

Company's Policies

1) Whistle-blowing Policy

If an employee discovers a breach of Company policy, he/she shall report that breach in confidence to the VP-Personnel. The VP-Personnel has a duty to investigate the details of the breach and come to a resolution by observing due process. Maliciously motivated reports are not welcomed and may result in disciplinary action.

2) Conflict of Interest Policy

The Company requires that employees avoid at all times any situation that may involve a conflict of interest. Any business dealings, ownership, or interest and any gifts received that have potential conflict must be disclosed to the Company.

3) Insides Trading Policy

The Company prohibits its employees, officers, directors, and affiliates from trading the Company's securities, while they are in the possession of material, non-public information regarding the Company. Philippine Securities Law provides for severe penalties for violators and since there is a potential damage to the Company's image as a result of such unlawful trading, directors, officers, and employees are expected to strictly abide by this law and the Company's Insider Trading Policy. As provided in the law, violation of Company's Insider Trading Policy law may result in serious criminal penalties for the individual, including fines and imprisonment, if trading is found to involve a willful violation of the law.

4) Related Party Transaction Policy

Related parties as defined in Philippine Accounting Standards (PAS)24 and the disclosures needed in the Company's Financial Statements are used by the Company as Policy. Related Party Transactions (RPT) is a transfer of resources, services, or obligations between the Company and its subsidiaries, and a related party, regardless of whether a price is charged. A director, officer, or key management personnel shall promptly notify the Audit Committee or the Board of any interest he or his immediate family member had, has or may have in an RPT. He shall disclose all material information concerning the RPT.

5) Policy and Data Relating to Health

Safety and Welfare of Employees, Including Company Sponsored Trainings

- 5.1) See Policy No. 3.3
- 5.2) The Company has health insurance coverage for its employees, including their qualified dependents.
- 5.3) The Company provides clinic with doctor, nurse, and dentist.
- 5.4) The Company provides financial assistance to employees affected by calamity/natural disaster.
- 5.5) The Company provides canteen with subsidized food rates.

- 5.6) The Company provides bulletin boards, suggestion boxes, and email to disseminate policies and updates of Company events.
- 5.7) The Company provides free Company uniforms.
- 5.8) The Company has sound-the-clock security, CCTV coverage, and fire extinguishers in its premises.
- 5.9) Learning and development seminars are conducted as needed in each functionality for employee's productivity and professional growth.