

KGI-MBA WHISTLE BLOWING POLICY

OBJECTIVE

This whistle blowing policy is implemented to encourage employees and stakeholders to report unethical behaviors, malpractices, wrongful conduct, fraud, corruption or other improper activity against the institution, violation of the company's policies and values by its directors, officers and staff, without any fear of retaliation.

DETAILS OF WHISTLE BLOWING POLICY

1. Any concerns are welcome and will be treated seriously.
2. All concerns will be reported directly to the Office of the HRD Director at CP#09209161687 or to the office of the General Manager at CP#09285213691. Only the GM and the HRD Director will know the identity of the whistleblower. Concerns can also be submitted through email at mba92311@gmail.com or by confidential mail at B12 L25 Sta. Monica Subdivision, Subic, Zambales.
3. Whistleblower protections are provided in two important areas: Confidentiality and against retaliation. The confidentiality of the whistleblower will be maintained confidential.
4. The management will not punish the whistleblower if the concern turns out to be untrue, as long as they had reasonable suspicion of the wrongdoing.
5. On the other hand, all employees must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to disciplinary action.
6. All reports of illegal and dishonest activities will be promptly submitted to the President/Audit Committee and Internal Auditor who will be responsible for investigating and coordinating corrective action. The identity of the whistleblower will not be included in the report, his/her identity will be kept secret.

REWARDS FOR WHISTLEBLOWER

1. Whistleblower will receive merits for his/her concern and loyalty to KGI-MBA
2. The whistleblower will receive a certain cash reward depending on the weight of the case reported.