

Sustainable Development Goals (SDG) 8: Decent Work and Economic Growth

SDG 8.2: Employment Practice

Metric /Indicator	Responsible Office/s	Supporting Provisions / Policy	Resources	Remarks / Suggestion
<p><b>8.2.1 Employment Practice living wage</b> Pay all staff and faculty at least the living wage, defined as the local living wage (if government defines this) or the local financial poverty indicator for a family of four (expressed as an hourly wage)</p> <p><b>Definition of Living Wage:</b> There are different definitions for every country and this can be seen as a contextual local issue. What we are trying to capture here is whether you as institution have commitment to this.</p> <p>Up to three points based on:</p> <ul style="list-style-type: none"> <li>• Living wage being paid - one point</li> <li>• Evidence provided - up to one point</li> <li>• Is the evidence provided public - one point</li> </ul>	HR, Payroll, & FSO	<p><b>SECTION 1: POLICY STATEMENT</b> National University shall ensure accurate determination and prompt disbursement of wages and salaries. It shall maintain standards as guide for appropriate methods of payments and the administrative procedures involved.</p>	<p><b>FACULTY MANUAL</b> Reference No. : OPR – HRD – D – M – 003 Date of Effectivity: August 1, 2023 Supersedes: 1 December 2019 Chapter 5: WAGE AND SALARY ADMINISTRATION Section 1: POLICY STATEMENT Page Number: 52</p> <p><b>EMPLOYEE MANUAL</b> Reference No. : ADM – HR – D – M – 001(02) Date of Effectivity: December 1, 2019 Supersedes: 2015 Version Chapter 6: WAGE AND SALARY ADMINISTRATION Section 1: POLICY STATEMENT Page Number: 53</p>	<p>This is the response and feedback on the criteria for the pointing system:</p> <ul style="list-style-type: none"> <li>• Living wage being paid - one point *Yes, the wage order has been implemented, and in fact, all employees, including those in Rank and File positions, are receiving higher pay than the mandated wage.</li> <li>• Evidence provided - up to one point *Yes, there are specific provisions/policies that align with the metric and indicator.</li> <li>• Is the evidence provided public - one point *Yes, the Faculty Manual is readily available in the NUIS, while the Employee Manual is currently in the process of being reviewed and awaiting upload by the QMO.</li> </ul>
	HR, Payroll, & FSO	<p><b>BENEFITS AND PRIVILEGES</b> This chapter enumerates the benefits and privileges granted to the employees for their work contribution and loyalty to National University. It includes statutory benefits, government mandated benefits, and National University initiated benefits. The requisites and procedures to avail of these are also discussed.</p>	<p><b>FACULTY MANUAL</b> Reference No. : OPR – HRD – D – M – 003 Date of Effectivity: August 1, 2023 Supersedes: 1 December 2019 Chapter 6: BENEFITS AND PRIVILEGES Page Number: 56</p> <p><b>EMPLOYEE MANUAL</b> Reference No. : ADM – HR – D – M – 001(02) Date of Effectivity: December 1, 2019 Supersedes: 2015 Version Chapter 7: BENEFITS AND PRIVILEGES Page Number: 57</p>	
<p><b>8.2.2 Employment Practice Unions</b> Recognise unions and labour rights (freedom of association and collective bargaining) for all, including women and international staff</p> <p>Up to three points based on:</p> <ul style="list-style-type: none"> <li>• Existence of recognition - one point</li> <li>• Evidence provided - up to one point</li> <li>• Is the evidence provided public - one point</li> </ul>	HR, Association of National University Employees (ANUE)	<p><b>National University Collective Bargaining Agreement Negotiated Economic Provisions July 1, 2022 until June 30, 2024</b> This negotiated Economic provisions and the main Agreement dated July 2019 shall be effective for a period of two (2) years from July 1, 2022 until June 30, 2024 and shall continue from year to year thereafter unless at least sixty (60) days prior to expiration of the original period or its extension, either party gives the other written notice of its desire to terminate, modify, amend or supplement this Agreement.