

Policy Title :		Date Effective :	January 01, 2016
WHISTLEBLOWER POLICY		Revision No.:	
		Supersedes	Addendum to Code of Discipline Policy
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Recommended for approval :		Approved :	
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I. Policy

It is the policy of Public Safety Mutual Benefit Fund, Inc. to require all its directors, officers and employees to observe the highest standards of professional and personal ethics in the conduct of the company's business and their respective duties and responsibilities.

II. Objective

This policy is an addendum to the PSMBFI Discipline Policy and is intended to encourage and enable employees and officers to freely communicate serious concerns on policy violations and fraudulent acts without fear of retribution or repercussion.

III. Scope

This policy applies to all employees and members of the Board of Trustees of PSMBFI.

IV. Responsibility

It is the responsibility of all directors, officers and employees of PSMBFI to practice utmost honesty and ensure integrity in the fulfillment of their responsibilities. It is likewise expected of them to be compliant with the provisions of the PSMBFI Code of Discipline and dutifully report, in good faith, without malice and/or intent to damage another or the organization, violations or suspected infractions, most especially those concerning illegal, dishonest, or fraudulent activities committed by anybody in the organization.

On the other hand, it is the duty of anybody in authority who receives such reports to take action promptly and appropriately as prescribed in the Discipline Policy or, if authorized, to investigate and/or resolve issues or concerns in relation to the reports.

V. Implementing Guidelines

1. A whistleblower is any officer or employee who has knowledge of an infraction of company policies, illegal, dishonest, or fraudulent activities committed by another and reports such to authorized entities within the organization. The whistleblower may opt to be identified and submit a report confidentially or remain anonymous.



2. The identity of the whistleblower, if known, shall remain confidential among authorities directly involved in the implementation of this policy, unless otherwise directed by law as in the case of investigations wherein involved personalities are subject to subpoenas.
3. The whistleblower shall not be made responsible for investigating the alleged violation or fraudulent act nor be expected to determine fault.
4. A whistleblower filing a report concerning a suspected violation must do so in good faith and should have reasonable grounds for believing that the information disclosed is indeed a violation of a company policy or Code of Discipline. Any allegation made maliciously or with knowledge that such is false or with intent to malign another shall be considered as basis for a serious disciplinary offense on the part of the whistleblower.
5. The company shall ensure that a whistleblower is protected from harassment, retaliation or adverse employment consequence such as termination, compensation decreases, poor work assignments, threats of physical harm or discrimination. Any form of retaliation done on a whistleblower who reported a violation in good faith shall constitute an offense subject to discipline up to and including termination.

VI. Implementing Procedure

1. Anyone who has knowledge of an infraction of company policies, illegal, dishonest, or fraudulent activities committed by another shall formally report such in writing to his Department Manager, the Manager, Human Resource Department, or to any officer who is higher in rank either anonymously or in confidentiality.
2. The receiving authority shall act appropriately handling such incident reports and corresponding investigations in the manner prescribed by the company's Discipline Policy, while observing discretion and ensuring utmost confidentiality in managing the identity of the whistleblower.

Rescission

All other previously issued policies, procedures and guidelines contrary to or inconsistent with the above are hereby rescinded and superseded as prescribed in this policy.