

PROCEDURE OF FILING A COMPLAINT
AGAINST DBP DATA CENTER, INC. (DCI)
OFFICERS AND EMPLOYEES

STEP 1: File the SIGNED WRITTEN COMPLAINT to DBP DATA CENTER, INC. (DCI), 4TH Floor, DBP Building, Senator Gil J. Puyat Avenue, Makati City and/or the electronic mail address of DCI (admin&finance@dci.ph).

STEP 2: DCI shall acknowledge receipt of the Complaint within 15 days from the time it appears in the above-cited email address.

STEP 3: DCI shall transmit the Complaint to the Human Resource Division, copy furnishing the DCI President and CEO within 5 days from receipt.

STEP 4: DCI, through its HR Division Manager, shall start implementation of the Company Procedures for Administrative Cases/Proceedings, contained in its HR Manual.

STEP 5: The DCI Disciplinary Board Committee shall review and analyze the information in the Complaint and except for justifiable reason, the investigation shall be finished within thirty (30) days reckoned from the date of commencement of the administrative case.

STEP 6: The DCI shall provide 15 days from the receipt of either party to file for a Motion for Reconsideration. Only one (1) motion for reconsideration shall be entertained within fifteen (15) days from the date of decision.

STEP 7: The decision shall become final after 15 days from its issuance thereof if no Motion for Reconsideration is filed or 15 days after the decision on the Motion for Reconsideration. The decision shall then be implemented within 10 days from its finality.