</p>	<p><b>Anue Collective Bargaining Agreement Negotiated Economic Provisions July 1, 2022 until June 30, 2024</b> Effective Period: Two (2) years from July 1, 2022 until June 30, 2024 Page 3:</p>	<p>This is the response and feedback on the criteria for the pointing system:</p> <ul style="list-style-type: none"> <li>• Existence of recognition - one point *Yes, Association of National University Employees (ANUE) is a recognized union of National University.</li> <li>• Evidence provided - up to one point *Yes, the Collective Bargaining Agreement Negotiated Economic Provisions for the period of July 1, 2022, until June 30, 2024, will be provided. However, we are currently awaiting advice from ANUE before sharing the document.</li> <li>• Is the evidence provided public - one point *No, as of this writing only the NU Officials, ANUE Negotiating Panel, and concerned offices has the access in the Collective Bargaining Agreement Negotiated Economic Provisions July 1, 2022 until June 30, 2024</li> </ul>
<p><b>8.2.3 Employment Policy on Discrimination</b> Have a policy on ending discrimination in the workplace (including discrimination based on religion, sexuality, gender, age or refugee status)</p> <p>Up to three points based on:</p> <ul style="list-style-type: none"> <li>• Existence of policy - one point</li> <li>• Evidence provided - up to one point</li> <li>• Is the evidence provided public - one point</li> <li>• Is policy created or reviewed in period 2019-2023- one point</li> </ul>	HR & FSO	<p><b>SECTION 2: EQUAL EMPLOYMENT POLICY</b> 2.1 The University provides equal opportunity to all employees and applicants and does not discriminate on any basis prohibited by law, (including race, color, sex, age, religion, national origin, disability or marital status). It is the intent of this policy to be fair in recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. The President/CEO and the administration are committed to enforce this policy.</p>	<p><b>FACULTY MANUAL</b> Reference No. : OPR – HRD – D – M – 003 Date of Effectivity: August 1, 2023 Supersedes: 1 December 2019 Chapter 9:WORK STANDARDS AND EXPECTATIONS SECTION 2: EQUAL EMPLOYMENT POLICY Page Number: 77</p> <p><b>EMPLOYEE MANUAL</b> Reference No. : ADM – HR – D – M – 001(02) Date of Effectivity: December 1, 2019 Supersedes: 2015 Version Chapter 10:WORK STANDARDS AND EXPECTATIONS SECTION 2: EQUAL EMPLOYMENT POLICY Page Number: 76</p>	<p>This is the response and feedback on the criteria for the pointing system:</p> <ul style="list-style-type: none"> <li>• Existence of Policy - one point *Yes</li> <li>• Evidence provided - up to one point *Yes, there are specific provisions/policies that align with the metric and indicator.</li> <li>• Is the evidence provided public - one point *Yes, the Faculty Manual is readily available in the NUIS, while the Employee Manual is currently in the process of being reviewed and awaiting upload by the QMO. * The Recruitment Policy authored by HR has not yet been disseminated to the NU Community in a formal policy format, but this aspect is being discussed during general employee orientation sessions.</li> <li>• Is policy created or reviewed in period 2019-2023- one point *Yes</li> </ul>
	HR	<p><b>VII POLICIES AND GUIDELINES</b> <b>A. General Policies</b> 1. Equal Opportunity for employment is observed wherein an applicant's race, age, color, sexual orientation, religion, and political affiliation are not being discriminated for placement process.</p>	<p><b>RECRUITMENT POLICY</b> Reference No. : ADM-HR-D-PO-015 Date of Effectivity: August 1, 2022 Supersedes: None VII POLICIES AND GUIDELINES A. General Policies Page Number: 3</p>	
<p><b>8.2.4 Employment Policy Modern Slavery</b> Have a policy commitment against forced labour, modern slavery, human trafficking, and Child Labour</p> <p>Up to three points based on:</p> <ul style="list-style-type: none"> <li>• Existence of policy - one point</li> <li>• Evidence provided - up to one point</li> <li>• Is the evidence provided public - one point</li> <li>• Is policy created or reviewed in period 2019-2023- one point</li> </ul>	HR	<p><b>VII POLICIES AND GUIDELINES</b> <b>A. General Policies</b> 1. .... Furthermore, as the organization protects dignity, it does not implement forcing of labor or service from anyone especially minors. Individuals who are under the age of 18 are not being employed to avoid exploitation and to keep them from any harm</p>	<p><b>RECRUITMENT POLICY</b> Reference No. : ADM-HR-D-PO-015 Date of Effectivity: August 1, 2022 Supersedes: None VII POLICIES AND GUIDELINES A. General Policies Page Number: 4</p>	<p>This is the response and feedback on the criteria for the pointing system:</p> <ul style="list-style-type: none"> <li>• Existence of Policy - one point *Yes</li> <li>• Evidence provided - up to one point *Yes, there are specific provisions/policies that align with the metric and indicator.