SUSPENSION AND EXPULSION GUIDELINES

THE PALMS COUNTRY CLUB, INC.

I. PURPOSE

The Membership Committee at The Palms Country Club, Inc. (the "Club") is dedicated to ensuring a seamless process for applicant screening, onboarding, member engagement, and grievance resolution. Aligned with the Club's mission to be the most reputable, dynamic, and trendsetting family-oriented club in Southeast Asia, the committee upholds the highest standards of fairness, transparency, and integrity in all its operations. The Membership Committee shall conduct preliminary investigations of complaints and recommend the appropriate action to the Board of Directors. Any suspension, fine, or expulsion shall be imposed by the Board of Directors in accordance with the By-Laws.

II. SCOPE

These guidelines apply to complaints against members, including complaints arising from the acts of their spouses, dependents, guests, or visitors. Any disciplinary sanction under Article XI of the By-Laws shall be imposed upon the member. The Club may separately restrict or prohibit the entry of a spouse, dependent, guest, or visitor pursuant to applicable Board-approved rules.

III. GROUNDS FOR DISCIPLINARY ACTION

- Violations of Club rules or code of conduct. Violations include, but are not limited to:
  - Disruptive or inappropriate behavior
  - Breach of safety or security protocols
  - Conduct that harms the reputation or harmony of the Club
  - Any other act or conduct that the Board of Directors, upon recommendation of the Membership Committee, determines to be inimical or injurious to the Club

- Delinquent accounts shall be governed by Article X of the By-Laws and the Club's Board-approved collection policies. Withholding of Club availments due to delinquency shall not be treated as a disciplinary suspension under Article XI (Suspension and Expulsion) of the Club's By-Laws. Management may withhold or deactivate Club availments in accordance with Article X and the applicable Board-approved policies. Any suspension of membership or sale of the member's share shall require the appropriate approval of the Board of Directors.

IV. CLASSIFICATION OF OFFENSES AND CORRESPONDING SANCTIONS

A. Minor Offense A minor offense is a violation of the Club's rules or regulations that does not cause material harm to the Club, its members, the member's spouse, and dependents, personnel, guests, or property, and does not pose a significant safety or security risk. Examples include minor dress code violations, small breaches of etiquette, shouting at Club personnel or other members, unauthorized use of cellphones and cameras in restricted areas, and violations of parking rules. The specific offenses constituting Minor Offenses, together with the corresponding penalties, are set out in the Table of Offenses and Penalties.	Recommended Penalty: Verbal or Written Warning
B. Less Serious/Less Grave Offense A less serious or less grave offense is a violation of the Club's rules or regulations committed by a member, or arising from the conduct of the member's spouse, dependents, guests, or visitors, that causes or creates a substantial risk of material harm, disruption, or damage to the Club, its members, personnel, guests, visitors or property, but does not warrant classification as a grave offense. The specific acts constituting less serious or less grave offenses, together with the corresponding penalties, are set out in the Table of Offenses and Penalties.	Recommended Penalty: From 3 months to 12 months Suspension of Membership Privileges

C. Grave/Serious Offense A **Grave or Serious Offense** refers to any immoral, offensive, or gross misconduct committed by a member, his/her spouse, dependents, guests or visitors within the Club premises which disturbs the peace and tranquility inside the Club, or may amount to a violation of a law or cause physical or mental injury. The specific acts constituting Grave or Serious Offenses, together with the corresponding penalties, are set out in the Table of Offenses and Penalties.	Recommended Penalty: 13 months to 24 months suspension of membership privileges, or expulsion.

These classifications and ranges of penalties are intended as guidelines. The Membership Committee shall recommend the appropriate penalty based on the circumstances of each case. The Board of Directors, by the two-thirds (2/3) vote required under Article XI, Section 2 of the By-Laws, may affirm, modify, or reverse the recommendation.

