

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

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C.1.7 Customer health and safety	<u>Y</u>	Annual Report pp. 31 and Company Website	AFPGEN is committed to provide a healthy and safe environment in the workplace. The company provides facilities in order to maintain the health and well being of its clients such as providing clean drinking water, clean restrooms and spacious reception area for their convenience. As to safety, there are CCTV cameras installed in the premises, a security guard ready to provide assistance, fire extinguishers, fire exits, first aid medicines in case of emergencies and ramps for persons with disabilities.
C.1.8 Supplier/Contractor selection and criteria	<u>Y</u>	Administration Manual pp. 9-10	The Asset Management Committee (AMC) determines the best supplier/contractor who can best provide the company's needs. The AMC also publishes the company properties for disposal in order to get the highest bidder through sealed bidding. Prospective suppliers submit quotations along with the necessary documents and the
C.1.9 Environmentally- friendly value chain	<u>Y</u>	Annual Report pp.31-32 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 and upgraded, cost efficient electrical system to sustain continuous operation, water-free urinals to conserve water, potted plants and vertical gardening, recycling practices, instituting paperless transactions and turning off lights and computers when not in use.
C.1.10 Interaction with the communities	<u>Y</u>	Annual Report pp. 31 and Company Website	The Annual Report and company website discloses the company's efforts to interact with the communities.

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C.1.11 Anti-corruption programmes and procedures	<u>Y</u>	Anti-Bribery and Corruption Policy	
C.1.12 Creditors' rights	<u>Y</u>	Annual Report pp. 32	The company strictly monitors a 120-day premium payment warranty (PPW) for incoming reinsurance companies and ensure that service providers are being paid on time.
C.1.13 Does the company have a separate corporate responsibility (CR) report/ section or sustainability report/section?	<u>Y</u>	Company Website	The official website contains a separate corporate social responsibility (CSR) section. Projects include mentoring the HERO scholars and various sponsorships of the company.
C.2 Where stakeholder interests are protected by law, stakeholders should have the opportunity to obtain effective redress for violation of their rights.			
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?	<u>Y</u>	Company Website	The Company website (www.afpgen.com), has a section, "Contact Us" which is handled by the Customer Care Office, 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.
C.3 Performance-enhancing mechanisms for employee participation should be permitted to develop.			
C.3.1 Does the company explicitly disclose the health, safety, and welfare policy for its employees?	<u>Y</u>	Employee Health, Safety and Welfare Policy, Human Resources Manual Vol II pp 1-14, Administration Manual pp 19-26 and Company Website	The company discloses in the Employee Health, Safety and Welfare Policy and in the HR Manual Vol II the provisions for Annual Physical Examination, 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.

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C.3.2 Does the company publish relevant information relating to health, safety and welfare of its employees?	<u>Y</u>	Employee Health, Safety and Welfare Policy, Human Resources Manual Vol II pp 1-14, Administration Manual pp 19-26 and Company Website	The company discloses in the Employee Health, Safety and Welfare Policy and in the HR Manual Vol II the provisions for Annual Physical Examination, 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.
C.3.3 Does the company have training and development programmes for its employees?	<u>Y</u>	Employees' Training and Development Policy, Human Resources Manual Vol I 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 Employees' Training and Development Policy and in the HR Manual Vol I (pages 1-8) and Company Website .
C.3.4 Does the company publish relevant information on training and development programmes for its employees?	<u>Y</u>	Human Resources Manual Vol I pp. 1-8 and Company Website	The company publishes relevant information on training and development programmes for its employees in the HR Manual Vol I (pages 1-8) and Company Website.
C.3.5 Does the company have a reward compensation policy that accounts for the performance of the company beyond short-term financial measures?	<u>Y</u>	Human Resources Manual Vol I 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 HR Manual Vol I (pages 6-17) and Company Website .
C.4 Stakeholders including individual employee and their representative bodies should be able to freely communicate their concerns about illegal or unethical practices			
C.4.1 Does the company have procedures for complaints by employees concerning illegal (including corruption) and unethical behaviour?	<u>Y</u>	Code of Conduct and Discipline	
C.4.2 Does the company have a policy or procedures to protect an employee/ person who reveals illegal/unethical behavior from retaliation?	<u>N</u>		