

C.1	The rights of stakeholders that are established by law or through mutual agreements are to be respected.	Y/ N	Reference / Source document
<b>Does the company disclose a policy that:</b>			
C.1.1	Stipulates the existence and scope of the company's efforts to address customers' welfare?	Y	<p><b>Report of the President of the 2019 Annual Report, pages 6-12</b> (<a href="https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=4">https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=4</a>)</p> <p><b>Responding to the Challenges during the Pandemic</b> "Upon the declaration of COVID-19 as pandemic and the nationwide lockdown implemented last March 2020, the management did not waste time to implement its contingency measures by activating a Business Continuity Plan (BCP) and quickly adopted a skeleton force at major worksite areas, and most of the employees were shifted to work-from-home mode to continuously provide back-end process support....." "The Emergency Equity Loan Program was launched thereafter, to assist members with their financial challenges during these difficult times. This was coupled with an all-time industry low-interest rate that intended to provide much-needed assistance without centering on revenue generation. Likewise, all loan product requirements were negotiated with the respective finance centers of the various branches of service (BOS) to provide a seamless process of the compliance-to-need solution given the exigency of the situation...."</p>
C.1.2	Explains supplier/contractor selection practice?	Y	<p><b>Governance Report of the 2019 Annual Report, page 33</b> (<a href="https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=17">https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=17</a>)</p> <p><b>SAFEGUARDING THE RIGHTS/INTERESTS OF SUPPLIERS/CREDITORS</b> AFPMBAI has an established Memorandum Circular (MC) on Procurement of Goods and Materials that contains implementing guidelines on handling purchasing transactions. Stipulated in the MC is the creation of a Purchase Order (PO), a binding contract between AFPMBAI as the buyer and the supplier/vendor, which details the types, quantities and agreed prices for procured products and services. A duly-approved PO is issued by the Association through Administration Division to a chosen supplier/ contractor, that will serve as a contract for procurement transactions. Meanwhile, for major purchases/projects that will require labor/service, a contract from the Legal Division is necessary, in addition to a PO.</p>
C.1.3	Describes the company's efforts to ensure that its value chain is environmentally friendly or is consistent with promoting sustainable development?	Y	<p><b>Governance Report of the 2019 Annual Report, page 33</b> (<a href="https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=17">https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=17</a>)</p> <p><b>ON ENVIRONMENT</b> AFPMBAI contributed to the environment by installing 380 units of solar panels at 260 watts each, generating a capacity of 98.8 KWP at its Main Building and another 128 units of solar panels at 275 watts each, generating 35.20 KWP at its Records Building. These solar panels contributed to the conservation of the environment in reducing the use of fossil fuels as well as reducing the carbon footprints/emission of the Association, a simple gesture of AFPMBAI's love and concern for Mother Earth.</p>
C.1.4	Elaborates the company's efforts to interact with the communities in which they operate?	Y	<p><b>Corporate Social Responsibility Report of the 2019 Annual Report pages 35-38</b> (<a href="https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=18">https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=18</a>)</p>
C.1.5	Describe the company's anti-corruption programmes and procedures?	Y	<p><b>Governance Report of the 2019 Annual Report, pages 32</b> (<a href="https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=17">https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=17</a>)</p> <p><b>Code of Ethics page 7</b> (<a href="https://www.afpmbai.com.ph/acgs/2020/E.2.1_Code_of_Ethics.pdf#page=12">https://www.afpmbai.com.ph/acgs/2020/E.2.1_Code_of_Ethics.pdf#page=12</a>) <b>Anti Corruption Program and Procedures are observed in the Code of Conduct, pages 7-17</b> (<a href="https://www.afpmbai.com.ph/acgs/2020/C.1.5_Code_of_Conduct_Pages7-17.pdf">https://www.afpmbai.com.ph/acgs/2020/C.1.5_Code_of_Conduct_Pages7-17.pdf</a>)</p> <p><b>Whistle-Blowing Policy</b> The Management maintains an open-door policy for employees as one of the avenues for reporting corruption and other illegal activities or transactions entered into by fellow employees, regardless of rank. Any reports, supported by facts and documents, are handled with strict confidentiality.</p>
C.1.6	Describes how creditors' rights are safeguarded?	Y	<p><b>Governance Report of the 2019 Annual Report, page 33</b> (<a href="https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=17">https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=17</a>)</p> <p><b>SAFEGUARDING THE RIGHTS/INTERESTS OF SUPPLIERS/CREDITORS</b> AFPMBAI has an established Memorandum Circular (MC) on Procurement of Goods and Materials that contains implementing guidelines on handling purchasing transactions. Stipulated in the MC is the creation of a Purchase Order (PO), a binding contract between AFPMBAI as the buyer and the supplier/vendor, which details the types, quantities and agreed prices for procured products and services. A duly-approved PO is issued by the Association through Administration Division to a chosen supplier/ contractor, that will serve as a contract for procurement transactions. Meanwhile, for major purchases/projects that will require labor/service, a contract from the Legal Division is necessary, in addition to a PO.</p>

<b>Does the company disclose the activities that it has undertaken to implement the abovementioned policies?</b>				