V. MEMBER'S RIGHTS

- To be informed of the reasons for suspension or expulsion and to receive copies of the complaint, reports, and evidence, subject to reasonable redactions necessary to protect personal data and confidentiality;
- To submit a written explanation and supporting documents within at five (5) calendar days from receipt of Notice to Explain (NTE). An extension may be granted for good cause;
- To receive reasonable notice of the hearing before the Membership Committee and to attend, present an explanation, and submit relevant evidence. The member may expressly waive the hearing. Failure to attend despite proper notice shall constitute a waiver of the opportunity to participate in the hearing;
- To receive a written copy of the Board's decision stating the findings, the sanction imposed, its duration and effective date, and the applicable remedy;
- To request reconsideration of a decision imposing suspension of membership privileges within fifteen (15) days from receipt of the Board written decision. The request shall not stay the suspension unless the Board directs otherwise; and
- In case of expulsion, to appeal the Board's decision to the stockholders by notifying the Corporate Secretary in writing within fifteen (15) days from receipt of the decision, in accordance with Article XI, Section 3 of the Club's By-Laws. Membership privileges shall remain suspended while the appeal is pending.

VI. RESPONSIBILITIES OF CLUB MANAGEMENT and the MEMBERSHIP COMMITTEE

- Ensure fairness and transparency in all suspension or expulsion procedures.
- Maintain confidentiality of all related information.
- Make recommendations grounded in factual evidence and aligned with organizational and Club policies.

VII. DISCIPLINARY PROCEDURE

1. Preliminary Assessment
   - Gathering relevant information and evidence.
   - Investigation and assessment of the incident or complaint.
   - Depending on the seriousness of the allegations, the Membership Committee may recommend that the Board impose preventive suspension on the member pending the final determination of the complaint.
   - In urgent cases, involving an immediate risk to the safety or security of the Club, its members, guests, or personnel, Management may temporarily restrict the member's access to the Club pending prompt action by the Board. The temporary restriction is a precautionary measure and shall not be considered a disciplinary suspension. Any formal preventive or disciplinary suspension shall require the approval of the Board in accordance with Article XI, Section 2 of the By-Laws.

2. Member Notification
   - Inform the member of the complaint through issuance of a written NTE stating the material allegations, the applicable Club rule or policy, the supporting documents then available, and the possible sanctions.
   - To present his/her case or respond to allegations within a period of 5 calendar days from receipt of the Notice. The Membership Committee may grant an extension for good cause upon the member's request.
   - The member shall also be notified of the date of the hearing before the Membership Committee. The member may expressly waive the hearing. Failure to attend despite proper notice shall constitute a waiver, and the Committee may proceed based on the available records. The Committee may hold additional clarificatory meetings when necessary.

3. Documentation
   - Record all details of the process, including communication and rationale.
   - The degree of proof required is preponderance of evidence.

4. Recommendation for Board Approval
   - After completing the preliminary investigation, the Membership Committee shall submit to the Board a written report containing its findings and recommended action.
   - The Board, by a two-thirds (2/3) vote as required under Article XI, Section 2 of the By-Laws, may affirm, modify, or reverse the recommendation of the Membership Committee.
5. Issuance and Implementation of the Board's Decision
   - The Board shall determine the appropriate sanction based on the findings and recommendations of the Membership Committee. The Board shall be guided by the Table of Offenses and Penalties and shall ensure that the sanction is reasonable and proportionate to the nature and seriousness of the offense.
   - The Board's decision shall be in writing and shall state the material findings, the Club rule or policy violated, the sanction imposed, its scope and duration, its effective date, and the applicable right to reconsideration or appeal.
   - The written decision shall be furnished to the member and, where applicable, to the concerned corporate stockholder. Management shall implement the decision upon receipt by the member or on the date specified in the decision.
   - A request for reconsideration shall not stay a suspension of membership privileges unless the Board directs otherwise.
   - If the decision imposes expulsion and the member appeals to the stockholders, membership privileges shall remain suspended pending the stockholders' final decision, in accordance with Article XI, Section 3 of the Club's By-Laws.

VIII. RESTORATION OF MEMBERSHIP PRIVILEGES AFTER SUSPENSION

- A suspension of membership privileges imposed for a definite period shall expire automatically upon completion of the period stated in the Board's decision, unless the Board's decision expressly provides specific conditions for the restoration of membership privileges. No further Board approval shall be required.
- Upon expiration of the suspension period, Management shall update the Club's records and provide the member with written confirmation that the suspension has ended.
- The expiration of the disciplinary suspension shall not discharge any outstanding dues, charges, penalties, or other obligations owed to the Club. If the member's account is delinquent, the Club may continue to withhold availments in accordance with Article X of the Club's By-Laws and applicable Board-approved collection policies.

