



AFPMBAI

CODE OF ETHICS



MAAASAHAN SA ORAS NG PANGANGAILANGAN.

CODE OF ETHICS



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Human Resource Division

Armed Forces and Police Mutual Benefit Association, Inc.

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Cornerstone of High Ethical Standards

A code of ethics is an integral part of many organization's sacred documents that emanates from the sincere desire of leaders and followers to be guided by lofty values and principles. It espouses loyalty and devotion to the highest possible set of ethical standards that well-meaning organizations would like to implement.

The Code of Ethics of the Armed Forces and Police Mutual Benefit Association, Inc. (AFPMBAI) encapsulates what has been established, applied and developed through the years. It is the fruit of professionalism, honesty and pure concern to uphold the welfare and interest of the entire Association.

This Code is the cornerstone of high ethical standards that should be strictly followed by all shareholders and stakeholders of AFPMBAI. This is a functional guide that would help in spreading a culture of good morals and trustworthy discipline.

We are confident that all members of the Board of Trustees and the Management team will set a good example in following the provisions of this Code, and all stakeholders will support our drive for its strict widespread dissemination and inculcation.

The AFPMBAI Board of Trustees

Message of the President



Shaping the right attitude to promote the best ethical practices

As a mutual benefit association, we have done very well and installed ourselves as a model for success. Our greatest strength for success has been in balancing the financial realm of our business and the excellent quality of service we render to everyone. This strength is evident in our ability to manage our resources and meet the financial security and protection of all members and stakeholders.

We could not have stayed long and successful in our corporate life had we simply concentrated on its financial aspects and run it without the ethical standards we have developed, applied and nurtured through the years.

We have put in writing our ethical standards and are publishing them for the first time to promote awareness and understanding of our official Code of Ethics. This Code of Ethics should serve as a handy reference and guide in the way we think and act as members and stakeholders. It is based on the principles of honesty, respect for others and productive use of our resources in advancing the good of the entire Association.

This Code of Ethics should help shape our attitudes, sustain our growth and stay the course to a highly professional and respected path to corporate success. I trust that all of us will use it as an excellent guide in our decisions and actions.

A handwritten signature in black ink, appearing to read 'Edgardo Samonte'.

MGEN EDGARDO RENE C SAMONTE AFP (RET)
President and CEO

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Pillars and Foundation of Our Code of Ethics

The AFPMBAI Code of Ethics

This document which shall be known as the AFPMBAI Code of Ethics outlines the principles that influence and affect our decision-making. It includes the Association's mission and core values, the ethical principles we adhere to and the manner by which we approach issues and concerns.

Vision

By 2025, a customer-centered organization operating in accordance with global standards, preferred and trusted by its members in providing full financial security and protection.

Mission

To provide our members the most responsive insurance protection and investments, affordable housing/financial products, and meaningful social services

Values

With the guiding faith to the Lord God Almighty, we adhere to the following:

- Customer-Centered
- Integrity
- Social Responsibility
- Prudence
- Professionalism

Philosophy of Service

At the AFPMBAI, the needs of the members and his family come first. We pledge our expertise, time and effort to the service of these needs. Toward this end, we endeavor to serve to the best of our ability in the spirit of professionalism, dedication and compassion.

Ways to Enhance Our Ethical Standards: General Guidelines



We build our ethical standards by practicing what we preach and letting our actions do the preaching. The following are major areas of concern we pay particular attention to and support as an organization.

Commitment to Uphold the Law

We are committed to obey the laws of the land. We establish corporate policies, rules and regulations based on said laws. All of us must have a thorough and clear understanding of the Association's policies that apply to individual roles and responsibilities. If we do not understand the Association's policies, we should consult or seek clearance from the proper authority.

Trust and Credibility

Trust and credibility are major investments in our business. A high level of trust placed on the Association by our members and stakeholders is our passport to success that ensures sustainability in the business. We earn credibility by adhering to the highest standards of business ethics, honoring our commitments, displaying honesty and integrity and achieving the Association's goals through excellent service and honorable conduct.

Respect and Equality

We do not discriminate against individuals and will not tolerate discrimination of any type – both in words and action. We are duty-bound to report to the immediate superior concerned any discrimination which we experience or witness.

We are encouraged to speak our minds and express our thoughts on ethical concerns. Everything we say and do must be fair and honest. The Board of Trustees and the management have the responsibility of encouraging an open and supportive environment where members and stakeholders feel comfortable interacting productively with each other.

AFPMBAI will investigate all reported instances of questionable or unethical behavior. In every instance where there is improper behavior, the Association will take appropriate corrective action and will not tolerate retaliation against anyone who raises genuine ethical concerns in good faith.

The Board and Management's Role and Responsibility

The role of the AFPMBAI Board and the Management is that of an advocate in promoting ethical conduct at work. They are responsible for emphasizing the importance of this Code through their decisions and actions. Good ethical behavior must be strongly encouraged and emphasized. They must set a good example to everyone.

In order to promote the highest ethical standard in the Association, the Board of Trustees and the Management must promptly resolve all ethical issues and concerns.

Recordkeeping and Public Disclosures

All corporate records must be complete, accurate and truthful. This way, the Association can provide reliable source of information. These should also be maintained in accordance with established recordkeeping policies and procedures.

All must comply with established guidelines in the disclosure of financial reports and public documents in keeping with the provisions and intent of the law.

Health and Safety

We are dedicated to maintaining a healthy and safe environment. We have an appropriate health and safety program, including facilities, to promote a better understanding and appreciation of the importance of health and safety in the workplace, at home and elsewhere. We encourage employees to lead healthier and safer lives.

