



26th Floor, LANDBANK
Plaza, 1598 M.H. Del
Pilar corner Dr. J.
Quintos Sts., Malate,
Metro Manila 1004

QUALITY MANAGEMENT SYSTEM OPERATIONS MANUAL

**Document Title: Code of Conduct
for LCDFI Employees and Board
of Trustees**

Class Code:	CLASS D
Document Code:	OM-ADM-015
Revision No.:	00
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Vision

By 2025, LCDFI will be the primary partner of LANDBANK in the delivery of innovative capacity-building services to strengthen cooperatives and assist farmers and fishers in their development.

Mission

To our Beneficiaries:

We will deliver responsive capacity-building services to our beneficiaries while promoting sustainable development.

To our Donors:

We will deliver quality program services through effective and efficient use of resources.

To our Employees:

We will develop and nurture talents that will exemplify the highest standard of ethics and excellence.

Core Values

Social Responsibility

Trust

Excellence

Professionalism



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STATEMENT OF PRINCIPLES

The LANDBANK Countryside Development Foundation, Inc. , being a government-owned corporation, is a public office. Our ability to secure and maintain its strong position in the industry depends – to a great extent – on the trust and confidence of its clients, business partners, stakeholders, and the general public.

In order to preserve this status and to remain effective as public servants, LCDFI employees are expected to strive to consciously adhere to the company's work principles which are consistent with the vision and mission as well as our core values.

Furthermore, as public servants, we are accountable to the people we serve, to value honesty and integrity, to uphold truth and justice, to consistently respect clients and colleagues, and to lead modest lifestyle.

It is the responsibility of every employee to know and live by the Code in order to absolutely fulfill his/her role as a public servant and to support LCDFI achieve its purpose to the countryside.

PURPOSE OF THE CODE

- To provide guidance to all employees in conducting themselves in a manner that will merit and inspire public trust and confidence consistent with LCDFI's core values and principles.
- To comply with Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees," approved on February 20, 1989.

PURPOSE OF THE CODE

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COVERAGE

The Code applies to the following:

- **ALL LCDFI EMPLOYEES**
regardless of rank and whether permanent, temporary, co-terminus or directly-hired contractual;
- **MEMBERS OF THE BOARD OF TRUSTEES**
The term "employee" that is used in the Code includes the Members of the Board of Trustee

The Code covers significant provisions of existing internal policies and procedures, relevant Civil Service Commission (CSC) Laws, Rules Regulations and other applicable laws.

Compliance with the Code

Compliance with the Code is mandatory.

Every January, the following needs to be accomplished:

- Program Heads should conduct cascading sessions to refresh employees on the pertinent provisions of the Code.
- Employees are required to recommit themselves to the Code by signing the Recommitment Certificate and Acceptable Use Policy Commitment Compliance Certificate (Annex A) after attending the re-orientation. Each of the Program Heads shall sign a certification (Annex B) that certifies that the re-orientation was conducted, all employees have signed Annex A, and that signed document are retained in the office files.
- The Executive Director signs the Certification of Compliance (Annex C) once Annex B forms from all Program Heads are complete.
- Annex C is submitted to the Executive Assistant for filing and to serve as proof of compliance of all LCDFI employees.

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Scope of the Code

- Section 1 – Performance of Duties**
- Section 2 – Employee Discipline and Accountability**
- Section 3 – Proper Office Decorum**
- Section 4 – Concerted Mass Action**
- Section 5 – Conflict of Interest**
- Section 6 – No Gift Policy**
- Section 7 – Confidentiality of Information**
- Section 8 – Official and Personal Access and Usage of Social Media**
- Section 9 – Sexual Harassment**
- Section 10 – Internal Whistleblowing and Reporting**
- Section 11- Complaints and Grievances**

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Section 1 – Performance of Duties

LCDFI employees shall at all times perform official duties properly and diligently. They shall commit themselves exclusively to the business and responsibilities of their office during working hours unless, otherwise, properly allowed under the existing laws, rules and regulations.

Employees are expected to:

- ✓ Serve with utmost respect
- ✓ Respect rights and equality of colleagues, stakeholders, and the general public
- ✓ Maintain professional behavior, with dedication, integrity and loyalty
- ✓ Provide prompt, efficient, total and quality service
- ✓ Ensure judicious use of resources, property and funds and be mindful in the use of office facilities
- ✓ Refrain from altering, falsifying, destroying, or mutilating company records or documents
- ✓ Protect company and personal information

Section 1 – Performance of Duties

SANCTIONS:

Any violation of this section may be ground for filing an administrative case in accordance with the pertinent provisions of LCDFI Rules on Administrative Disciplinary Cases, without prejudice to the filing of civil and/or criminal action against the concerned employee.