</li> <li>• Is the evidence provided public - one point * No, The Recruitment Policy authored by HR has not yet been disseminated to the NU Community in formal policy format.</li> <li>• Is policy created or reviewed in period 2019-2023- one point *Yes</li> </ul>

<p><b>8.2.5 Employment Practice equivalent rights outsourcing</b> Have a policy on guaranteeing equivalent rights of workers when outsourcing activities to third parties</p> <p>Up to three points based on:</p> <ul style="list-style-type: none"> <li>• Existence of policy - one point</li> <li>• Evidence provided - up to one point</li> <li>• Is the evidence provided public - one point</li> <li>• Is policy created or reviewed in period 2019-2023- one point</li> </ul>	<p>HR &amp; Gawa At Kalinga (GAK) Cooperative</p>	<p><b>SECTION 2: EQUAL EMPLOYMENT POLICY</b> 2.1 The University provides <b>equal opportunity</b> to all employees and applicants and does not discriminate on any basis prohibited by law, (including race, color, sex, age, religion, national origin, disability or marital status). <b>It is the intent of this policy to be fair in</b> recruitment, selection, <b>compensation, benefits, promotion</b>, demotion, layoff, termination and all other terms and conditions of employment. The President/CEO and the administration are committed to enforce this policy.</p>	<p><b>FACULTY MANUAL</b> Reference No. : OPR – HRD – D – M – 003 Date of Effectivity: August 1, 2023 Supersedes: 1 December 2019 Chapter 9:WORK STANDARDS AND EXPECTATIONS SECTION 2: EQUAL EMPLOYMENT POLICY Page Number: 77</p> <p><b>EMPLOYEE MANUAL</b> Reference No. : ADM – HR – D – M – 001(02) Date of Effectivity: December 1, 2019 Supersedes: 2015 Version Chapter 10:WORK STANDARDS AND EXPECTATIONS SECTION 2: EQUAL EMPLOYMENT POLICY Page Number: 76</p>	<p><i>There are no supporting provisions or policies for this metric/indicator. However, there is a document agreement outlining the terms between National University Incorporated and Gawad at Kalinga Multipurpose Cooperative. This agreement covers various aspects such as separation pay, retirement pay, other billables, tools and equipment, confidentiality, notices, and general provisions. It's important to note that these provisions are still subject to approval.</i></p>
<p><b>8.2.6 Employment Policy Pay Scale Equity</b> Have a policy on pay scale equity including a commitment to measurement and elimination of gender pay gaps.</p> <p>Up to three points based on:</p> <ul style="list-style-type: none"> <li>• Existence of policy - one point</li> <li>• Evidence provided - up to one point</li> <li>• Is the evidence provided public - one point</li> <li>• Is policy created or reviewed in period 2019-2023- one point</li> </ul>	<p>HR, Payroll, &amp; FSO</p>	<p><b>SECTION 2: EQUAL EMPLOYMENT POLICY</b> 2.1 The University provides <b>equal opportunity</b> to all employees and applicants and does not discriminate on any basis prohibited by law, (including race, color, sex, age, religion, national origin, disability or marital status). <b>It is the intent of this policy to be fair in</b> recruitment, selection, <b>compensation, benefits, promotion</b>, demotion, layoff, termination and all other terms and conditions of employment. The President/CEO and the administration are committed to enforce this policy.</p>	<p><b>FACULTY MANUAL</b> Reference No. : OPR – HRD – D – M – 003 Date of Effectivity: August 1, 2023 Supersedes: 1 December 2019 Chapter 9:WORK STANDARDS AND EXPECTATIONS SECTION 2: EQUAL EMPLOYMENT POLICY Page Number: 77</p> <p><b>EMPLOYEE MANUAL</b> Reference No. : ADM – HR – D – M – 001(02) Date of Effectivity: December 1, 2019 Supersedes: 2015 Version Chapter 10:WORK STANDARDS AND EXPECTATIONS SECTION 2: EQUAL EMPLOYMENT POLICY Page Number: 76</p>	<p>This is the response and feedback on the criteria for the pointing system:</p> <ul style="list-style-type: none"> <li>• Existence of Policy - one point <i>*Yes</i></li> <li>• Evidence provided - up to one point <i>*Yes, there are specific provisions/policies that align with the metric and indicator.