IX. APPEAL FROM EXPULSION

1. Notification of Expulsion
   - The expelled member receives a formal written notice detailing the reasons for expulsion.
   - The notice includes information on the appeals process and the timeline for submitting an appeal.

2. Filing of Appeal
   - Any member who has been expelled may appeal the decision of the Board of Directors to the stockholders at a general or special meeting. The member shall, within fifteen (15) days of receipt of the Board's decision, notify the Corporate Secretary of the Corporation in writing of his/her intent to appeal the decision to the general stockholders, at a regular or special meeting. Failure to submit the written notice within the prescribed period shall render the Board's decision final.

3. Consideration by the Stockholders
   - Upon receipt of the notice of appeal, the Corporate Secretary shall include the matter in the agenda of the next regular or special meeting of the stockholders, for deliberation and resolution. Membership privileges shall remain suspended.
   - The member provides a written statement explaining their case, including any supporting evidence or mitigating circumstances.
   - The member concerned and the Membership Committee shall furnish the stockholders a brief written history of the case at least one (1) week prior to the meeting.

4. Decision on Appeal
   - The decision of a majority of the stockholders present at such meeting, there being a quorum, shall be final and unappealable.

X. EFFECT OF EXPULSION AND DISPOSITION OF SHARES

1. Upon the finality of the decision of expulsion, the expelled member shall be permanently disqualified from membership in the Club and shall be barred from entering the Club premises, whether as a guest or visitor. If the expulsion is appealed, membership privileges shall remain suspended pending the stockholders' final decision. An expelled member shall not be eligible for reinstatement or restoration of membership privileges.

   In accordance with Article II, Section 5 of the Club's By-Laws, the Corporation shall have thirty (30) days from the resolution of expulsion within which to purchase the share or shares for an amount equivalent to the purchase price thereof. If the member files a timely appeal, the Corporation may signify its exercise of the option within the thirty-day

period, but the purchase and transfer of the share shall be held in abeyance pending the stockholders' final decision on the appeal.

2. The expelled member shall cease to have any right in respect of the share(s), except the right to demand payment therefor.

3. If the Corporation does not exercise its option and the share or shares are subsequently offered for sale or transfer, the transaction shall comply with Article II, Section 6 of the Club's By-Laws, including the applicable first-option rights of Filinvest Alabang, Inc.

4. Any outstanding dues, charges, penalties, or other obligations owed by the expelled member shall remain secured by the Corporation's lien under Article X, Section 3 of the Club's By-Laws. The disposition of the share or shares shall not extinguish any remaining obligation of the expelled member to the Club.

XI. CONFIDENTIALITY

- All complaints, notices, written explanations, supporting documents, witness statements, hearing records, deliberations, recommendations, decisions, and appeals relating to disciplinary proceedings shall be treated as confidential.
- Access to such information shall be limited to the Membership Committee, the Board of Directors, Management, the Corporate Secretary, the Club's legal counsel and advisers, and other persons whose participation is reasonably necessary for the investigation, decision, implementation, or appeal. In case of an appeal from expulsion, relevant information may also be disclosed to the stockholders entitled to participate in the meeting at which the appeal will be considered.
- All persons participating in the proceedings shall maintain the confidentiality of the information obtained and shall not disclose or use it for any purpose unrelated to the proceedings.
- If the member appeals the decision of expulsion, the Corporate Secretary may furnish the stockholders with the case summaries and supporting documents required for their consideration under Article XI, Sections 3 and 4 of the Club's By-Laws. Such disclosure shall be limited to the information reasonably necessary to decide the appeal and shall not constitute a waiver of confidentiality. The stockholders shall treat the materials as confidential and shall not disclose or use them for any purpose unrelated to the appeal.
- Confidentiality shall not prevent the disclosure of information:
  a. necessary to provide the member with a meaningful opportunity to respond;
  b. required for the implementation or appeal of the Board's decision;
  c. required by law, court order, or a lawful directive of a government authority; or
  d. reasonably necessary to protect the safety, rights, or property of the Club or any person.