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Ease of Doing Business and Efficient Government Service Delivery Act of 2018

Republic Act 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 is an act that aims to streamline the current systems and procedures of government services.

Red Tape – Any procedure that is ineffective or detrimental in achieving intended results and negatively affect social outcomes.

Set-up current and updated Citizens’ Charter to indicate the following details:

- Checklist of requirements for each type of application or request
- Person/s responsible for each step
- Maximum time to complete the process
- Amount of fees (if necessary)
- Procedure to obtain a particular service
- Procedure for filing of complaints

Employees shall follow specific processing time for each transaction:

Simple Transaction

3 days – Applications or requests which only require ministerial actions on the part of the agency or that which present only inconsequential issues for resolution

Complex Transaction

7 days – Requests of applications which necessitate evaluation in the resolution of complicated issues by an officer or employee of a government office.

Highly Technical Application

20 days – Application or requests which require the use of technical knowledge, specialized skills and/or training in the processing and/or evaluation



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Section 2 – Employee Discipline and Accountability

- ✓ It is the duty LCDFI employees to adhere to the Code and report violations.
- ✓ Employees are strictly required to comply with the existing laws, rules and regulations on inappropriate or improper acts against fellow employees and consistently exercise prudence, respect and care in their interaction with one another and the general public.
- ✓ Any disgraceful, immoral conduct and infringement of the LCDFI's rules, policies and regulations shall be acted upon in accordance with the Rules on Administrative Disciplinary Cases and the Civil Service law, rules and regulations.

SANCTIONS:

Any violation of this section may be ground for filing an administrative case in accordance with the pertinent provisions of LCDFI Rules on Administrative Disciplinary Cases, without prejudice to the filing of civil and/or criminal action against the concerned employee.



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Section 3 – Proper Office Decorum

It is important that employees conduct themselves properly according to the culture of the organization to be able to maintain good working relationship and protect the reputation of LCDFI. As an organization, LCDFI observes good work practices and office etiquette.

✓ Dos

- Wear proper office uniform and follow the dress code
- Use office supplies prudently
- Protect and properly use office properties and facilities
- Adhere to policies on the use of email and internet facilities
- Observe proper handling of official documents and communications
- Strictly observe office hours and attendance, rules and regulations
- Follow telephone protocol
- Observe elevator etiquette

● Don'ts Proper Office Decorum

- Attend to personal matters during office hours
- Bring children to office without proper authorization
- Leave the workplace without informing the supervisor
- Play computer/mobile games
- Loiter/idle around
- Peddle during office hours
- Smoke inside office premises

SANCTIONS:

Any violation of the said guidelines may be a ground for disciplinary action.

Employees shall be considered habitual violators if they fail to wear the prescribed uniform and/or comply with the dress code for three (3) times or more in a month for two (2) consecutive months or three (3) times or more for two (2) months in a given semester.



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- a. The following shall be imposed against habitual violators:
- a. 1st violation – written warning from the Deputy Executive Director (DED) and employee’s submission of written satisfactory explanation for non-compliance;
 - b. 2nd violation – formal endorsement of the DED to Executive Director for evaluation/ appropriate action. This will constitute the light offense of Violation of Reasonable Office Rules and Regulations with the following corresponding penalties:
 - 1st offense – Written reprimand
 - 2nd offense – Suspension without pay for one to 30 days
 - 3rd offense – Dismissal from the service

Section 4 – Concerted Mass Actions

Collective activity done by employees to realize their demands or force concessions shall not compromise the LCDFI’s operations and reputation. Hence, employees must be reminded of the following in this regard:

ALLOWABLE ACTIVITIES	PROHIBITED ACTIVITIES
<ul style="list-style-type: none"> ✓ Peaceful concerted activity at 12:00 noon – 1:00 p.m. or 5:00 p.m. (after office hours) at designated area with prior approval from the Deputy Executive Director at least one (1) day before the activity ✓ Display of posters, placards, or similar materials with no abusive, vulgar, defamatory or libelous language ✓ Wearing of arm/head bands, colored attire, etc. during the designated time and venue ✓ Expression of views and opinions using media consistent with the facts 	<ul style="list-style-type: none"> ➢ Work stoppage ➢ Service disruption ➢ Mass leaves ➢ Walkouts ➢ Pickets

SANCTIONS:

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Any violation of this section may be ground for filing an administrative case in accordance with the pertinent provisions of LCDFI Rules on Administrative Disciplinary Cases, without prejudice to the filing of civil and/or criminal action against the concerned employee.

