

**PART C**

| QUESTIONS  | YES/NO   | SOURCE<br>DOCUMENT/LOCATION OF<br>INFORMATION  | REMARKS  |
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| <b>C.1 The rights of stakeholders that are established by law or by mutual agreement are to be respected.</b>  |          |  |  |
| <b>Does the company disclose a policy that:</b>  |          |  |  |
| <b>C.1.1 Stipulates the existence and scope of the company's efforts to address customers' welfare?</b>  | <u>Y</u> | Customers' Welfare Policy and Company Website  | The company has a Customer's Welfare Policy. Moreover, the company's policy and commitment to the welfare of customers is clearly stated in the corporate Vision-Mission, core values and tagline. |
| <b>C.1.2 Explains supplier/contractor selection practice?</b>  | <u>Y</u> | Supplier/Contractor Selection Policy, <u>Administration Manual pp. 9</u> and Company Website | The Company adopts policy for supplier/contractor selection practice, as embodied in the Administration Manual, Guidelines for Procurement, page 9 and company website.                            |
| <b>C.1.3 Describes the company's efforts to ensure that its value chain is environmentally friendly or is consistent with promoting sustainable development?</b> | <u>Y</u> | Environmentally Friendly Value Chain and Company Website                                     | AFPGEN has an Environmentally Friendly Value Chain policy to ensure that it preserves a healthy environment and promotes sustainable development.  |
| <b>C.1.4 Elaborates the company's efforts to interact with the communities in which they operate?</b>  | <u>Y</u> | Community Interaction Policy and Company Website   | The Community Interaction Policy that reflects the Company's efforts to interact with the communities in which they operate.   |
| <b>C.1.5 Describe the company's anti-corruption programmes and procedures?</b>   | <u>Y</u> | Code of Conduct & Discipline and Company Website   | AFPGEN's Anti-Corruption policy sets out the guidelines against all forms of corruption, dishonesty and other offenses against company interest.   |
| <b>C.1.6 Describes how creditors' rights are safeguarded?</b>  | <u>Y</u> | Protection of Creditor's Rights Policy and Company Website                                   | The company has a policy on Protection of Creditor's Rights in order to uphold creditors' right by honoring contracted obligations and providing information required under the law.               |
| <b>Does the company disclose the activities that it has undertaken to implement the above mentioned policies?</b>  |          |  |  |

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| <b>C.1.7 Customer health and safety</b>  | <u>Y</u> | Annual Report and Company Website   | AFPGEN provides clean drinking water and coffee for customers and walk-in clients. The building is also equipped with clean restrooms and washing facilities as well as CCTCV cameras, fire extinguishers, fire exits, and first aid medicines in case of emergencies. In addition, ramps are provided for persons with disabilities.                                     |
| <b>C.1.8 Supplier/Contractor selection and criteria</b>  | <u>Y</u> | Annual Report and Company Website   | The Asset Management Committee requires suppliers to submit quotations along with the necessary documents and the award shall be given to the lowest bidder who meets the requirements.   |
| <b>C.1.9 Environmentally- friendly value chain</b>   | <u>Y</u> | Annual Report and Company Website   | The company's efforts to ensure that its value chain is environmentally friendly or is consistent with promoting sustainable development include the use of the following devices: LED lights to save electricity, water-free urinals in male restrooms to conserve water, online transactions as well as recycling of materials.   |
| <b>C.1.10 Interaction with the communities</b>   | <u>Y</u> | Annual Report and Company Website   | A group of AFPGEN executives, managers and staff members served as "Big Kuya, Big Ate" mentors to Help Educate Rear Orphans (HERO) foundation scholars, consisting of elementary and high school students. The mentors serve as a trusted counsellor to mentees in their academic and personal life and act as a role model in the different stages of the latter's life. |
| <b>C.1.11 Anti-corruption programmes and procedures</b>  | <u>N</u> |   |   |
| <b>C.1.12 Creditors' rights</b>  | <u>Y</u> |   | The company strictly monitors a 90-day premium payment warranty (PPW) for incoming reinsurance companies and ensure that service providers are being paid on time.  |
| <b>C.1.13 Does the company have a separate corporate responsibility (CR) report/ section or sustainability report/section?</b> | <u>Y</u> | Company Website<br><a href="http://afpgen.com/?page_id=747#tabs-747-0-0">http://afpgen.com/?page_id=747#tabs-747-0-0</a> and<br><a href="http://afpgen.com/?p=6017">http://afpgen.com/?p=6017</a> | The official website contains a separate corporate social responsibility (CSR) section. Projects include mentoring the HERO scholars and PA Christmas Cards, as reflected in the Company Website.   |

