



POLICY APPROVAL FORM

Policy

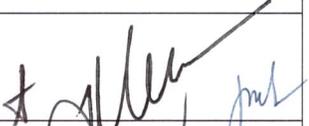
Addendum

Others _____

POLICY TITLE : **THE KAPAMILYA WAY – ABS-CBN CODE OF ETHICS**

EFFECTIVITY DATE : September 1, 2017

I. Approval

SIGNATORY	DESIGNATION/DIVISION	SIGNATURE / DATE
Philbert L. Berba	Head, HR & OD	
Mark P. Nepomuceno	Head, Corporate Services Group 1	
Carlo L. Katigbak	President & CEO	

THE KAPAMILYA WAY - ABS-CBN Code of Ethics

1.0 INTRODUCTION

ABS-CBN exists to be in the service of the Filipino. In living up to its core values, ABS-CBN upholds its commitment to the highest standards of business and personal ethics in the conduct of every Kapamilya's duties and responsibilities.

These principles and the succeeding translation into **the** code of ethical conduct will serve to guide all Kapamilya - officers, directors, leaders and employees of ABS-CBN in the performance of their jobs, delivery of services and in their relationships with the stakeholders - customers, co-workers, partners, shareholders and the public. It shall foster and promote an environment of professionalism based on integrity, competence, self-discipline and responsible behavior.

2.0 THE KAPAMILYA WAY

The *Kapamilya Way* describes the special way by which ABS-CBN employees behave according to the core values – **Honesty, Integrity and Respect; Excellence, Meritocracy; Teamwork; Teaching and Learning and Service Orientation**. It is the way of doing things in ABS-CBN. The core values serve as the anchor and guidepost in all of the Kapamilya's behavior, decisions, transactions and interactions, consistent with the corporate policies and regulations. It is the way all Kapamilya are expected to work.

3.0 VALUES AT WORK

The succeeding articulation of the *Kapamilya Way* as the Company's code of ethical conduct translates the above principles into the following standards of behavior and shall serve as key references to aid every Kapamilya in the performance of their jobs, doing what is right and always being in the service of the Filipino.

3.1 Honesty, Integrity and Respect - Act with honesty, integrity and respect on the job. Treat everyone with respect and act in good faith and in a professional matter at all times.

Embrace fairness, equality and dignity. ABS-CBN is committed to a work environment where everyone is afforded the dignity and respect everyone deserves.

Comply with company regulations and company policies in performing duties and in the conduct of business.

3.2 Excellence and Meritocracy - Deliver the best and observe professionalism and quality in the delivery of service and job performance. Recognize and appreciate good performance while taking quick and appropriate action on lapses and failure.

3.3 Teamwork: Company Interest and Transparency

3.3.1 Conflict of Interest Act in the best interest of the company and its stakeholders and shareholders. Make objective decisions and avoid situations of conflict of interest or impropriety, whether actual or apparent. Never accept any gift or favor if it would compromise professional judgment or suggest favorable or preferential treatment. The Company will not tolerate any activity related to bribery, corruption or any direct or indirect request for any gift or any form of benefit/favor, in connection with any business, contract, application or transaction between the Company and any other party.

3.3.2 Confidentiality - In the course of the Company's business, officers, directors and employees of the Company may gain confidential information, including non-public information that might be of use to competitors or harmful to the Company or its customers, if disclosed. All Kapamilya should maintain the confidentiality of information entrusted to them by the Company or its customers, except when disclosure is authorized or legally mandated.

3.3.3 Use of Company Assets and Resources - Use company assets, information and resources, including company time, responsibly for legitimate and official Company business and to protect it against theft, loss, waste or abuse. Never use opportunities discovered through the use of Company assets and resources for personal gain.

3.4 Teaching and Learning – Take accountability and be familiar with this code and follow it at all times. Share it with your respective teams and Kapamilyas, including co-workers, customers and suppliers, as applicable in the work structure.

3.5 Service Orientation - Treat stakeholders – co-workers, customers, shareholders, the community – as Kapamilya, embracing joyfulness as the basic attitude toward serving them.

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4.0 COMPLIANCE AND MONITORING

All Kapamilya officers, directors, employees are expected to observe and comply with this Code. All Kapamilya must take accountability and be familiar with this Code, follow it all times, and share it with their teams, including customers and suppliers, as applicable.

All officers, directors, employees entrusted with the role of supervising other employees are responsible for enforcing and monitoring compliance with this Code within their respective areas/scope.

4.1 Access to Advice

Employees who have concerns and questions about the Code as well as those who need guidance on compliance can go to their Immediate Superiors, Human Resource Account Heads/Officers, Department/Division Heads. Employees can also email their queries to HR Employee/Labor Relations at employeeerelations@abs-cbn.com.

4.2 Performance Evaluation

Compliance with the Kapamilya Way - Code of Ethics shall be one of the bases for performance evaluation.

4.3 Disclosure and Reporting

In accordance with Company policies and regulations, all employees have the duty to disclose or report to their Immediate Superior, Department/Division Head, Human Resources or any Company officer any non-compliance to this Code that may have come to their knowledge and attention.

Submission of conflict of interest disclosure shall be made on an annual basis to the Conflict of Interest Committee based on existing guidelines. Additional disclosures shall be made every time the employee finds himself/herself placed in a situation where **Conflict of Interest** exists, will exist or is perceived to exist.

4.4 Whistleblowing

Employees who have knowledge of questionable activities, any wrongdoing, non-compliance to the Code, violations of the Code of Conduct and other company policies and regulations that may need protection from possible threat of harassment or any form of reprisal may report the same to the Whistleblowing Committee through:

whistleblowing@abs-cbn.com / 09373778690 / 2637777

4.5 Policy Violation

All violations/ non-conformance to the Kapamilya Way- Code of Ethics shall be subject to disciplinary action as provided in existing guidelines and in the Company's Code of Conduct.

All related policies, division-specific guidelines and issuances shall still apply unless otherwise amended.