

Pag-IBIG Fund WHISTLEBLOWING POLICY

I. Policy Statement

It is the policy of Pag-IBIG Fund to:

1. Encourage the reporting of any suspected or actual commission of theft/fraud, violation of ethical standard, law, rule or regulation and/or any misconduct by its Trustees, Officers or Employees;
2. Conduct a prompt and thorough investigation of any alleged/reported commission of theft/fraud and/or violation by its Trustees, Officers or Employees and take appropriate corrective action;
3. Protect the Whistleblower against retaliation, discrimination, harassment or adverse personnel action, for reporting in good faith a suspected or actual violation; and
4. Strengthen the Fund's system of detection and prevention of corporate fraud.

II. Purpose

The purpose of this Whistleblowing Policy (Policy) is to enable any concerned individual to report and provide information, anonymously if he wishes, on matters involving the actions or omissions of the Trustees, Officers, and Employees of Pag-IBIG Fund that are illegal, unethical, and/or against good governance principles, public policy and morals, sound and unhealthy business practices, and/or acts which are grossly disadvantageous to the Fund.

III. Scope and Coverage

Whistleblowers may report to the Whistleblowing Committee to be headed by the Vice President of the Legal and General Counsel Group such acts or omissions that are illegal, unethical, violate good governance principles, are against public policy and morals, promote unsound and unhealthy business practices, are grossly disadvantageous to the Fund, such as, but not limited to:

- (a) Abuse of Authority;
- (b) Bribery;
- (c) Conflict of Interest;
- (d) Destruction/Manipulation of Records;
- (e) Fixing;
- (f) Inefficiency;
- (g) Making False Statements;
- (h) Malversation;
- (i) Misappropriation of Assets;
- (j) Misconduct;
- (k) Money Laundering;

- (l) Negligence of Duty;
- (m) Nepotism;
- (n) Plunder;
- (o) Receiving a Commission;
- (p) Solicitation of Gifts;
- (q) Taking Advantage of Corporate Opportunities;
- (r) Undue Delay in Rendition of Service;
- (s) Undue Influence;
- (t) Violation of Procurement Laws;

Whistleblowers may also report such other acts or omissions that otherwise involve violations of the following laws, rules and regulations:

- (a) R.A. No. 6713, "Code of Conduct and Ethical Standards for Public Officials and regulations";
- (b) R.A. No. 3019, "Anti-Graft and Corrupt Practices Act";
- (c) R.A. No. 7080, as amended, "The Plunder Law";
- (d) Book II, Title VII, Crimes Committed by Public Officers, The Revised Penal Code;
- (e) Executive Order (E.O.) No. 292, s. 1987, "Administrative Code of 1987";
- (f) R.A. No. 10149, the GOCC Governance Act of 2011;
- (g) GCG M.C. No. 2012-05, "Fit and Proper Rule";
- (h) GCG M.C. No. 2012-06, "Ownership and Operations Manual Governing the GOCC Sector";
- (i) GCG M.C. No. 2012-07, "Code of Corporate Governance for GOCCs";
- (j) Violations of the Charter of the GOCC; and
- (k) Other GCG Circular and Orders, and applicable laws and regulations.

IV. Form of Whistleblower Reports

Whistleblower Reports (WRs) must state the specific condition/s, action/s and/or omission/s complained of, as well as the corresponding laws, rules or regulations allegedly violated. If possible, documentary and other evidence in support of the WRs. Such reports shall be submitted to the Whistleblowing Committee through the following channels:

- Face-to-Face Meetings : with the Vice President of the LGCG
- E-Mail : whistleblowingreport@pagibigfund.gov.ph
- Mail : Office of the Vice President of the LGCG
29/F, Petron Megaplaza
358 Sen. Gil Puyat Avenue
Makati City
- Telefax : [\(02\) 822-1147](tel:(02)822-1147)

V. Confidentiality

Pag-IBIG Fund shall ensure confidentiality of all information contained in the WRs, the identity of the Whistleblower and of the person complained of. The identity of the Whistleblower may be revealed however if compelled by law or by the courts or unless the Whistleblower authorizes the disclosure of his identity.