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| <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>   |          |  |  |
| <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?</b> | <u>Y</u> | Company Website<br><a href="http://afpgen.com/?page_id=32">http://afpgen.com/?page_id=32</a><br>Facebook<br>page afp gen | The Company website (www.afpgen.com), has a section, "Contact Us" that can be used by all stakeholders to send their feedback, inquiries and complaints. Customers and the general public may also write in the official facebook page as well as call the trunkline number 911-9888 to voice out their concerns.  |
| <b>C.3 Performance-enhancing mechanisms for employee participation should be permitted to develop.</b>   |          |  |  |
| <b>C.3.1 Does the company explicitly disclose the health, safety, and welfare policy for its employees?</b>  | <u>Y</u> | Human Resources Manual, Administration Manual and Company Website  | The company discloses in the HR Manual the provisions for Annual Physical Examination, Retirement Plan, Vacation Leave (pages 1-4)/Sick Leave (pages 4-5)/Emergency Leave (page5) and Official Travel (pages 9-14). Also, the Admin manual contains the security plan and fire disaster operation policies, II.7 and II.8, pages 19-26. These are also disclosed in the Company Website. |
| <b>C.3.2 Does the company publish relevant information relating to health, safety and welfare of its employees?</b>  | <u>Y</u> | Human Resources Manual pp. 1-14, Administration Manual pp. 19-26 and Company Website                                     | The company discloses in the HR Manual the provisions for Annual Physical Examination, Retirement Plan, Vacation Leave (pages 1-4)/Sick Leave (pages 4-5)/Emergency Leave (page5) and Official Travel (pages 9-14). Also, the Admin manual contains the security plan and fire disaster operation policies, II.7 and II.8, pages 19-26. These are also disclosed in the Company Website. |
| <b>C.3.3 Does the company have training and development programmes for its employees?</b>  | <u>Y</u> | Human Resources Manual pp. 1-8 and Company Website   | It is the policy of the Company to make training and development available to officers and employees to meet organizational and human capital needs for the purpose of building and retaining a skilled and efficient AFPGEN work force, as reflected in the Human Resources Manual (pages 1-8) and Company Website .  |
| <b>C.3.4 Does the company publish relevant information on training and development programmes for its employees?</b>   | <u>Y</u> | Human Resources Manual pp. 1-8, 2015 ACGR and Company Website  | The company publishes relevant information on training and development programmes for its employees in the Human Resources Manual (pages 1-8) and Company Website.   |

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| <b>C.3.5 Does the company have a reward compensation policy that accounts for the performance of the company beyond short-term financial measures?</b>   | <u>Y</u> | Human Resources Manual pp. 6-17 and Company Website | The Human Resources Department undertakes the Performance Management System of all employees, which accounts for the performance of the company beyond short-term financial measures, as disclosed in the Human Resources Manual (pages 6-17) and Company Website . |
| <b>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 th</b> |          |   |   |
| <b>C.4.1 Does the company have procedures for complaints by employees concerning illegal (including corruption) and unethical behaviour?</b>   | <u>Y</u> | Code of Conduct and Discipline                      |   |
| <b>C.4.2 Does the company have a policy or procedures to protect an employee/ person who reveals illegal/unethical behavior from retaliation?</b>  | <u>N</u> |   |   |