Section 5 – Conflict of Interest

A public office is a public trust.

LCDFI employees shall discharge their functions, duties, and responsibilities with integrity and fidelity at all times to devoid of any conflict of interest. They shall conduct their own financial affairs in a prudent manner and shall avoid financial situations that could reflect unfavorably on themselves, LCDFI or its clients. In doing so, they are enjoined to avoid conflict of interest in performing their official duties.

When does conflict of interest exist?

- When employee's objective ability or judgment while in the performance of official duties is impaired by personal concerns; or when the official act results to unwarranted personal benefits
- When private interest interferes with the interest of the organization as a whole
- When business of either financial interests would derive undue financial gain or advantage
- When an employee has a personal interest in a decision which he or she has the power to make
- When an employee is a board member or substantial stockholder of a private corporation, or owner or has substantial interest in business, and his interest/rights/duties therein may be opposed to/affected by the faithful performance of official duty
- When an individual is in a position to exploit an employee for private benefits

ACTS CONSTITUTING CONFLICT OF INTEREST

- Having financial and material interest in any transaction requiring the processing and/or approval of one's office
- Owning, controlling, managing or accepting employment as officer/employee in any private enterprise which has direct dealings/transaction with the organization
- Engaging in the private practice of profession
- Disclosing or misusing confidential or classified information
- Unfair discrimination in rendering public service due to party affiliation or preference
- Recommending any person to any position in a private enterprise which has a regular or pending official transaction with one's office



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- Contracting loans of money or other property with persons having official transactions with the organization

DISCLOSURE OF INFORMATION

NEW INFORMATION ON POTENTIAL CONFLICT OF INTEREST

Should be declared in the Sworn Statement of Assets, Liabilities and Net Worth (SALN) including Disclosure of Business Interests and Financial Connection, and Identification of Relatives in the Government Service

UPON KNOWLEDGE OF POTENTIAL CONFLICT OF INTEREST

Concerned employee should inhibit him/herself on the discussion/action on the transaction declaring the reason for the same

AWARENESS OF CONFLICT OF INTEREST AFTER THE TRANSACTION HAS BEEN MADE/CONCLUDED

LCDFI employee should immediately make a formal disclosure to his/her immediate supervisor (written disclosure to be attached to the concluded transaction and a written report should be made).

DISCLOSURE OF INFORMATION

NEW INFORMATION ON POTENTIAL CONFLICT OF INTEREST

Should be declared in the Sworn Statement of Assets, Liabilities and Net Worth (SALN) including Disclosure of Business Interests and Financial Connection, and Identification of Relatives in the Government Service

UPON KNOWLEDGE OF POTENTIAL CONFLICT OF INTEREST

Concerned employee should inhibit him/herself on the discussion/action on the transaction declaring the reason for the same

AWARENESS OF CONFLICT OF INTEREST AFTER THE TRANSACTION HAS BEEN MADE/CONCLUDED

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Section 6 – No Gift Policy

As a general rule, solicitation and acceptance of gifts and donations are strictly prohibited.

PROHIBITED	EXCEPTIONS
<ul style="list-style-type: none"> ○ Soliciting, accepting, or requesting, directly or indirectly, any gift, gratuity, favor, entertainment, commodatum or anything of monetary value in connection with any contract/transaction between LCDFI and any other party ○ Directly or indirectly requesting or receiving, any gift, present, share, percentage, or benefit, for himself or for any other person, in connection with any contract / transaction between LCDFI and any other party ○ Directly or indirectly requesting or receiving any gift, present or other pecuniary or material benefit, for himself or any other party, from any person for whom the employee has secured or obtained any product or service 	<ul style="list-style-type: none"> ○ Unsolicited gifts of insignificant value given as a mere ordinary token of gratitude or friendship according to local customs or usage, not given in anticipation of, or in exchange for, a favor from an employee or given after the transaction is completed, or service is rendered ○ Gift from a member of the family/ relative/ friends on the occasion of a family celebration, and without any expectation of pecuniary gain or benefit ○ Gifts offered in a public forum where refusal would cause embarrassment

In cases where it is considered inappropriate or impractical to decline or return a gift, the employee concerned shall immediately turn over the gift to the Deputy Executive Director for its disposition through a memo duly noted by the Executive Director indicating thereon the name, office and address of the giver, the description of the gift, estimated cost and the date of receipt.