</i></li> <li>• Is the evidence provided public - one point <i>*Yes, the Faculty Manual is readily available in the NUIS, while the Employee Manual is currently in the process of being reviewed and awaiting upload by the QMO.</i></li> <li>• Is policy created or reviewed in period 2019-2023- one point <i>*Yes</i></li> </ul>
<p><b>8.2.7 Tracking Pay Scale for Gender Equity</b> Measurement or tracking pay scale gender equity.</p> <p>Up to three points based on:</p> <ul style="list-style-type: none"> <li>• Existence of measures - one point</li> <li>• Evidence provided - up to one point</li> <li>• Is the evidence provided public - one point</li> </ul>	<p>Payroll</p>			<p><i>We may consider presenting the Job Rank Salary Matrix ; however, it's important to acknowledge that distributing the salary matrix to all employees may not always be the most suitable approach. Concerns related to confidentiality, potential misunderstandings and comparisons, as well as the necessity of maintaining management discretion and protecting competitive advantage, suggest exercising caution in sharing salary information.</i></p>
<p><b>8.2.8 Employment practice appeal process</b> Have a process for employees to appeal on employee rights/ or pay.</p> <p>Up to three points based on:</p> <ul style="list-style-type: none"> <li>• Existence of measures - one point</li> <li>• Evidence provided - up to one point</li> <li>• Is the evidence provided public - one point</li> </ul>	<p>HR, PAYROLL &amp; FSO</p>	<p><b>PAYROLL COMPLAINT PROCESS</b> For those who may have payroll adjustment requests, the following must be observed: a. Accomplish a Payroll Dispute Form; b. Indicate the date of payroll and the amount of deductions; c. Attach the pay slip and other pertinent documents/records, e.g., OB, Leave form, certifications, etc; d. Submit all documents to the HR; e. HR and Payroll Office shall review the claim, and should the complaint be valid, additions and/or deductions shall be made in the pay computation and released on the next pay day.</p>	<p><b>FACULTY MANUAL</b> Date of Effectivity: August 1, 2023 Supersedes: 1 December 2019 Chapter 5: WAGE AND SALARY ADMINISTRATION SECTION 11: PAYROLL COMPLAINT PROCESS Page Number: 55</p> <p><b>EMPLOYEE MANUAL</b> Reference No. : ADM – HR – D – M – 001(02) Date of Effectivity: December 1, 2019 Supersedes: 2015 Version Chapter 6:WAGE AND SALARY ADMINISTRATION SECTION 12: PAYROLL COMPLAINT PROCESS Page Number: 56</p>	
	<p>HR &amp; FSO</p>	<p><b>SECTION 5: GRIEVANCE POLICY AND PROCEDURE</b> <b>5.1 Policy Statement</b> National University provides for amicable internal procedures to settle grievances. All faculty shall be treated fairly and be free from restraint, interference, coercion, discrimination, or reprisal in presenting grievances. Due process shall be always observed, and all cases shall be disposed of expeditiously and judiciously. No faculty shall be denied due process; dismissed, suspended, demoted, or sanctioned with disciplinary action without just, lawful, and valid cause.</p>	<p><b>FACULTY MANUAL</b> Date of Effectivity: August 1, 2023 Supersedes: 1 December 2019 Chapter 10: CODE OF DISCIPLINE SECTION 5: GRIEVANCE POLICY AND PROCEDURE (5.1 Policy Statement ) Page Number: 92</p> <p><b>EMPLOYEE MANUAL</b> Reference No. : ADM – HR – D – M – 001(02) Date of Effectivity: December 1, 2019 Supersedes: 2015 Version Chapter 11: CODE OF DISCIPLINE SECTION 5: GRIEVANCE POLICY AND PROCEDURE (5.1 Policy Statement ) Page Number: 95</p>	<p>This is the response and feedback on the criteria for the pointing system:</p> <ul style="list-style-type: none"> <li>• Existence of Policy - one point <i>*Yes</i></li> <li>• Evidence provided - up to one point <i>*Yes, there are specific provisions/policies that align with the metric and indicator.</i></li> <li>• Is the evidence provided public - one point <i>*Yes, the Faculty Manual is readily available in the NUIS, while the Employee Manual is currently in the process of being reviewed and awaiting upload by the QMO.</i></li> </ul>