- Any disclosure shall be limited to the information reasonably necessary for its intended purpose. Personal or sensitive information may be redacted when appropriate, provided that the redaction does not deprive the member of a meaningful opportunity to respond.
- The obligation of confidentiality shall continue even after the disciplinary proceedings have been concluded.

XII. REVIEW AND AMENDMENTS

- The Club shall ensure the consistent application of these Guidelines across all cases.
- These Guidelines, including the Table of Offenses and Penalties, shall be periodically reviewed and updated to ensure fairness and transparency.
- Any amendment to these Guidelines or the Table of Offenses and Penalties shall be approved by the Board of Directors. No amendment shall modify or override the By-Laws.

Annex: Table of Offenses and Penalties

TYPE OF OFFENSE	OFFENSE	SANCTIONS					PROCEDURE
		1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	
A. Delinquency (Administrative Withholding of Membership Privileges)	Failure to pay Club dues, assessments, usage fees, and other properly billed charges when due.						Temporarily withholding of membership privileges for a specified period. During the period of withholding, the member shall be excluded from Club activities and benefits until the delinquency is settled in accordance with the Club's By-Laws and Board-approved collection policies. Collection and Notice Schedule ▪ 30 Days - Reminder & Notice of Delinquency ▪ 60 Days - 2nd Reminder & Notice of Possible Withholding of Membership Privileges ▪ 90 Days - 3rd Notice of Withholding of Membership Privileges ▪ Over 91 Days - Continuing Withholding of Membership Privileges Due to Delinquent Account ▪ Notice of Continued Delinquency and Possible Board Action ▪ 200K above - Final Notice Prior to Auction Sale of Membership Share An account with an outstanding balance of ₱200,000 or more shall also be referred to the Board for appropriate collection action. This amount is an internal escalation threshold only and shall not modify, postpone, or replace the

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							delinquency periods and procedures prescribed by the By-Laws. ***Note**: During the period of withholding, the member will be excluded from all club activities and benefits. This restriction shall extend to the entire family until the outstanding account balance is settled in full. Club availments may be restored upon full settlement of the account in accordance with Board-approved collection policies."* **Notice of Completion of Auction Sale and Application of Sale Proceed**s. ▪ Board-Authorized Auction Sale If the Board approves the sale of the delinquent member's share, the Corporate Secretary shall issue the required notice of the Board's Order of Sale and comply with the auction procedures under Article X, Section 4 of the Club's By-Laws. ▪ Notice After the Auction After completion of the auction and registration of the transfer, the member shall be notified of the auction result, the sale price, the application of the proceeds to the member's outstanding obligations, and any remaining deficiency or excess. ▪ Any cessation of membership rights shall result from the completed sale and transfer of the membership share and shall not be

TYPE OF OFFENSE	OFFENSE	SANCTIONS					PROCEDURE
		1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	
							characterized as a cancellation of membership imposed by Management.

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		1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	
B. Property Damage, Replacement Cost and Fines	1. A member shall be responsible for the reasonable, documented repair or replacement cost of damage to Club property caused by the member or the member's spouse, dependent, guest, or visitor. In cases of purely accidental damage, without negligence, recklessness, willful misconduct, or violation of Club rules, the member shall only be required to pay the actual repair or replacement cost. Purely accidental damage shall not constitute a disciplinary offense. 2. Damage caused by negligence, reckless or willful disregard of Club rules, intentional misconduct, or vandalism may						

TYPE OF OFFENSE	OFFENSE	SANCTIONS					PROCEDURE
		1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	
	constitute a disciplinary offense, depending on the nature and circumstances of the act. The member shall remain liable for the reasonable, documented repair or replacement cost, without prejudice to any disciplinary sanction duly imposed in accordance with the Club's By-Laws. 3. The 20% fine shall not be imposed automatically. It may be imposed only after due notice and an opportunity to be heard, upon the recommendation of the Membership Committee, and with the approval of at least two-thirds (2/3) of the Board of Directors, in accordance with Article XI, Section 2 of the By-Laws. 4. Management shall determine and document the actual repair or replacement cost. Replacement cost shall be limited to such documented cost. In case of a dispute concerning the amount, the matter shall be referred to the Membership Committee for recommendation						