Individual Ethical Practices

As an Association with nationwide operations, we commit ourselves and enjoin individual shareholder and stakeholder to abide by the following ethical practices:



Fairness and Honesty

We have high standards for ethical, vigorous but fair competitive practices. We sell AFPMBAI products and services based on their merit, superior quality,

value to members and competitive pricing. We make independent pricing and marketing decisions in offering professional and efficient services. We neither offer nor solicit improper payments for the purchase of our goods or services.

We respect the proprietary rights of others as we expect them to respect our proprietary rights. This means that we do not acquire proprietary or confidential information from competition as a matter of practice and do not engage in unauthorized use of others' intellectual property.

Accountability

We are expected to strictly adhere to prescribed values and standards contained in this Code. The Association will deal severely with violations of the provisions of this Code and will impose disciplinary action to include dismissal of employees if the gravity of the violation so warrants.

Confidential and Proprietary Information

A must to our continuing business success is our assurance of the protection of both tangible and intangible assets, including confidential information which should not be publicly disclosed. Confidential information normally includes sensitive or proprietary customer information that enable us to be competitive in the market. Confidential information must not be disclosed unless with proper authorization or court order.

Use of Resources

The Association's resources must be used strictly for official purposes, unless otherwise authorized by management under abnormal situations as during calamities and emergencies.

We are trusted to behave responsibly and use good judgment and prudence to conserve the Association's resources. Management is responsible for the resources assigned to divisions/departments/ and are empowered to resolve issues concerning their proper use.

All data and information contained on computers or electronic devices of the Association must be safeguarded, and the use of the Internet or intranet must be limited to official business. We do not allow the use of the AFPMBAI's resources to create, access, store, print, solicit or send any material that harass, threaten, abuse, or promote anything that is sexually explicit, offensive or inappropriate.

Conflict of Interest

We are not allowed to benefit personally from the use of the Association's resources or take undue advantage to generate material gain by virtue of position or authority.

Following are specific guidelines and regulations to prevent conflict of interest:

Gifts, Gratuities and Business Courtesies

We should not even create the impression that we seek favorable treatment of outside entities by receiving or giving favors in exchange for personal business courtesies.

Business courtesies include tokens of appreciation, gifts, gratuities, meals, promotions, entertainment or other material benefits from persons or companies with whom we do or expect to do business. We should not accept gifts that could be misinterpreted as a bribe to influence our business decisions in favor of suppliers or customers.

What to do with business courtesies

We are not entitled to gifts and other business courtesies and should, therefore, not accept them unless they fall under the following:

- They are modest presents or tokens such as flowers, fruit baskets, cakes, and memorabilia or similar items that either celebrate or commemorate a special occasion; or
- They are of nominal costs that ethically promote supplier products and services through promotional items such as t-shirts, mugs and pens.

Occasional meals and other business courtesies are allowable, provided that:

- They are not expensive – not exceeding P1,000 paid for a meal or P5,000 in value of gifts or promotional tokens, which should ideally carry the supplier's company

logo or identifying mark and are usually given to other customers too.

- They are not given by stakeholders who process business proposals.
- The business courtesies can be comfortably discussed with other persons.

We should never accept payment of money from parties we do business.

Offering Business Courtesies

Aside from not accepting business courtesies, we should also not offer business courtesies that could be interpreted as an attempt to gain an unfair business advantage over competition or otherwise reflect negatively upon the Association.

We are only allowed to give non-monetary gifts (.e.g., promotional items or similar tokens such as mugs, caps, calendars, bags, umbrellas and the like that carry AFPMBAI logo).

Three Major Policies

Gender Equality and Development

The AFPMBAI recognizes gender equality and the individual person's role in nation-building. It supports the Constitution and various laws that protect the rights of women and their children, including people with disabilities and of all sexual orientations or identities against all forms of discrimination, violence and sexual harassment. Anyone in the Association found to have committed the said offense will be subjected to disciplinary action, up to and including dismissal.



Anti-Bribery and Anti-Corruption Policy

We are committed to maintaining the highest ethical standards and vigorously enforcing the integrity of our business practices nationwide. AFPMBAI will not engage in bribery or corruption.

Whistleblower Policy

Employees, stakeholders and members are encouraged to report in writing unethical practices to the concerned immediate superior or Head, HRD or AFPMBAI's Chief Corporate Services Officer, respectively, as most problems in this area can be resolved swiftly. The said officers, through an open-door policy, will accommodate problems on ethics. All of us are responsible for preventing violations of law and for acting as whistleblowers if we see possible breaches of internal policies, rules and regulations.

Pillars and Foundation of Our Code of Ethics

Our Code of Ethics has honesty, fairness, respect for others, sense of equality, commitment, justice and equity as its pillars. These pillars stand on a solid foundation of integrity and commitment to the highest professional and ethical standards in our industry and business. We stand by and pledge to uphold this Code.

PLEDGE TO THE AFPMBAI CODE OF ETHICS

I, _____, OF THE
ARMED FORCES AND POLICE MUTUAL
BENEFIT ASSOCIATION INC. (AFPMBAI), WHO
DESIRES WISDOM AND GUIDANCE FROM
THE ALMIGHTY CREATOR, DO SOLEMNLY
SWEAR TO PROTECT AND UPHOLD THE
PRINCIPLES AND IDEALS OF THE CODE OF
ETHICS OF THE AFPMBAI, AND TO CONDUCT
MYSELF ACCORDINGLY.

SO HELP ME GOD.

(Signature Above Name in Print)

(Date signed)

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26 May 2016



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