

**ATTACHMENT TO CY 2022
DOE-VFO CONTRACT ON JANITORIAL SERVICES**

Annex "B"

**RULES AND REGULATIONS PERTAINING TO
CONTRACTOR'S JANITORIAL PERSONNEL'S OFFENSES**

The acts or omissions listed hereunder constitute negligence of duty or imprudence which shows lack of moral behavior or paucity of discipline. **CONTRACTOR** shall impose or apply the appropriate penalties or sanctions or corrective measures on its janitorial personnel assigned to DOE who commit such misbehavior or misconduct.

1. Conduct and Behavior

- a. Commission of an act which is or may constitute a crime;
- b. Holding of unauthorized meeting on **CLIENT's** premises that would adversely affect **CLIENT's** operation/activities;
- c. Commission of an illegal or immoral act within **CLIENT's** premises;
- d. Carrying prohibited weapons or banned objects within **CLIENT's** premises;
- e. Fighting or attempting bodily harm on any person except in self-defense while within **CLIENT's** premises or while performing work for **CLIENT** whether within or outside its premises;
- f. Malicious mischief or horseplay resulting in injury to persons or destruction of **CLIENT's** property for which it may be held liable;
- g. Intimidations or coercion of fellow **CONTRACTORS'** workers, **CLIENT's** employees, customers, guests and/or any person, in any manner which adversely affects **CLIENT's** interests;
- h. Concealing a disease which endangers fellow **CONTRACTORS'** workers or **CLIENT's** employees and guests;
- i. Refusal to submit to or failure to meet security requirements of **CLIENT** or being in the opinion of **CLIENT**, a poor security risk;
- j. Intentionally damaging **CLIENT's** property or any property for which **CONTRACTOR's** may be held liable; and
- k. Failure to carry out instructions of superiors and/or **CLIENT's** concerned VFO personnel.

2. **Negligence of Duty**

- a. Negligence in assigned tasks/duties;
- b. Habitual neglect of duty;
- c. After having access to information, failure to report as soon as possible the loss, spillage, or damage of **CLIENT's** property that it may be held liable;
- d. Sleeping or napping while on duty; and
- e. Leaving work and/or workplace without proper relief or authorization.

3. **Insubordination**

- a. Disobedience to the lawful order of superiors in connection with his/her duties;
- b. Refusal to answer questions in any investigation authorized or conducted by **CLIENT** unless such answers would violate Constitutional rights; and
- c. Insult or willful disrespect by the security personnel on the honor of any official or employee of **CLIENT** or persons transacting business with **CLIENT**.

4. **Dishonesty**

- a. Unauthorized use of **CLIENT's** resources;
- b. Stealing and attempting to steal from **CLIENT**, its employees, contractors and/or clientele;
- c. Offering or receiving money or other valuable consideration in exchange for a job, better working place, or any change in working conditions, and/or refusal to be rotated to other areas within **CLIENT's** premises;
- d. Substituting material and/or object with intent to gain;
- e. Obtaining or attempting to obtain **CLIENT's** funds, equipment, products, supplies and materials through fraudulent means from **CLIENT's** suppliers, warehouses, plants or stations, and other assigned work places; and
- f. Defrauding **CLIENT** in any manner.

5. **Alcoholic Beverages or Prohibited/Regulated Drugs**

- a. Unauthorized use or possession of prohibited/regulating drugs within **CLIENT's** premises;
- b. Drinking liquor within **CLIENT's** premises except during official occasions and locations authorized by **CLIENT**;

- c. Reporting for work under the influence of liquor and/or prohibited/regulated drugs, or with observed disturbance of mindset due depression or stress (physical or financial); and
- d. Selling or inducing any person to take prohibited/regulated drugs within **CLIENT's** premises except when duly authorized for medical reasons.

6. **Safety**

- a. Failure to observe **CLIENT's** safety rules and regulations;
- b. Carelessness with regard to safety of fellow **CONTRACTORS'** workers or **CLIENT's** employees, guests and visitors;
- c. After having access to information, failure to report immediately, an accident or injury involving fellow **CONTRACTORS'** workers, **CLIENT's** employees or damage to **CLIENT's** property;
- d. Smoking in "No Smoking" areas within **CLIENT's** premises or property;
- e. Carrying matches or lighters, or other than safety matches or lighters with close covers, or having open lights or fires within prescribed limits where such practice is forbidden within **CLIENT's** premises or property;
- f. Removing safety devices from **CLIENT's** machinery, equipment or any other property without permission;
- g. Driving **CLIENT's** vehicle recklessly or at excessive speed, or at speed above the area speed limit or driving any other vehicle in the same manner within **CLIENT's** premises;
- h. Allowing unauthorized persons to operate **CLIENT's** vehicle or equipment when the same is assigned to him/her;
- i. Driving under the influence of liquor or prohibited/regulated drugs;
- j. Intentionally destroying or damaging **CLIENT's** property or other equipment;
- k. Failure to wear safety attire when prescribed within **CLIENT's** premises;
- l. Staying after work in **CLIENT's** premises unless otherwise authorized by the VFO Director of **CLIENT**; and
- m. Unauthorized entry in restricted areas/office/closed rooms within **CLIENT's** premises.

7. **Other Acts or Omissions**

- a. Leaving and/or vacating respective assigned post and/or area of responsibility when on-duty at **CLIENT's** premises unless properly relieved upon the order of the VFO Director of **CLIENT**;
- b. Improper or non-wearing of **CONTRACTOR's** uniform when on-duty at **CLIENT's** premises and/or in **CLIENT's** other sites;
- c. Use of stairwell in going up and down **CLIENT's** building/s except when handling heavy items/documents/equipment wherein the elevator can be used;
- d. Discourtesy to **CLIENT's** personnel, guests, visitors and other **CONTRACTORS'** workers;
- e. Use of **CLIENT's** telephone direct line in placing outside call with charges without proper written authorization from the VFO Director of **CLIENT**; and
- f. Loafing to other areas where he/she is not assigned and/or unauthorized entry to offices or closed areas at **CLIENT's** premises.

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