

## H. ROLE OF STAKEHOLDERS

8) Disclose the company's policy and activities relative to the following:

	Policy	Activities
Customers' welfare	Upholds customers' rights and interests.	Upholding students, faculty and personnel welfare .
Supplier/contractor selection practice	Accreditation of qualified contractors and suppliers	Biddings, canvassing
Environmentally friendly value-chain	Involvement of the company in tree planting activities	Tree planting in Manila Boys Town
Community interaction	Involvement of the community in the Company's advocacy projects.	The Company's participation in various community projects.
Anti-corruption programmes and procedures?	Maintain High Ethical conduct	Do not accept gifts from suppliers
Safeguarding creditors' rights	Right to receive payments	Issuance of checks and vouchers for payments to creditors

9) Does the company have a separate corporate responsibility (CR) report/section or sustainability report/section?

Yes, the company has a separate corporate social responsibility section. Its purpose is to achieve continuous human development by contributing and giving back to the society. The corporate social responsibility section promotes reading awareness and organizes fund drives for calamity victims.

10) Performance-enhancing mechanisms for employee participation.

(a) What are the company's policy for its employees' safety, health, and welfare?

As compliance to the health, industrial safety and welfare provision of the Labor Code, the Company takes steps to protect and maintain the health and welfare of the employees and workers.

The Company has a continuing health and wellness program.

The Company also provides free annual x-ray and hospitalization benefits for employees.

Employees and workers, depending on the length of service, are entitled to minimum of eighteen (18) to maximum of twenty-three (23) working days vacation leave with pay for every year of continuous service and minimum of eighteen (18) to maximum of twenty-three (23) working days sick leave, which are both convertible to cash; and are members of Social Security System, PhilHealth and Pag-ibig.

(b) Show data relating to health, safety and welfare of its employees.

The company provides for the maintenance and cleanliness of the whole company premises. Employees are not allowed to smoke within the office and school compound.

The company has a continuing health and wellness program.

(c) State the company's training and development programmes for its employees. Show the data.

The company has its own faculty and staff in-house training program. The company also provides training for faculty and staff through participation in various seminars and conferences sponsored by professional and other organizations.

(d) State the company's reward/compensation policy that accounts for the performance of the company beyond short-term financial measures

Seventy percent (70%) of the tuition fee increases goes to salary increases and benefits of the employees aside from salary increases derived from CBA negotiations, periodic evaluation, loyalty awards, performance and longevity.

11) What are the company's procedures for handling complaints by employees concerning illegal (including corruption) and unethical behaviour? Explain how employees are protected from retaliation.

The Company adheres to the due process requirement in administrative cases. The employees concerned are always entitled to the opportunity to be heard prior to the imposition of any disciplinary penalty in accordance with the Company Rules and Regulations and the Labor Code of the Philippines. Retaliation constitutes misconduct, which can be investigated and penalized accordingly.