



<b>Subject</b>  <b>POLICY ON EMPLOYEE'S BEHAVIOR</b>	<b>Policy Number</b>  <b>HR-ER-011</b>	<b>Supersedes</b>
<p><b>POLICY STATEMENT:</b></p> <p>ABS-CBN values and upholds the rights and dignity of all its employees and recognizes the paramount importance of a cohesive and efficient work environment, free from any and all forms of sexual harassment in the workplace. It is the company's ultimate objective to create an atmosphere of mutual respect and maintain corporate decorum among its employees. Towards this end, and as mandated by law, ABS-CBN declares that all forms of harassment in employment shall not be countenanced or tolerated within its workplace. To translate such commitment into concrete terms, the following guidelines are set forth as the minimum standard for the information of, and compliance by every employee of the company.</p> <p><b>COVERAGE:</b></p> <p>This policy shall apply to all employees, whether belonging to managerial, supervisory or rank and file positions.</p> <p><b>WORK OR TRAINING -RELATED SEXUAL HARASSMENT DEFINITION:</b></p> <p>Sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, instructor/trainor or any other person who, having authority, influence or moral ascendancy over another in a workplace or training environment demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted or not by the object of said act.</p>		
<b>Recommended by:</b>  <b>HR Policy Committee</b>	<b>Approved by:</b>  <b>F. M. GARCIA/E. LOPEZ III</b>	<b>Effectivity Date</b>  <b>October 1, 1995</b>
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<p style="text-align: center;"><b>POLICY ON EMPLOYEE'S BEHAVIOR</b></p>  <p><b>Policy Guidelines</b></p> <p>1. Sexual harassment is committed when:</p> <ul style="list-style-type: none"><li>• the sexual favor is made as a condition -<ul style="list-style-type: none"><li>a) in the hiring, employment, re-employment or continued employment of the victim;</li><li>b) in granting the victim favorable compensation, promotions or privileges; or</li><li>c) in giving a passing grade, or payment of a stipend, allowance or consideration to a trainee; or</li></ul></li><li>• the refusal to grant the sexual favor results in segregating or classifying the trainee or employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said trainee or employee; or</li><li>• any of the above acts would -<ul style="list-style-type: none"><li>d) impair the trainee or employee's rights or privileges under the existing labor law; or</li><li>e) result in intimidating, hostile or offensive environment for the trainee or employee.</li></ul></li></ul>	<b>HR-ER-011</b>		
		<b>Recommended by:</b>	<b>Approved by:</b>
<b>HR Policy Committee</b>	<b>F. M. GARCIA/E. LOPEZ III</b>	<b>October 1, 1995</b>	<b>2 of 4</b>



