

	POLICY IN NON- RETALIATION			Doc. No.	HRD -		
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POLICY:

It is the policy of the Company to prevent any employee from being subject to any retaliatory act by his co-employee or immediate superior as a result of the employee's:

1. Filing of complaint or disclosing of information to the Company where the employee has a reasonable cause to believed that the information is a violation or possible violation to the Company rules and regulations.
2. Testifying against co-employee or superior in proceedings or investigation of the Company or otherwise assisting in an investigation.
3. Providing evidence that will assist in the investigation of an administrative case.

OBJECTIVES:

To protect employees from any form of retaliation as a result of their lawful act or performance of official functions by disclosing information or other violations of their co-employee or superior.

DEFINITION OF TERM:

RETALIATORY ACTS are resulting from the action of an employee who reports a dishonest acts or violations of co-employees or superiors to the Management. The retaliation of the person who allegedly committed the illegal acts may manifest in various ways such as poor performance evaluation, re-assignment, defamation, exclusion from various departmental activities or acts resulting to isolation of the employee concerned.

PROCEDURE:

1. A written letter complaint must be submitted to the HRD (HR Manager) stating all information pertinent to the case, must be signed by the complainant.

2. The HRD shall conduct an internal investigation by validating the information stated in the letter complaint. Thereafter, a notice to explain shall be issued to the employee being complained and shall be required to submit a written answer within five (5) from receipt of said notice and to refrain from committing the offenses from which he is being complained.
3. Upon receipt of the written explanation, the HRD will schedule an Administrative Hearing to provide the accused employee an opportunity to be heard to defend himself.
4. After considering all testimonies and pieces of evidence, if any, the HRD will submit its recommendation to the office of the COO, who will make a final decision.
5. The HRD will implement the final decision of the COO.
6. This procedure holds no bearing to any action to be filed by the complainant to any court of law against the employee concerned.

RECORD:

All reports, notes and decisions shall be maintained in confidential file to protect the interest of all parties.


COVERAGE:

All employees of Value Care Health Systems, Inc.

Effectivity: Immediately

Date prepared: December 2019

Recommending approval:


Reynaldo M. Magdulot
Head – Operations and ACCUSA

Approved by:


Armando S. Macalino
EVP/COO