C.1.7	Customer health and safety	OECD Principle IV (A) & Global Reporting Initiative	Y	Health and safety measures/protocols during covid ( <a href="https://afpmbai.com.ph/acgs/2020/covid_check.jpg">https://afpmbai.com.ph/acgs/2020/covid_check.jpg</a> )
C.1.8	Supplier/Contractor selection and criteria		Y	<p>Governance Report of the 2019 Annual Report, page 33 (<a href="https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAI_Annual_Report(low).pdf#page=17">https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAI_Annual_Report(low).pdf#page=17</a>)</p> <p><b>SAFEGUARDING THE RIGHTS/INTERESTS OF SUPPLIERS/CREDITORS</b> AFPMBAI has an established Memorandum Circular (MC) on Procurement of Goods and Materials that contains implementing guidelines on handling purchasing transactions. Stipulated in the MC is the creation of a Purchase Order (PO), a binding contract between AFPMBAI as the buyer and the supplier/vendor, which details the types, quantities and agreed prices for procured products and services. A duly-approved PO is issued by the Association through Administration Division to a chosen supplier/ contractor, that will serve as a contract for procurement transactions. Meanwhile, for major purchases/projects that will require labor/service, a contract from the Legal Division is necessary, in addition to a PO.</p>
C.1.9	Environmentally-friendly value chain		Y	"Solar Panels, Bio and Non-Bio trash bins - pictures" ( <a href="https://www.afpmbai.com.ph/acgs/2020/solar.jpg">https://www.afpmbai.com.ph/acgs/2020/solar.jpg</a> and <a href="https://www.afpmbai.com.ph/acgs/2020/trash_bins.jpg">https://www.afpmbai.com.ph/acgs/2020/trash_bins.jpg</a> )
C.1.10	Interaction with the communities		Y	"Playground - pictures" ( <a href="https://afpmbai.com.ph/acgs/2020/playground.jpg">https://afpmbai.com.ph/acgs/2020/playground.jpg</a> )
C.1.11	Anti-corruption programmes and procedures		Y	<p>Governance Report of the 2019 Annual Report, page 32 (<a href="https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAI_Annual_Report(low).pdf#page=17">https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAI_Annual_Report(low).pdf#page=17</a>)</p> <p><b>Anti-Corruption Programs</b> The Association abhors corruption of any form. Stricter controls are instituted in business processes and spot audit activities are conducted to ensure that there is no corruption even in its slightest degree, or has taken place in any of the Association's transactions</p> <p><b>Code of Conduct page 22-27 (show link here)</b> <b>Investigation Rules and Procedures</b>  A. Complaint/Irregularity/Incident Report or any Analogous Document.....  B. Light Offenses (Misdemeanor and Light Offenses).....  C. Serious Offenses (Less Grave and Grave Offenses).....  D. Investigation Proper.....  E. Report of the Investigation Board.....  F. Management Decision.....</p>
C.1.12	Creditors' rights		Y	<p>Governance Report of the 2019 Annual Report, page 33 (<a href="https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAI_Annual_Report(low).pdf#page=17">https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAI_Annual_Report(low).pdf#page=17</a>)</p> <p><b>SAFEGUARDING THE RIGHTS/INTERESTS OF SUPPLIERS/CREDITORS</b> AFPMBAI has an established Memorandum Circular (MC) on Procurement of Goods and Materials that contains implementing guidelines on handling purchasing transactions. Stipulated in the MC is the creation of a Purchase Order (PO), a binding contract between AFPMBAI as the buyer and the supplier/vendor, which details the types, quantities and agreed prices for procured products and services. A duly-approved PO is issued by the Association through Administration Division to a chosen supplier/ contractor, that will serve as a contract for procurement transactions. Meanwhile, for major purchases/projects that will require labor/service, a contract from the Legal Division is necessary, in addition to a PO.</p>
C.1.13	Does the company have a separate corporate responsibility (CR) report/section or sustainability report/section?	<p><b>OECD Principle V (A):</b> Disclosure should include, but not be limited to, material information on: (7) Issues regarding employees and other stakeholders.</p> <p>Companies are encouraged to provide information on key issues relevant to employees and other stakeholders that may materially affect the long term sustainability of the company.</p>	Y	Corporate Social Responsibility Report of the 2019 Annual Report pages 35-38 ( <a href="https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAI_Annual_Report(low).pdf#page=18">https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAI_Annual_Report(low).pdf#page=18</a> )
<b>C.2 Where stakeholder interests are protected by law, stakeholders should have the opportunity to obtain effective redress for violation of their rights.</b>				
C.2.1	Does the company provide contact details via the company's website or Annual Report which stakeholders (e.g. customers, suppliers, general public etc.) can use to voice their concerns and/or complaints for possible violation of their rights?	<p><b>OECD Principle IV (B):</b> Where stakeholder interests are protected by law, stakeholders should have the opportunity to obtain effective redress for violation of their rights.</p> <p>The governance framework and processes should be transparent and not impede the ability of stakeholders to communicate and to obtain redress for the violation of rights.</p>	Y	Website's "contact" ( <a href="https://afpmbai.com.ph/contact/">https://afpmbai.com.ph/contact/</a> )
<b>C.3 Performance-enhancing mechanisms for employee participation should be permitted to develop.</b>				

