

## **Introduction**

The Board and Management of the Corporation commit themselves to the principles and best practices as contained in this Corporate Governance Manual. The Board and Management, employees, and shareholders believe that corporate governance is a necessary component of what constitutes sound business management and will therefore undertake every effort necessary to create and strengthen awareness within the organization.

The rules embodied in this Manual shall be used as reference by the member of the Board and Management. This Manual shall be made available for inspection by any shareholder at reasonable hours on business days.

## **Communication, Education and Training**

### **A. Communication**

An adequate number of printed copies of this Manual must be reproduced under the supervision of the Compliance Officer. Electronic copies of this Manual shall be maintained in the official website and internal electronic portals of the company.

This Corporate Governance Manual shall be made available for inspection by any stockholder of the Corporation at reasonable hours on business days.

All Directors and Management Officers are tasked to ensure the thorough dissemination of this Corporate Governance Manual to all employees and related third parties, and to likewise enjoy compliance.

### **B. Education and Training**

Every director shall receive appropriate orientation when he is first appointed to the Board of Directors, in order to ensure that incoming Directors are familiar with the Corporation's business and governance processes.

Likewise, Management Officers shall receive appropriate orientation on his duties as a management executive and how to discharge these duties when he is first appointed to the Corporation. This would ensure that incoming Senior Management Officers are familiar with the Corporation's business and governance processes.

Each director or key officer shall be required to attend a yearly corporate governance training and other continuous professional education programmes in accordance with the rules and regulations of the Commission. A director or key officer who was exempted from attending the yearly corporate governance training shall present proof of such exemption.

### **C. Commitment to Good Governance**

The Board and Management of the Corporation commit themselves to the principles and best practices as contained in this Corporate Governance Manual. The Board and Management, employees, and shareholders believe that corporate governance is a necessary component of what

constitutes sound business management and will therefore undertake every effort necessary to create and strengthen awareness within the organization.

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