



## **EMPLOYEE WELFARE POLICY**

Manila Broadcasting Company ("The Company") recognizes all their employees to be the most valuable resource and that the health and welfare of all employees is essential in achieving the Company's mission.

The Company is committed to producing caring and supportive working environment which is conducive to the welfare of all employees, and which enables them to develop towards their full potential.

### **Equal opportunities**

We are committed to equal opportunities in all areas of our business, with people gaining promotion on merit. We recruit, train, promote and retain skilled and motivated people irrespective of sex, age, marital status, sexual orientation, race, religion, ethnic or national origin.

### **Whistle blowing**

In line with our commitment to promote a culture of openness and responsibility within our Company we welcome the reporting of genuine and serious grievances, or alleged breaches of Company policy. No employee will suffer as a consequence of notifying such alleged breaches in accordance with the Whistle Blowing Policy.

### **Bullying and Harassment**

In line with our core values we believe that every employee should be treated with the same respect and dignity and we are committed to providing a working environment that is free from bullying and harassment.

We will not tolerate bullying or harassment in the workplace either as a management style or between work colleagues and will take disciplinary action against any employee who is proven to have bullied or harassed others.

### **Disciplinary**



Our reputation and success as a business relies on the ability of our employees to assume responsibility and maintain acceptable standards of conduct in the work environment. The aim of the disciplinary process is to be corrective rather than punitive, setting reasonable standards of performance and behavior to ensure consistency and fairness of treatment for all employees. This objective, however, needs to be balanced with our responsibility to protect the safety of all employees and the reputation of the business and serious misconduct or persistent failure to comply with corporate standards is not tolerated.

## **STAFF TRAINING AND DEVELOPMENT POLICY**

The Company is committed to the support of staff development for all staff. The key purpose is to facilitate personal and professional development enabling individuals and groups to achieve their full potential at work.

The Company's operational success is based largely on the contribution, commitment and achievements of individual members of its staff, working individually and in teams or groups. The Company wants to support staff in the performance of their designated roles and to help them to fulfill their potential during the course of their employment. Training and development includes any activity, which contributes to the enhancement of their knowledge, skills, competence, and working practices. Staff development is thus a key contributor to the success of individuals and ultimately to the success of the Company as a whole.