C.3.1	Does the company explicitly disclose the health, safety, and welfare policy for its employees?	<p><b>OECD Principle IV (C):</b> Performance-enhancing mechanisms for employee participation should be permitted to develop. In the context of corporate governance, performance enhancing mechanisms for participation may benefit companies directly as well as indirectly through the readiness by employees to invest in firm specific skills.</p> <p>Firm specific skills are those skills/competencies that are related to production technology and/or organizational aspects that are unique to a firm.</p> <p>Examples of mechanisms for employee participation include: employee representation on boards; and governance processes such as works councils that consider employee viewpoints in certain key decisions. With respect to performance enhancing mechanisms, employee stock ownership plans or other profit sharing mechanisms are to be found in many countries.</p>	Y	<p>Governance Report of the 2019 Annual Report, pages 33-34 (<a href="https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=18">https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=18</a>)</p> <p><b>HEALTH, SAFETY, WELFARE, TRAINING AND DEVELOPMENT</b> "Human resource is the greatest asset of any organization. With this as the bedrock of the Association's HR Philosophy, AFPMBAI continuously provides its employees with a competitive compensation package, a balanced work and family life, and opportunities for career and personal advancement. The Association conducts holistic activities to enrich the well-being of its employees." "As such, 2019 kicked off with a company-wide team building activity that aimed to revisit its corporate values and align the employees' personal values with the Association's. This activity laid the foundation for building a strong culture of high performing individuals and corporate values that will drive employees on how to do things within the organization...."</p>
C.3.2	Does the company publish relevant information relating to health, safety and welfare of its employees?		Y	<p>Governance Report of the 2019 Annual Report, pages 33-34 (<a href="https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=18">https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=18</a>)</p> <p><b>HEALTH, SAFETY, WELFARE, TRAINING AND DEVELOPMENT</b> "....The Association also recognizes its role in ensuring that employees are working in a safe and healthy workplace. Hence, the Occupational Safety and Health (OSH) Committee was formally created to institutionalize the programs and measures, as well as oversee the implementation of OSH regulations in the organization. Coordination with the OSH Center, one of the attached agencies of the Department of Labor and Employment (DOLE), has also been done by the Association. Moreover, a Wellness Program through Zumba sessions is in place to strike a balance between the employees' work and the other aspects of their well-being. The workforce is encouraged to participate in such activities to promote physical, social, mental and even spiritual health."  "Fire and Earthquake Drills, Zumba Sessions, Mother's Day Wellness" (<a href="http://www.afpmbai.com.ph/acgs/2020/health_safety.jpg">http://www.afpmbai.com.ph/acgs/2020/health_safety.jpg</a>)</p>
C.3.3	Does the company have training and development programmes for its employees?		Y	<p>Governance Report of the 2019 Annual Report, page 33-34 (<a href="https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=18">https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=18</a>)</p> <p><b>HEALTH, SAFETY, WELFARE, TRAINING AND DEVELOPMENT</b> "....As part of professional and personal development, employees are given the opportunity to be high potential members of the organization through the continuous learning and development initiatives, such as but not limited to, institutional and individual training, crafted from results of a competency assessment. The workforce is sent to both in-house and off-site seminars and courses to enhance their soft and technical skills. This initiative prepares them for bigger responsibilities and assuming leadership in the future...."</p>
C.3.4	Does the company publish relevant information on training and development programmes for its employees?		Y	<p>Governance Report of the 2019 Annual Report, page 33-34 (<a href="https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=18">https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=18</a>)</p> <p>"Pictures during trainings and seminars" (<a href="https://afpmbai.com.ph/acgs/2020/accedata_training.jpg">https://afpmbai.com.ph/acgs/2020/accedata_training.jpg</a>)</p> <p><b>HEALTH, SAFETY, WELFARE, TRAINING AND DEVELOPMENT</b> "....As part of professional and personal development, employees are given the opportunity to be highpotential members of the organization through the continuous learning and development initiatives, such as but not limited to, institutional and individual training, crafted from results of a competency assessment. The workforce is sent to both in-house and off-site seminars and courses to enhance their soft and technical skills. This initiative prepares them for bigger responsibilities and assuming leadership in the future...."</p>
C.3.5	Does the company have a reward/compensation policy that accounts for the performance of the company beyond short-term financial measures?		Y	<p>Memorandum Circular 019-2015: Outstanding Employees (<a href="https://afpmbai.com.ph/acgs/2020/outstanding.jpg">https://afpmbai.com.ph/acgs/2020/outstanding.jpg</a>) Governance Report of the 2019 Annual Report, page 33 (<a href="https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=18">https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAL_Annual_Report(low).pdf#page=18</a>)</p> <p><b>Rewards Policy</b> "The Association believes that quality performance, when recognized and rewarded, are repeated and duplicated. Thus, the Association has instituted a rewards system in keeping with its desire to attract and retain highly competent employees, as embodied in the HR Philosophy and Compensation Philosophy...."</p>
C.4	Stakeholders including individual employee and their representative bodies, should be able to freely communicate their concerns about illegal or unethical practices to the board and their rights should not be compromised for doing this.			