VI. Protection of a Whistleblower Against Retaliation

Retaliatory acts against Whistleblowers who submit Whistleblowing Reports in good faith shall not be tolerated by the Fund. Pag-IBIG Fund shall extend all possible assistance or protection to the Whistleblower to the extent allowed by law and deemed proper under the circumstances of each case. Such retaliatory acts may include:

- (a.) Discrimination or harassment in the workplace;
- (b.) Demotion;
- (c.) Reduction in salary or benefits;
- (d.) Termination of contract;
- (e.) Evident bias in performance evaluation; or
- (f.) Any acts or threats that adversely affect the rights and interests of the Whistleblower.

All complaints against the Whistleblower arising from his WR will be taken cognizance of by the Chief Executive Officer, and shall endorse the same to the Legal and General Counsel Group (LGCG) for appropriate action.

VII. Untrue Allegations

If a Whistleblower makes allegations that are determined to be fabricated or malicious falsehoods, and/or he persists in making them, legal action may be taken against him by the Fund.

VIII. Handling of Whistleblowing Reports

Filing of Whistleblowing Reports – For administrative expediency, all Whistleblowing Reports must be submitted to the LGCG through any of the Reporting Channels identified in Item IV of this Policy.

Investigation by the LGCG - All Whistleblowing Reports will be evaluated and investigated by the LGCG through the Whistleblowing Committee, which reserves the right to disregard reports that are vague, ambiguous, patently without merit, or are simply made with malicious intent to tarnish the name and reputation of the person/s complained of.

The Whistleblowing Committee shall be composed of –

1. The Vice President of the LGCG (Ex-Officio Chairman);
2. The Vice President of the Human Resource Services Group (Member);

3. The Vice President of the Management Services Group (Member).

In case the one complained of is a member of the Whistleblowing Committee, the Chief Executive Officer shall designate any of the Vice Presidents from the other Groups of his choice as an alternate member to investigate that specific Whistleblowing Report. Meanwhile, if the one complained of is the Chief Executive Officer or a Trustee, the matter shall be endorsed to the Board Governance Committee for investigation, and then to the full Board for final resolution.

Rules on Procedure – Whistleblowing Reports shall be resolved in accordance with the procedure prescribed in the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) or any subsequent amendments thereof or rules that may be issued thereafter replacing or repealing the same.

IX. Action on Whistleblowing Reports

In cases of Whistleblowing Reports against Pag-IBIG Fund's Trustees, Officers, and Employees, the Whistleblowing Committee may pursue any of the following actions:

- (i) Dismiss the Whistleblowing Report for want of merit;
- (ii) Conduct and investigate on the allegations in the Whistleblowing Report for corresponding official action;
- (iii) Submit a formal recommendation to the Chief Executive Officer and then, if necessary upon clearance by the Chief Executive Officer, to the Board of Trustees for the discipline of respondent Officer/Employee;
- (iv) Indorse to the proper Government Agency, such as the Office of the Ombudsman, the pursuit of the criminal and/or administrative processes against the respondents;
- (v) Submit a formal recommendation to the Office of the Chief Executive Officer regarding measures and reforms designed to prevent recurrence of actions and behaviors which were the subject of previous Whistleblowing Reports; and
- (vi) Consider the Whistleblowing Report closed and terminated if the response of the respondent is found to be adequate.
- (vii) Anonymous complaints shall be resolved in accordance with the procedure prescribed under Section 12, Rule 3 of the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) or any subsequent amendments thereof or rules that may be issued thereafter replacing or repealing the same.

X. Repealing Clause

All other Board Resolutions, Policies, and Guidelines, which are inconsistent with this Policy are hereby repealed or modified accordingly.

XI. Effectivity

This Policy shall take effect immediately upon approval by the Board of Trustees.


ACMAD RIZALDY P. MOTI
Chief Executive Officer ✕

Makati City,
06 March 2019.