SANCTIONS:

Any violation of this section may be ground for filing an administrative case in accordance with the pertinent provisions of LCDFI Rules on Administrative Disciplinary Cases, without prejudice to the filing of civil and/or criminal action against the concerned employee.



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Section 7 – Confidentiality of Information

Guidelines on Classification, Handling, Access and Disclosure of Information Assets, specifically states that employees shall:

- maintain confidentiality of all acquired or entrusted information by the Foundation, customers, business partners;
- observe the provisions on Data Privacy Act; and,
- unauthorized disclosure of information is PROHIBITED

CLASS A (Sensitive)	Information that is to have the most limited access and required a high degree of integrity
CLASS B (LCDFI Confidential)	Information for use only to selected personnel on a "need-to-know" basis. Special handling precautions is required to ensure its integrity and confidentiality
CLASS C (Private)	Usually compartmental data that must be kept private for other reasons
CLASS D (Proprietary)	Information related to LCDFI's operations and is available to employees
NO LABEL (Public)	Information that is routinely disclosed and made freely available to the public

SANCTIONS:

Any violation of this section that would compromise Foundation's classified information, shall be subjected to appropriate administrative proceedings in accordance with the pertinent provisions of LCDFI Rules on Administrative Disciplinary Cases, and the Civil Service laws, rules and regulations.

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Section 8 – Official and Personal Access and Usage of Social Media

LCDFI acknowledges the distinctive risks that come with the use of social media platform. The Foundation addresses concern by ensuring that risks are effectively assessed and managed. Employees' access and usage of social media (official and personal) are properly guided to protect the institution's integrity.

To mitigate social media risks, access and usage of official social media accounts by employees using the company's IT facility is limited from 12:00 nn – 1:00 pm and 5:00 pm – 7:00 pm.

PROHIBITIONS ON THE USE OF SOCIAL MEDIA ACCOUNTS AND LCDFI LOGO

- Unauthorized issuance of statements for or in behalf of LCDFI
- Posting of defamatory statements against LCDFI and its employees, and its partners, clients and customers
- Divulging any confidential information about LCDFI and its clients
- Citing/"tagging" LCDFI clients or partners without obtaining their permission
- Discussing or referring private and/or confidential information, even on private messages between site members who have authorized access to that information
- Unauthorized posting of photos, videos or audio recordings taken within restricted areas of the Foundation
- Posting of comments, materials, photos or videos which are discriminatory, sexual, offensive, malicious, obscene, profane, violent, disparaging, bullying; or could jeopardize the safety or reputation of the LCDFI, its employees, and its partners, clients, and customers
- Posting of comments, materials, photos or videos on workplace issues and concerns, which can be properly escalated and addressed in accordance with existing policies, laws, rules and regulations
- Use of the LCDFI brand in any form or material, for any purpose not related to LCDFI, and for material gain or personal use
- Use of the LCDFI logo, device, color, typeface, emblem or mark that has not been approved by the Executive Director



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Duties and Responsibility of LCDFI Employees

- Represent the Foundation in a professional manner
- Ensure that personal blogs, posts or comments concerning the Foundation contain disclaimers (opinions expressed are those of the author and do not represent the views of the Bank)
- Read, know and comply with the Terms of Service of the social media account used
- Ensure that social networking activities do not interfere with primary job responsibilities
- Comply with laws regarding copyright / plagiarism and relevant laws including those related to cybercrime and pornography

PENALTIES AND SANCTIONS:

Any violation of the foregoing policy may result in the following:

- Revocation of access privilege to the official social media accounts upon approval by the Executive Director
- Ground for filing administrative, civil and/or criminal cases in accordance with the existing laws, rules and regulations of the Foundation and the CSC

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Section 9 – Sexual Harassment

Sexual harassment is “an act, or a series of acts, involving any unwelcome sexual advance, request or demand for a sexual favor, or other verbal or physical behavior of a sexual nature, committed by an officer or employee of the Bank in a work-related or training-related environment of the person complained of.”

Both men and women can be victims of sexual harassment.

It does not necessarily have to be repeated in nature since a single act can constitute sexual harassment.

