

## **INTER-OFFICE MEMORANDUM**

**REF NUMBER** : **OP – 2023-005**  
**FOR** : **ALL EMPLOYEES**  
**FROM** : **OFFICE OF THE PRESIDENT**  
**SUBJECT** : **POLICY ON CORPORATE SOCIAL RESPONSIBILITY (CSR)**  
**DATE** : **JANUARY 1, 2023**

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### **A. POLICY STATEMENT:**

1. We are committed to being a responsible corporate citizen by integrating sustainable practices into all aspects of our business.
2. We believe that as a company, we have a responsibility to contribute to the well-being of society and the environment.
3. To this end, we have developed the following CSR policy to guide our operations and decision-making.
4. We will regularly review and update this CSR policy to ensure that it remains relevant and effective in guiding our operations and decision-making.
5. We encourage all employees to uphold these principles and promote sustainability in their daily work

### **B. ETHICAL BUSINESS PRACTICES**

1. We uphold high standards of ethical conduct in all of our operations. We strive to act with integrity, honesty, and transparency in all our dealings with stakeholders, including customers, suppliers, employees, shareholders, and the communities in which we operate.
2. We comply with all applicable laws and regulations and respect human rights.

### **C. ENVIRONMENTAL SUSTAINABILITY**

1. We are committed to minimizing the environmental impact of our operations and products.
2. We work to reduce greenhouse gas emissions, conserve natural resources, minimize waste, and promote sustainable production and consumption practices.
3. We also comply with all applicable environmental laws and regulations and work with suppliers and partners who share our commitment to sustainability.

### **D. COMMUNITY INVOLVEMENT**

1. We believe that we have a responsibility to give back to the communities in which we operate.
2. We support local initiatives that promote social well-being, including charitable and community programs, volunteering, and philanthropic activities.

**E. EMPLOYEE WELFARE**

1. We are committed to promoting the welfare of our employees.
2. We strive to provide a safe, healthy, and inclusive work environment that promotes employee well-being, engagement, and development.
3. We respect diversity and foster a culture of respect, fairness, and equal opportunity.

**F. SUPPLY CHAIN RESPONSIBILITY**

1. We believe that we have a responsibility to ensure that our supply chain partners uphold high standards of social and environmental responsibility.
2. We work with suppliers and partners who share our values and principles and encourage them to adopt responsible practices.

**G. IMPLEMENTATION DATE**

1. This policy takes effect on January 1, 2023.

**H. APPROVED FOR IMPLEMENTATION**

**Recommending Approval**



**AIDA N. HORNILLA**  
Vice President, Operations

**Final Approval**



**MARIA THERESA RODRIGUEZ**  
President