TYPE OF OFFENSE	OFFENSE	SANCTIONS					PROCEDURE
		1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	
	and to the Board for final determination. 5. Repair or replacement cost is restitution, not a disciplinary sanction. For conduct constituting a disciplinary offense, it may be required in addition to a warning, suspension of membership privileges, or expulsion duly imposed by the Board. No suspension or other disciplinary penalty shall be imposed for purely accidental damage as described above. 6. All incidents involving damage to Club property shall be investigated to determine whether the damage was purely accidental or resulted from negligence, recklessness, intentional misconduct, or violation of Club rules.						
C. Minor (Verbal or Written warning)	A minor offense is a violation of the Club's rules or regulations that does not cause material harm to the Club, its members. personnel, guests, or property and does not pose a significant safety or security risk.						Verbal or Written Warning ▪ Management may issue verbal or written warnings for minor offenses in accordance with this Board-approved Table. ▪ Before a formal written warning is issued, the member shall be informed of the violation and given a reasonable opportunity to provide an explanation. All formal

TYPE OF OFFENSE	OFFENSE	SANCTIONS					PROCEDURE
		1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	
	Examples might include minor dress code violations, breaches of etiquette, shouting at Club members or its personnel, unauthorized use of cellphones and cameras in restricted areas and violation of parking rules.	Verbal warning	Written warning	Written warning	Final Written warning	Referral to the Membership Committee for possible classification as a less grave offense	warnings shall be documented and furnished to the member. ▪ Only documented warnings that have become final shall be counted for purposes of determining repeated violations. ▪ The commission of five (5) minor offenses within a rolling twelve-month period, counted from the date of the first offense, may be treated as a less grave offense. The fifth offense, shall be referred to the Membership Committee for investigation and recommendation to the Board in accordance with Article XI, Section 2 of the Club's By-Laws. ▪ Management's authority under this section is limited to verbal and written warnings. Any fine or restriction amounting to a suspension of membership privileges shall require the recommendation of the Membership Committee and approval of the Board.
D. Less Grave or Less Serious (Suspension of membership privileges from 3 months to 1 year)	A less grave offense is a violation of the Club's rules or regulations committed by a member, or arising from the conduct of the member's spouse, dependent, guest, or visitor, that causes or creates a substantial risk of material harm, disruption, or damage to the Club, its members, personnel, guests, or property,						The Common Provisions and Procedures for Less Grave and Grave Offenses shall apply to the investigation and disposition of an alleged less grave offense, including the issuance of the Notice to Explain, the opportunity to submit a written response and supporting documents, the conduct of a summary and non-adversarial hearing, the evaluation of the evidence, and the

TYPE OF OFFENSE	OFFENSE	SANCTIONS					PROCEDURE
		1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	
	but does not warrant classification as a grave offense. Less grave offenses may include repeated minor offenses and conduct occurring within the Club premises, during a Club activity, or otherwise directly affecting the interests or reputation of the Club. The following may constitute less grave offenses, depending on the circumstances, the harm caused, and any mitigating or aggravating factors:						submission of the Membership Committee's written findings and recommendation to the Board. No fine or suspension may be imposed by the Membership Committee. The final sanction may be imposed only by the Board, with the required two-thirds (2/3) vote under Article XI, Section 2 of the By-Laws. Where property damage is alleged, the investigation shall distinguish purely accidental damage from negligence, recklessness, or intentional misconduct. Mere proof of damage or of its monetary value shall not, by itself, establish a disciplinary offense.
	▪ verbal abuse against members, guests or staff of the Club, officials or other persons;	3-6 months	6-12 months	For possible classification as Grave/Serious Offense			
	▪ causing damage to Club property or third-party property resulting from negligence, reckless or willful disregard of Club rules, or intentional misconduct, with documented repair or replacement cost of Php 10,000.00 (Ten Thousand Pesos) up to, but not exceeding Php 50,000.00 (Fifty Thousand Pesos). Purely accidental	Repair/ replacement cost and 0–6 months	Repair/ replacement cost and 0–6 months	For possible classification as Grave/Serious Offense			