WORK-RELATED SEXUAL HARASSMENT

It is committed under the following circumstances:

- When sexual favor is made as a condition in any employment decision affecting the applicant/employee;
- The act/series of acts have the purpose or effect of interfering with the complainant’s work performance, or creating an intimidating, hostile or offensive work environment; and/or
- The act/series of acts is expected to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant

Any employee is liable for sexual harassment when he/she:

- directly participates in the execution of any act of sexual harassment;
- induces or directs another or others to commit sexual harassment;
- cooperates in the commission of sexual harassment by another through an act without which the sexual harassment would not been accomplished and through previous or simultaneous acts

CLASSIFICATION OF ACTS OF SEXUAL HARASSMENT

Light Offenses

- Surreptitiously looking/stealing a look at a person’s private part or worn undergarments
- Telling sexist/smutty jokes or sending these through text or in social media
- Malicious leering or ogling
- Display of sexual offensive pictures, materials or graffiti
- Unwelcome inquiries or comments about a person’s sex life

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Any employee who is found to be



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- Unwelcome sexual flirtation, advance propositions
- Making offensive hand or body gestures at an employees
- Persistent unwanted attention with sexual overtones
- Unwelcome phone calls with sexual overtones

Less Grave Offenses

- Unwanted touching or brushing against a victim's body
- Pinching not falling under grave offenses
- Derogatory or degrading remarks or innuendoes directed toward the members of one sex or one's sexual orientation or used to describe a person
- Verbal abuse or threats with sexual overtones

Grave Offenses

- Unwanted touching of private parts of the body
- Sexual assault
- Malicious touching
- Request for sexual favors in exchange for employment, promotion, travels, favorable working conditions, or grant of benefits or payment of a stipend or allowance

PENALTIES/SANCTIONS:

Any person who is found guilty of sexual harassment shall, after the investigation, be meted the penalty corresponding to the gravity and seriousness of the offense.

PENALTIES FOR LIGHT, LESS GRAVE, AND GRAVE OFFENSES

Light Offenses

- 1st offense – Reprimand
- 2nd offense – Fine or suspension not exceeding thirty (30) days
- 3rd offense – Dismissal

Less Grave Offenses

- 1st offense – Fine or suspension not less than thirty (30) days and not exceeding six (6) months
- 2nd offense – Dismissal

Grave Offenses

- 1st offense – Dismissal

If the respondent is found guilty of two or more charges or counts, the penalty to be imposed should be corresponding to the most serious charge or count and the rest shall be considered as aggravating circumstances.



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REPUBLIC ACT 11313 SAFE SPACES ACT

Gender-Based Online Sexual Harassment

It includes acts of sexual harassment that use information and communications technology in terrorizing and intimidating victims.

- ✓ Physical, psychological, and emotional threats, unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and comments online whether publicly or through direct and private messages
- ✓ Invasion of victim's privacy through cyberstalking and incessant messaging
- ✓ Uploading and sharing without the consent of the victim, any form of media that contains photos, voice, or video with sexual content
- ✓ Unauthorized recording and sharing of any of the victim's photos, videos, or any information online
- ✓ Impersonating identities of victims online or posting lies about victims to harm their reputation
- ✓ Filing false abuse reports to online platforms to silence victims.

Gender-Based Sexual Harassment in the Workplace

- ✓ An act or series of acts involving any unwelcome sexual advances, requests or demand for sexual favors or any act of sexual nature that has or could have a detrimental effect on the conditions of an individual's employment or education, job performance or opportunities
- ✓ A conduct of sexual nature and other conduct-based on sex affecting the dignity of a person, which is unwelcome, unreasonable, and offensive to the recipient, whether done verbally, physically or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems
- ✓ A conduct that is unwelcome and pervasive and creates an intimidating, hostile or humiliating environment for the recipient
- ✓ "Workplace" include all sites, locations, spaces, where work is being undertaken by an employee within or outside the premises of the usual place of business of the employer.