C.4.1	Does the company have procedures for complaints by employees concerning illegal (including corruption) and unethical behaviour?	<p><b>OECD Principle IV (E):</b> Stakeholders, including individual employees and their representative bodies, should be able to freely communicate their concerns about illegal or unethical practices to the board and their rights should not be compromised for doing this.</p>	Y	<p>Governance Report of the 2019 Annual Report, page 32 (<a href="https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAI_Annual_Report(low).pdf#page=17">https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAI_Annual_Report(low).pdf#page=17</a>)</p> <p><b>ADHERENCE TO AFPMBAI CODE OF ETHICS AND CODE OF CONDUCT</b> "The rollout of the new corporate values resulted in employees adhering to ethical standards set by the Management under the Code of Ethics and the Code of Conduct booklet. Copies of the booklet were provided and duly acknowledged by the employees. As such, no employee, member of the Management or corporate officer has violated either of the Codes. The Association takes pride in reporting the Negative List to the Insurance Commission on a regular basis."</p> <p><b>Code of Conduct page 22-23</b> (<a href="https://afpmbai.com.ph/acgs/2020/E.2.3_Code_of_Conduct_Pages22-27.pdf">https://afpmbai.com.ph/acgs/2020/E.2.3_Code_of_Conduct_Pages22-27.pdf</a>)</p> <p><b>Investigation Rules and Procedures</b> <b>A. Complaint/Irregularity/Incident Report or any Analogous Document</b> 1. The complaint or any employee who observes violation of Association's policy... 2. Complaint/Irregularity/Incident Report or any analogous document including all supporting pieces of evidence... 3. Within three (3) calendar days from determination of appropriate charges against subject employee or respondent... 4. Within five (5) calendar days from receipt of the Answer/Explanation submitted... 5. Upon the President's approval, the Investigation Board shall convene within three (3) calendar days to investigate... 6. The Investigation Board is automatically dissolved upon submission of its investigation report...</p>
C.4.2	Does the company have a policy or procedures to protect an employee/person who reveals illegal/unethical behavior from retaliation?		Y	<p>Governance Report of the 2019 Annual Report, page 32 (<a href="https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAI_Annual_Report(low).pdf#page=17">https://www.afpmbai.com.ph/afpmbai_ref_materials/2019_%20AFPMBAI_Annual_Report(low).pdf#page=17</a>)</p> <p><b>Whistle-Blowing Policy</b> "The Management maintains an open-door policy for employees as one of the avenues for reporting corruption and other illegal activities or transactions entered into by fellow employees, regardless of rank. Any reports, supported by facts and documents, are handled with strict confidentiality."</p> <p><b>Code of Ethics page 7</b> (<a href="https://afpmbai.com.ph/acgs/2020/E.2.1_Code_of_Ethics.pdf#page=12">https://afpmbai.com.ph/acgs/2020/E.2.1_Code_of_Ethics.pdf#page=12</a>)</p> <p><b>Whistleblower Policy</b> Employees, stakeholders and members are encourage to report in writing unethical practices to the concerned immediate superior or Head, HRD or AFPMBAI's Chief Corporate Services Officer, respectively, as most problems in this area can be resolved swiftly. The said offices, through an open-door policy, will accommodate problems on ethic. All of us are responsible for preventing violations of law and for acting as whistleblowers if we see possible breaches of internal policies, rules and regulations.</p>