TYPE OF OFFENSE	OFFENSE	SANCTIONS					PROCEDURE
		1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	
	damage, without such culpable conduct, is excluded;						
	▪ dangerous or unsportsmanlike behavior during sports activities or play;	9 months	12 months	For possible classification as Grave/Serious Offense			
	▪ improper behavior and other practices inconsistent with public morals, good conduct, and accepted norms of social interaction, such as:						
	i) provoking fight(s) with co-member(s), guest(s) or employee(s)	3 months	6 months	For possible classification as Grave/Serious Offense			
	ii) drunkenness causing public disturbance	3 months	6 months	For possible classification as Grave/Serious Offense			
	▪ conduct or actions that would bring the Club into disrepute;	9 months	12 months	For possible classification as Grave/Serious Offense			

TYPE OF OFFENSE	OFFENSE	SANCTIONS					PROCEDURE
		1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	
	▪ improper fraternization with fellow members, guests, staff (regular employees), contractual workers, agency employees, etc., inside the premises of the club; or ▪ committing 5 (five) minor offenses within a rolling twelve-month period The foregoing examples are not exhaustive. The classification of an offense shall depend on the particular circumstances. Conduct listed as less grave may be classified as grave when it involves serious injury, substantial property damage, a significant safety or security risk, deliberate or repeated misconduct, or other aggravating circumstances.	3 months	6 months	For possible classification as Grave/Serious Offense			
E. Grave or Serious	A grave offense is conduct committed by a member, or arising from the conduct of the member's spouse, dependent, guest, or visitor, involving						The Common Provisions and Procedures for Less Grave and Grave Offenses shall apply to the investigation and disposition of an alleged grave offense, including the issuance of the Notice to

TYPE OF OFFENSE	OFFENSE	SANCTIONS					PROCEDURE
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(Suspension of membership privileges for 13 months to 24 months or expulsion)	gross misconduct, serious physical or mental harm, substantial property damage, a significant threat to safety or security, an illegal act involving moral turpitude, or other conduct that is seriously inimical or injurious to the Club. A grave offense may warrant a suspension of membership privileges exceeding twelve (12) months or expulsion, depending on the seriousness of the offense and the surrounding circumstances. The following are illustrative examples only and are not exhaustive. The classification and corresponding sanction shall depend on the circumstances of each case, including the nature and seriousness of the conduct, the harm caused, prior violations, and any mitigating or aggravating circumstances. The final classification and sanction shall be determined by the Board upon the recommendation of the Membership Committee.						Explain, the opportunity to submit a written response and supporting documents, the conduct of a summary and non-adversarial hearing, the evaluation of the evidence, and the submission of the Membership Committee's written findings and recommendation to the Board. No suspension or expulsion may be imposed by the Membership Committee. The final sanction may be imposed only by the Board, with the required two-thirds (2/3) vote under Article XI, Section 2 of the By-Laws. Any preventive suspension, reconsideration, or appeal shall be governed by the applicable provisions of these Guidelines and the By-Laws. During the investigation of a grave offense, the Membership Committee may recommend that the Board impose preventive suspension of membership privileges when reasonably necessary to protect the safety of members, guests, or personnel, preserve the integrity of the investigation, or prevent further incidents. Preventive suspension shall take effect only upon Board approval and shall not constitute a finding of liability or a disciplinary penalty. Upon the finality of the decision of expulsion, the expelled member shall be permanently disqualified from membership in the Club and shall be barred from entering the Club premises,