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QUALITY MANAGEMENT SYSTEM OPERATIONS MANUAL

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Class Code:	CLASS D
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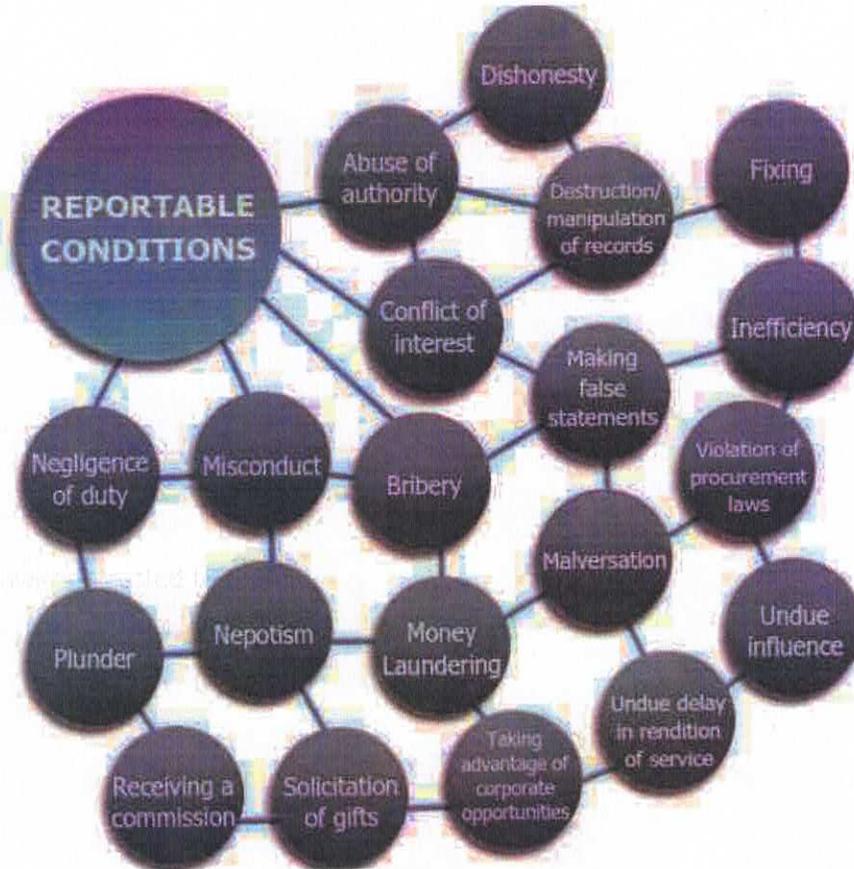
Section 10 – Internal Whistleblowing and Reporting

Whistleblowing enables employees to report information and testify on matters involving co-employees who practice unethical actions or perform illegal business practices which are grossly disadvantageous to the Foundation and/or the Government.

Graft – refers to the acquisition of gain or advantage by dishonest, unfair or sordid means, especially through the abuse of his/her position or influence.

Corruption – involves behavior on the part of officials in the public sector in which they improperly and unlawfully enrich themselves, or those close to them, by the misuse of the public power entrusted to them.

Whistleblowers are entitled to protection and assistance after the investigation conducted showed valid basis.



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RIGHTS OF A WHISTLEBLOWER

Protection against retaliatory actions	<ul style="list-style-type: none">• No administrative action• No retaliatory action as this will lead to administrative, civil and/or criminal proceedings
No breach of duty of confidentiality	<ul style="list-style-type: none">• Provided, he/she makes a protective disclosure of information

PROTECTED DISCLOSURE

Whistleblowers shall be entitled to protection and assistance after the investigation showed valid basis; provided that:

- The disclosure is made voluntarily, in writing and under oath;
- The disclosure pertains to a matter not yet subject of a complaint already filed with, or investigated by the audit team or by any other concerned unit;
- The whistleblower formally undertakes to assist and participate in proceedings commenced in connection with the subject matter of the disclosure;
- The whistleblower should have personal knowledge of the facts and information covered by the disclosure; and
- The information given by the whistleblower contains sufficient particulars, and he/she submits or undertakes to submit material evidence that may be in his/her possession



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CONFIDENTIALITY

All whistleblowing reports submitted shall be treated with utmost confidentiality by Foundation, including the identity of the whistleblower and the person/s complained of, in a confidential and sensitive manner, unless compelled by law or by the Courts to be revealed, or unless the whistleblower authorized the release of his/her identity.

SANCTIONS:

A. Violations of Confidentiality

Disciplinary and/or criminal action in accordance existing pertinent, relevant laws, rules and regulations of the Foundation, the Civil Service and other regulatory bodies.

B. Retaliatory Actions

Any employee, who does, causes or encourages retaliatory actions against a whistleblower and/or employees supporting him/her or any of his/her relatives shall be subjected to administrative, civil and/or criminal proceedings.

C. False, Misleading and Malicious Reports

These shall be sufficient ground for termination of the protection or assistance to whistleblowers under this section, including the termination of their immunity from administrative cases, civil and/or criminal actions as may be appropriate.

Further, any employee who, with malice or in bad faith, reports said information against any employee or person shall be subject to administrative, civil and or/criminal action.



