (4) times late beyond the 15 minutes grace period within the officers term b) excluding tardiness within the 15 minutes grace period, a total of aggregate late of 4 hours or more either for (1) or several instances within the one year officers term In the following case of b) above, the following penalties shall apply: Aggregate Tardiness Penalties that can be imposed *Four (4) hours to less 2nd Offense than eight (8) hours 3rd Offense *Eight (8) hours to less 4th Offense than twelve (12) hours 5th Offense *Twelve (12) hours to less than sixteen (16) hours *Sixteen (16) hours to twenty-four (24) hours	WR	WR	S1	S2	T
2. Failure to attend official and required meetings (regular and officers or organizational), gatherings, and activities within the officers term: four (4) times absent within the officers term is considered one offense. Number of Absence Penalties that can be imposed *Five (5) times absent 2nd Offense *Six (6) times absent 3rd Offense *Seven (7) times absent 4th Offense	WR	S1	S2	T	
3. Fabrication and spreading of false and damaging statement, accusations, and hear-says against the Cooperative, fellow officers, and employees.	S1	S2	T	MT	
4. Gross disrespect to officers, fellow members, employees, and customers relating to Cooperative matters whether within or outside the Cooperative premises.	WR	S1	S2	T	MT
5. Failure to pay Cooperative obligations	WR	WR	S1	S2	T
6. Abuse of Cooperative resources and/or Unauthorized use of Cooperative Property and/or Resources whether for personal gain or not.	WR	S1	S2	T	MT
7. Encroachment of management functions by the board, officers or vice-versa	WR	S2	MT		
8. Consuming liquor/ alcoholic beverages or being drunk or under the influence of liquor within the Cooperative's premises or official business engagement regardless of time	S2	T	MTS	MT	
9. Taking part in or abetting any gambling, lottery or any other game of chance during work or cooperative engagement and/ or within cooperative premises	WR	S1	S2	T	MTS



Unit 907 & 908, One Park Drive 8th Avenue Corner 11th Drive
Bonifacio Global City, Barangay Fort Bonifacio Taguig City



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OFFENSES AGAINST HONESTY AND INTEGRITY					
1. Giving false statements or concealing material facts on an investigation conducted by authorities	S2	T	MT		
2. Malversation of Cooperative funds	T	MT			
3. Stealing or attempting, shoplifting, conspiring, serving as accomplice of accessory to the act of stealing and other similar acts of stealing to Cooperative property or personal property of employee, members, guests or any person authorized to be within the cooperative premises or work site regardless of the value of the item/s involved	T	MT			
4. Falsification of documents, forgery, and other similar acts with the intention to defraud the Cooperative or other members	T	MT			
5. Using dummies to secure undue benefits	S2	T	MT		
6. Giving or accepting bribes, gifts, kickbacks and the like in exchange of position or unwarranted favor from a supplier or other persons detriment to the Cooperative or other members	T	MT			
OFFENSES AGAINST GOVERNANCE					
1. Gross <i>Negligence</i> * or failure to give proper and/or due attention (omission or commission of an act) to the Cooperative Policies and Procedures, Standard Operating Procedures, Compliance Policies, and particular duties and responsibilities are <i>inherent</i> ** to the Board of Directors or Officers functions and responsibilities which may or may not result to the injury of a person or damage to Cooperative property or loss to the Cooperative.					
* <i>Negligence</i> – disregard; to leave undone or unattended to especially through carelessness; omit; ignore; overlook; slight; forget; remiss ** <i>Inherent</i> – belong; established as an essential part of something; intrinsic					
1.1. Offense did not result in injury, damage, or loss to the Cooperative	WR	S1	S2	T	MT
1.2. Offense resulted in injury, damage, or loss to the Cooperative	S2	T	MT		
2. Failure to disclose actual or potential Conflict of Interest.					
2.1. The offense did not resulted in injury, damage, or loss to the Cooperative	S2	T	MT		
2.2. The offense resulted in injury, damage, or loss to the Cooperative	T	MT			
BOARD OF DIRECTORS, COMMITTEE MEMBERS, OTHER KEY OFFICERS, MANAGEMENT TEAM, AND MEMBERS					
OFFENSES AGAINST OFFICERS, EMPLOYEES, AND MEMBERS					
1. Commission of a crime or offense against a member-owner, fellow officers or employees	MT				
2. Inflicting physical injury on any member-owner, officer, employee or having in fact inflicted physical injury while within or outside Cooperative property or premises or job sites where such outside incident has relation to work or Cooperative activities;	MTS	MT			
2.1 If the offense resulted in serious injury	MT				
3. Any act constituting threat, intimidation or coercion against any member-owner or co-officer or employee or in any manner interfering with or obstructing Cooperative operations; or whatever purpose or reason related to work which MAY OR MAY NOT RESULT to the commitment of an offense.	WR	WR	MTS	MT	



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4. Fighting or actually engaging another in a fight while within or outside Cooperative property, premises or job sites provided such outside incident has relation to work or has arisen while inside Cooperative premises;	MTS	MT			
5. Engaging in any activity that may get in the way of maintaining community spirit and mutual respect among co-officers, employees or members and affect the good name of the Cooperative (i.e., non-payment of personal debts among co-officers or Cooperative members)	WR	WR	MTS	MT	
6. Gross disrespect to officers, members, employees, and customers relating to Cooperative matters whether within or outside the Cooperative premises.	WR	WR	MTS	MT	
7. Persistently telling and engaging in smutty jokes against member-owner or co-officers/employees that are found offensive by others within office premises	WR	WR	MTS	MT	
8. Horseplay, excessive teasing, practical jokes or pranks and other similar acts that may lead to quarrels, injury or harm	WR	WR	MTS	MT	
9. Consuming liquor/ alcoholic beverages or being drunk or under the influence of liquor within the Cooperative's premises or official business engagement regardless of time	WR	MTS	MT		
10. Any immoral act with another member-owner or co-officer/employee including but limited to sexual harassment committed within and outside Cooperative property, premises or job sites or during Cooperative activities (*Coordination with GAD)	MT				
11. Failure to pay Cooperative obligations	WR	WR	MTS		
12. Fabrication and spreading of false and damaging statement, accusations, and hear-says against the Cooperative, fellow officers, employees and members.	MTS	MT			
13. Stealing or attempting, shoplifting, conspiring, serving as accomplice of accessory to the act of stealing and other similar acts of stealing to Cooperative property or personal property of employee, members, guests or any person authorized to be within the cooperative premises or work site regardless of the value of the item/s involved.	MTS	MT			
14. Using dummies to secure undue benefits	MTS	MT			



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