	<p>HR &amp; FSO</p>	<p><b>SECTION 5: GRIEVANCE POLICY AND PROCEDURE</b> <b>5.5.4 Procedure</b> 5.4.1 Submission of incident report: The complainant submits a written account of the charges and the incidents pertaining to it to the Human Resource Office. 5.4.2 Minor cases: Minor cases, where sanctions include reprimand and warning, shall be processed by the Unit Head / Dean. 5.4.3 Serious offenses: Offenses where sanctions include suspension and/or termination of employment, shall be endorsed to HR with the incident report and other available documents, for further processing. 5.4.4 HR immediately commences an investigation to come up with a report ten (10) working days from receipt of the incident report. 5.4.5 Depending on the result of the investigation, HR will issue a Notice to Explain to respondent. Otherwise, HR recommends the dismissal of the case in writing. 5.4.6 Should the case prosper, the VP for Administration shall create a committee to evaluate the evidence and arrive at a decision. The 3-member Committee shall be composed of the following: • HR Director or his authorized representative • Two (2) members assigned by the VP Admin 5.4.7 The Committee shall conduct hearings and deliberate on the case. It submits a resolution and recommendation five (5) working days upon the creation of the said committee. 5.4.8 VP for Administration reviews the committee resolution and recommendation, approves it, or returns the same for some revisions in twenty-four (24) hours upon receipt.</p>	<p><b>FACULTY MANUAL</b> Date of Effectivity: August 1, 2023 Supersedes: 1 December 2019 Chapter 10: CODE OF DISCIPLINE SECTION 5: GRIEVANCE POLICY AND PROCEDURE (5.5.4 Procedure) Page Number: 93-94</p> <p><b>EMPLOYEE MANUAL</b> Reference No. : ADM – HR – D – M – 001(02) Date of Effectivity: December 1, 2019 Supersedes: 2015 Version Chapter 11: CODE OF DISCIPLINE SECTION 5: GRIEVANCE POLICY AND PROCEDURE (5.5.4 Procedure) Page Number: 96-97</p>	

Metric / Indicator	Supporting Documents/ Provisions	Resources	Remarks / Suggestion
8.3.1: <b>Number of Employees</b> This is the FTE (Full Time Equivalent) number of employees, including outsources core services, referring to year 2022.			

**SDG 8.5: Proportion of Employees on Secure Contracts**

Metric / Indicator	Supporting Documents/ Provisions	Resources	Remarks / Suggestion
8.3.1: <b>Number of Employees</b> This is the FTE (Full Time Equivalent) number of employees, including outsources core services, referring to year 2022.	HR	Certification	Data for the last 3 Academic Year
8.3.1: <b>Number of Employees on contracts of over 24-months</b> This is the FTE (Full Time Equivalent) number of employees, including outsources core services, on contracts of over 24 months, referring to year 2022.  This is a subset of number of employees.			

**SDG 11: Sustainable Cities and Communities**

Metric / Indicator	Supporting Documents/ Provisions	Resources	Remarks / Suggestion	
11.4.2: Promote Sustainable Commuting Undertake actions to promote more sustainable commuting.  Up to three points based on: • Existence of actions - one point • Evidence provided - up to one point • Is the evidence provided public - one point	HR & FSO	FACULTY MANUAL Date of Effectivity: August 1, 2023 Supersedes: 1 December 2019 Chapter 4: WORK REGULATIONS SECTION 9: OFFICIAL TRAVEL POLICY AND GUIDELINES Page Number: 48  EMPLOYEE MANUAL Reference No. : ADM – HR – D – M – 001(02) Date of Effectivity: December 1, 2019 Supersedes: 2015 Version Chapter 5: WORK REGULATIONS SECTION 10: OFFICIAL TRAVEL POLICY AND GUIDELINES Page Number: 49	This is the response and feedback on the criteria for the pointing system: • Existence of Actions - one point *Yes, reimbursement of official business travel / transportation expenses. • Evidence provided - up to one point *Yes, there are specific provisions/policies that align with the metric and indicator. • Is the evidence provided public - one point *Yes, the Faculty Manual is readily available in the NUIS, while the Employee Manual is currently in the process of being reviewed and awaiting upload by the QMO.	