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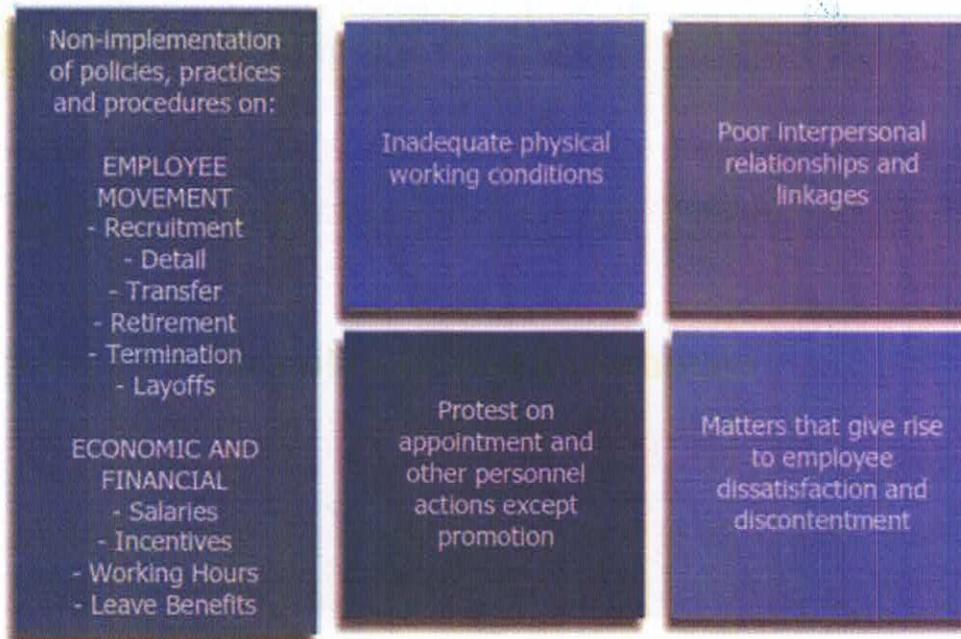
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Section 11 – Complaints and Grievances

LCDFI and its employees shall handle complaints and grievances in accordance with the LCDFI's formal Grievance Procedure in line with the Grievance Machinery of the CSC.

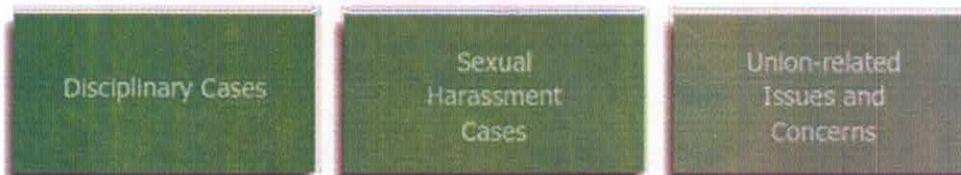
Grievance is a work-related discontentment or dissatisfaction expressed verbally or in writing and in which, in the aggrieved officer/employee's opinion has been ignored or dropped without due consideration.

COVERAGE



EXCEPTIONS

The following shall not be acted upon through the grievance machinery since these shall be covered by other related guidelines, rules, and laws.





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Annex A

CODE OF CONDUCT RECOMMITMENT AND ACCEPTABLE USE POLICY COMMITMENT COMPLIANCE CERTIFICATE

This is to certify that I, after having attended the re-orientation/cascading session conducted by the Head of (Unit), hereby recommit to abide by the provisions of the Code of Conduct for (COC) LCDFI Employees and the Acceptable Use Policy, and undertake to immediately report any violation that will reach my knowledge.

I understand that any violation on my part of the provisions of the Code of Conduct for LCDFI Employees and related internal policies of LCDFI may be subject to appropriate sanction in accordance with LCDFI Rules on Administrative Disciplinary Cases, and the Civil Service Laws, Rules and Regulations.

Employee's Signature Over Printed Name

Unit

Date

Note: Submit this Certificate to the Program Head. Annex A shall be kept in the office file.

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(To be printed at the back of the certificate [Annex A])

Acceptable Use Policy Commitment

1. I understand that:

- electronic files created, sent, received or stored on devices owned/leased/ administered or otherwise under the custody and control of the Foundation shall be the property of LCDFI. My use of these files shall neither be treated as personal nor private;
- all Foundation-owned IT systems shall be equipped with LCDFI's licensed software only, including anti-virus and approved open-source software or freeware;
- only LCDFI employees and designated authorized users from proponent units/third-party service providers deployed in the Foundation shall be allowed to use Foundation-owned IT systems as supported by a user request; and
- all devices to be connected to the network shall require prior approval from unit concerned thru a memo or job order request.