TYPE OF OFFENSE	OFFENSE	SANCTIONS					PROCEDURE
		1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	
	▪ physical abuse against members, guests or staff of the Club, officials or other persons;	14 months	Expulsion				whether as a guest or visitor. If the member files a timely appeal, membership privileges shall remain suspended pending the stockholders' final decision.
	▪ causing damage to Club property or third-party property exceeding Php 50,000.00 (Fifty Thousand Pesos) through intentional or malicious misconduct, gross negligence, or reckless disregard of Club rules. Purely accidental damage is excluded regardless of amount;	Replacement cost and 14 months	Replacement cost and 16 months	Replacement cost and Expulsion			**COMMON PROVISIONS AND PROCEDURES FOR LESS GRAVE AND GRAVE OFFENSES** <u>In its disciplinary proceedings, the Membership Committee and the Board shall be guided by the principles of administrative due process, fairness, temperance, and non-adversarial hearings.</u>
	▪ theft of property valued at: ➢ Php 10,000.00 (Ten Thousand Pesos) and below;	Replacement cost	Replacement cost and 13-15 months	Replacement cost and 16-24 months	Replacement cost and Expulsion		1. The sanctions stated in this Table are guidelines and shall not be imposed automatically. After conducting its investigation, the Membership Committee shall submit its written findings and recommended action to the Board of Directors. The Board, by the required two-thirds (2/3) vote, may approve, modify, or reject the recommendation.
	➢ above Php 10,000.00 up to Php 50,000.00	Replacement cost and 13-15 months	Replacement cost and 16-24 months	Replacement cost and Expulsion			2. The member shall be furnished with a written Notice to Explain stating the material allegations, the applicable Club rule or policy, the supporting documents then available, and the possible sanctions. The member shall be given at least five (5) calendar days from receipt
	➢ above Php 50,000.00 up to Php 100,000.00	Replacement cost and 16-24 months	Replacement cost and Expulsion				

TYPE OF OFFENSE	OFFENSE	SANCTIONS					PROCEDURE
		1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	
	➢ above Php 100,000.00	Replacement cost and Expulsion					of the notice to submit a written explanation and supporting documents. 3. The member shall be given reasonable notice of the hearing before the Membership Committee. The member may expressly waive the hearing. Failure to attend or submit an explanation despite proper notice shall constitute a waiver only of the opportunity to participate or submit an explanation. It shall not constitute an admission of liability, and the matter may be decided based on the available records. 4. Disciplinary information shall be treated and stamped as confidential and disclosed only to persons whose participation is reasonably necessary. In case of an appeal from expulsion, relevant information may be furnished to the stockholders to the extent necessary to decide the appeal, without making the matter public. 5. During a suspension of membership privileges, the member and persons whose Club privileges derive from the membership shall not be permitted to use Club facilities or services, participate in Club activities, or sponsor or bring guests onto the Club premises, subject to the terms of the Board's decision.
	▪ repeated dangerous behavior causing injury during sports activities or play;	14 months	18 months	Expulsion			
	▪ any form of sexual harassment;	Expulsion					
	▪ any illegal activity involving moral turpitude, including gambling or using drugs; or	14 months	16 months	18 months	Expulsion		
	▪ drug dealing/trafficking (selling or dist.)	Expulsion					
	▪ use of illegal drugs inside the premises of the club	14 months	16 months	18 months	Expulsion		
	▪ committing any three (3) less grave offenses within a calendar year. Upon the commission of the third offense, the matter shall be referred to the Membership Committee for investigation and recommendation.	14 months	16 months	18 months	Expulsion		

TYPE OF OFFENSE	OFFENSE	SANCTIONS					PROCEDURE
		1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	
							6. A member whose membership privileges have been suspended may submit a written request for reconsideration to the Board within fifteen (15) days from receipt of the Notice of Suspension. The Board shall decide the request within thirty (30) days from receipt. The request shall not stay the suspension unless the Board directs otherwise. 7. A member under suspension shall continue to be billed for monthly dues, applicable charges, and penalties. 8. A suspension imposed for a definite period shall expire automatically upon completion of the period stated in the Board's decision. No separate request for reinstatement shall be required unless the Board's decision expressly makes the restoration of membership privileges subject to specified conditions. 9. The restoration of membership privileges, appeal from expulsion, and the effect of expulsion shall be governed by the Suspension and Expulsion Guidelines and the Club's By-Laws. The ownership, transfer, sale, or other disposition of an expelled member's share shall be governed by the Club's Articles of Incorporation, By-Laws, and

TYPE OF OFFENSE	OFFENSE	SANCTIONS					PROCEDURE
		1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	
							other applicable official corporate documents and law. Expulsion shall not, by itself, be construed as automatically cancelling or transferring the member's share.

* Management shall determine the documented repair or replacement cost, subject to review by the Membership Committee and final determination by the Board in case of dispute.

* Unless the Board provides otherwise, separate periods of suspension shall run consecutively. Replacement may be imposed together with suspension or expulsion.