11.4.3: Promote or allow telecommuting or remote working for employees as a matter of policy or standard practice, or offer a condensed working week to reduce employee commuting  Up to three points based on: • Existence of telecommuting - one point • Evidence provided - up to one point • Is the evidence provided public - one point	HR	INTERNAL MEMORANDUM Subject: Work Schedule and Regulations Reference No.: DPR-HR-SS-D-2023-055 Date of Effectivity: July 6, 2023 Page Number: 1-2	This is the response and feedback on the criteria for the pointing system: • Existence of Telecommuting - one point *Yes • Evidence provided - up to one point *Yes, there are specific provisions/policies that align with the metric and indicator. • Is the evidence provided public - one point *Yes, the Internal Memo for Work Schedule and Regulations was cascaded via HR Email.	
11.4.4: Provide affordable housing for employees  Up to three points based on: • Existence of affordable housing - maximum one point for all three, 0.33 points for evaluating affordability, 0.33 providing housing directly, 0.33 providing financial support • Evidence provided – up to one point • Is the evidence provided public - one point	HR	SECTION 4: UNIVERSITY INITIATED BENEFITS Aside from all the government mandated benefits, National University shall be granting the following university benefits. • Health Care Maintenance Program • Life and Accident Insurance • SM Savings and Loan Association Membership (optional) • SM E-Card (optional) • Bereavement Assistance • Educational Benefits • Medicine Subsidy • Rice Subsidy • Service Incentive Gift or Loyalty Award • PERAA • SM Hotels Employee Discount • <b>SMDC Special Discount</b> • Leave Credits • Longevity Pay • Uniform Allowance	FACULTY MANUAL Date of Effectivity: August 1, 2023 Supersedes: 1 December 2019 Chapter 6: BENEFITS AND PRIVILEGES SECTION 4: UNIVERSITY INITIATED BENEFITS Page Number: 57	This is the response and feedback on the criteria for the pointing system: • Existence of affordable housing - one point *All regular employees with at least two years of service can enjoy 10 years 0% interest straight computation • Evidence provided - up to one point *Yes, there are specific provisions/policies that align with the metric and indicator. • Is the evidence provided public - one point *Yes, the Faculty Manual is readily available in the NUIS, while there is a need to incorporate it into the Employee Manual.

SDG 16: Peace, Justice and Strong Institutions

Metric /Indicator	Supporting Documents/ Provisions	Resources	Remarks / Suggestion
<p>16.2.5 University principles on corruption and bribery</p> <p>Up to three points based on:</p> <ul style="list-style-type: none"> <li>• Existence of publication - one point</li> <li>• Evidence provided - up to one point</li> <li>• Is the evidence provided public - one point</li> </ul>	<p>FSO &amp; HR</p> <p><b>SECTION 2: ETHICAL CONDUCT</b>                      2.2 Faculty should not solicit anything of value from any person or organization with whom the National University has a current or potential business relationship.                      2.3 Faculty should not accept any item of value from any party in exchange for or in connection with a business transaction between National University and that other party.                      2.4 Faculty may accept items of incidental value from customers, suppliers, or others if the gift is not given in response to solicitation of favor and long as it implies no exchange for business any purpose. Items may include gifts, gratuities, food, drink, and entertainment.</p>	<p>FACULTY MANUAL                      Date of Effectivity: August 1, 2023                      Supersedes: 1 December 2019                      Chapter 10: CODE OF DISCIPLINE                      SECTION 2: ETHICAL CONDUCT                      Page Number: 90</p>	<p>This is the response and feedback on the criteria for the pointing system:</p> <ul style="list-style-type: none"> <li>• Existence of publication - one point *Yes</li> <li>• Evidence provided - up to one point *Yes, there are specific provisions/policies that align with the metric and indicator.</li> <li>• Is the evidence provided public - one point *Yes, the Faculty Manual is readily available in the NUIS, while the Employee Manual is currently in the process of being reviewed and awaiting upload by the QMO.</li> </ul>
