



AFPGEN

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AFP General Insurance Corporation

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Memorandum Circular Number: 2016 - 06

Subject: **COMMUNITY INTERACTION POLICY**

I. Policy statement.

It shall be the policy of AFPGEN to promote its vision, mission, and core values through the community interaction activities contained in this policy.

II. Scope.

The scope is defined by AFPGEN's target market: the uniformed services, their personnel and family members, and AFPGEN's general clientele.

III. Objective.

The two objectives of the policy are:

- A. To formulate Corporate Social Responsibility activities that will directly benefit AFPGEN's target market. These are the uniformed services, their personnel and family members; and,
- B. To undertake civic and corporate social activities for the well-being and development of AFPGEN's general clientele.

IV. Community Interaction Policy

- A. All employees are expected to respectfully uphold the dignity of the uniformed services, their personnel and family members.
- B. Dealings with AFPGEN's target market would be done while their best interest in mind for the promotion of the common good.

- C. All employees that volunteer to the activities in this policy are aware that the success of the program may, at times, entail rendering work beyond those mandated by law.

V. Procedure

- A. The budget for the program would depend on the company's net income as reflected in the most recent audited financial statements.
- B. Any regular employee could propose to the OSM Manager specific activities. A detailed memo on this will be endorsed to the Senior Vice-President for approval of the President.
- C. A committee for the activity will be created to execute the activity, serve as oversight, and give a report to both the SVP and President on how the program was executed.

VI. EFFECTIVITY

This Policy shall take effect upon publication.


LTGEN ALAN R. LUGA AFP(RET)
President and CEO