2. As Information Resource Users, I shall –

- be responsible for use of own ID/s and password/s in IT systems;
- keep the confidentiality of account(s), passwords, Personal Identification Numbers (PIN) or similar information on devices used for identification and authorization purposes;
- protect mobile device with password;
- ensure that the assigned personal computers and laptops are secured by automatic activation of lock feature when not in use for more than fifteen (15) minutes, or by logging off when it shall be left unattended;
- ensure that remote access technologies are activated only when needed and immediately deactivated after specified time of use;
- access data, documents, e-mail correspondence and programs contained on Foundation's IT systems for which I have authorization and not obtain extra resources beyond those allocated;
- access, create, store or transmit material that is only legal according to law so as not to degrade the performance of information resources;
- report immediately to the Program Head any weaknesses (e.g., unexpected software, system behavior, virus infection) in Foundation's IT system security which may result to unintentional disclosure of information or exposure to security threats;
- observe compliance with the existing policies on handling of information to prevent unauthorized access to LCDFI's information i.e., saving of files in the present form of medium available (e.g., compact disc or diskette) and/or safekeeping of files in a secured area;
- consult supervisor if there is any uncertainty on the use of IT systems; and
- be aware that the data created, sent, received and stored on Foundation's IT systems remain the property of LCDFI.

3. I understand that the following activities are strictly prohibited:

- make unauthorized copies of copyrighted or Foundation-owned software/s;
- download any file or software from sites or sources which are not familiar or hyperlinks sent by strangers, which may expose the IT system to a computer virus and could hi-jack Foundation information, password or PIN;
- download, install, run security programs or utilities (e.g., password cracking programs, packet sniffers, port scanners), or circumvent IT system security measures (e.g., port scanning or security scanning) that shall reveal or exploit weaknesses in the security of the information assets, unless properly approved by the Executive Director;
- divulge to anyone the access points to Foundation's information resources without proper authorization;
- disclose information which might be used for personal benefit, political activity, unsolicited advertising, unauthorized fund raising, or for the solicitation or performance of any unlawful activity;
- make fraudulent or unofficial offers of products, items or services using the Foundation's information resources;
- effect security breaches or disruptions of network communications, such as, but not limited to, network sniffing, ping floods, packet spoofing, denial of service and forged routing information for malicious purposes;
- provide critical information on the Foundation and its employees (e.g., software inventory, list of personnel) to parties outside LCDFI without proper authorization;
- make unauthorized disclosure of confidential data (e.g., on clients and/or stakeholders); and
- copy, move, and store cardholder data, including personal, sensitive personal, and privileged information, onto local hard drives and removable electronic media, unless explicitly authorized and approved to perform a business function and/or need.

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Annex B

CERTIFICATION

Code of Conduct for LCDFI Employees

In compliance with LCDFI Code of Conduct, I hereby certify that employees under (name of unit) has undertaken the following activities:

- a) Discussion/reorientation on the provisions of the Foundation's Code of Conduct among all our officers/employees;
- b) Recommitment of all staff to abide by the Code by accomplishing and signing the Code of **Conduct Recommitment and Acceptable Use Policy Commitment Compliance Certificate**;
- c) Retaining/filing the compliance recommitment certificates of all staff in our office to be made available any time for audit purposes; and

*Program Head
Signature Over Printed Name*

Position/Designation

Date

Note: *Please submit this Certification to the Executive Director.*

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ANNEX C

CERTIFICATION OF COMPLIANCE

In compliance with LCDFI Code of Conduct, I hereby certify that all Units under LANDBANK Countryside Development Foundation, Inc. have submitted the certification attesting their compliance with the following requirements:

- a) Discussion/reorientation on the provisions of the Foundation’s Code of Conduct among all officers/employees;
- b) Recommitment of all staff to abide by the Code and the Acceptable Use Policy by accomplishing and signing the Code of Conduct Recommitment and Acceptable Use Policy Commitment Compliance Certificate; and
- c) Retaining/filing the compliance recommitment certificates of all staff in their respective offices to be made available any time for audit purposes.

 Executive Director
 Signature over Printed Name

 Date

Note: Please submit this Certification to the Executive Assistant for filing purposes.



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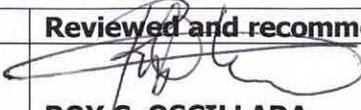
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EFFECTIVITY

The LCDFI Code of Conduct shall take effect immediately. All issuances, orders, or guidelines inconsistent with the Code shall be deemed revoked / superseded / amended.

Prepared by:	Reviewed and recommended by:
 JULIE ANN D.R. OCAMPO	 ROY C. OSCILLADA
Date Signed:	Date Signed:
Approved by:	
LCDFI Board of Trustees	
Date: June 22, 2022	