	<p>HR</p> <p><b>SECTION 2: ETHICAL CONDUCT</b>                      2.2 Employees should not solicit anything of value from any person or organization with whom the National University has a current or potential business relationship.                      2.3 Employees should not accept any item of value from any party in exchange for or in connection with a business transaction between National University and that other party.                      2.4 Employees may accept items of incidental value from customers, suppliers, or others as long as the gift is not given in response to solicitation of favor and long as it implies no exchange for business any purpose. Items may include gifts, gratuities, food, drink and entertainment</p>	<p>EMPLOYEE MANUAL                      Reference No. : ADM – HR – D – M – 001(02)                      Date of Effectivity: December 1, 2019                      Supersedes: 2015 Version                      Chapter 11: CODE OF DISCIPLINE                      SECTION 2: ETHICAL CONDUCT                      Page Number: 93</p>	
	<p>FSO &amp; HR</p> <p><b>6.4 List of Offenses and Guiding Sanctions</b>                      The following is the list of offenses and the guiding sanctions. There are other acts not expressly included but may be considered similar or analogous to offenses enumerated below. They will likewise be treated as infractions and may be meted disciplinary measures.</p> <p><b>1. DISHONESTY</b>                      1.9 Accepting money and item of value or other favors from a supplier or any party that deals with the National University - Dismissal (1st Sanction)                      1.11 Accepting any form of bribes.- Dismissal (1st Sanction)</p> <p><b>4. ABUSE OF BUILT-IN INFLUENCE INHERENT TO ONE'S POSITION</b>                      4.1 Collecting contributions, donations, and other forms of illegal exactions even if employees give voluntarily. Dismissal (1st Sanction)                      4.2 Asking / receiving favors in exchange of work assignments Dismissal (1st Sanction)                      4.7 Accepting or soliciting favors, gifts, or donations in cash or in kind from any person or outside entities, using the trust relationship existing between the parties to obtain such favors, gifts, or donations or by exerting undue influence over other co-workers.Dismissal (1st Sanction)</p>	<p>FACULTY MANUAL                      Date of Effectivity: August 1, 2023                      Supersedes: 1 December 2019                      Chapter 10: CODE OF DISCIPLINE                      SECTION 6: OFFENSES AND CORRESPONDING SANCTIONS (6.4 List of Offenses and Guiding Sanctions )                      Page Number: 96-101</p> <p>EMPLOYEE MANUAL                      Reference No. : ADM – HR – D – M – 001(02)                      Date of Effectivity: December 1, 2019                      Supersedes: 2015 Version                      Chapter 11: CODE OF DISCIPLINE                      SECTION 6: OFFENSES AND CORRESPONDING SANCTIONS (6.4 List of Offenses and Guiding Sanctions )                      Page Number: 99-103</p>	
<p>16.3.4 Neutral platform to discuss issues                      Provide a neutral platform and 'safe' space for different political stakeholders to come together to frankly discuss challenges</p> <p>Up to three points based on:</p> <ul style="list-style-type: none"> <li>• Existence of platform - one point</li> <li>• Evidence provided - up to one point</li> <li>• Is the evidence provided public - one point</li> </ul>	<p>HR</p> <p><b>Conclusion and Recommendations of Kapihan Summary Reports:</b>                      Concerns raised and discussed in the Kapihan program are all coordinated with the respective Department/Office for implementation and discussion of solutions. The University guarantees that the organization values its employees and is receptive and proactive in dealing with the concerns. One example of this is the alignment of employee benefits last March 2023 where the employee benefits are aligned with the other NU Campuses. The Kapihan program is a valuable platform that promotes transparency, open communication, and collaboration between the National University's management and its employees. Through this program, NU employees can express their opinions and share their feedback on various aspects of the university, such as policies, programs, and initiatives.</p>	<p>Kapihan with the President Summary Report                      A Campus-tahan Session with NU Campuses                      AY 2022-2023</p>	<p>There are neutral platform and 'safe' space programs that HR has, including PATAS: Pagtugon sa Tamang Salaysay and Kapihan with the President/CEO. To support this initiative, HR will process the DICN of PATAS and establish a written guidelines for Kapihan.</p>
<p>HR</p> <p>"This platform serves as an online access for responsible reporting of incidents and truthful information for employee's concerns. All Nationalian employees can access the MS Forms thru their NU account. Any employee who will use the PATAS must ensure that the information they will be providing is fact-based supported by evidences or related documents."</p>	<p>Email Correspondence of Official launch of PATAS: Pagtugon sa Tamang Salaysay via HR Email</p>		

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