

## Annex 2

**Title:** Gender Equality and Diversity

**Document Type:** Guidelines

**Process Owner:** Corporate Sustainability  
Human Resources  
Project Management  
Corporate Social Responsibility  
Corporate Governance  
Security  
Procurement

**Purpose:** These guidelines are being issued to guide the FPH units in implementing the company's "Gender Equality and Diversity Policy" in order to fulfill their obligations to their co-employees and external stakeholders.

**Scope:** The guidelines cover all units of First Philippine Holdings inclusive of all its subsidiaries where it has management and operational control. The policy applies to all its employees, consultants, and service providers within our control, regardless of rank, and employment. It applies to said employees regardless of places where they perform their jobs or out of official business or related tasks for the company.

### **Definitions:**

Based on local regulations and international human rights conventions:

**Stakeholders** - Any individual, group, or party affected by the outcomes of the company's actions and has influence or effect on the company's activities

**Company** - refers to First Philippine Holdings (FPH) and its subsidiaries, unless otherwise specified.

**Discrimination-** any form of distinction, exclusion or restriction made on the basis of sex and gender which has the effect or purpose of impairing or nullifying the recognition, enjoyment or exercise of human rights and fundamental freedoms in the political, economic, social, cultural, civil or any other field.

**Gender-** social and cultural concept, which distinguishes differences in the attributes of gender and their corresponding roles

**Gender diversity** - the extent to which a person's gender identity, role, or expression differs from the cultural norms prescribed for people of a particular sex

**Gender equality**- the same value given by society on one's gender (independent whether they are born male or female).

**Harassment** - any improper and unwelcome conduct that might reasonably be expected or be perceived to cause offense or humiliation to another person

**Legal Mandates (Annex A):**

- Bill of Rights in the Philippine Constitution and related local issuances  
International Conventions signed by the Philippines

**Related Documents:**

- FPH Code of Conduct and Business Ethics
- FPH Code of Conduct and Discipline
- FPH Anti-Sexual Harassment Code
- FPH Environmental and Social Safeguards Policies
  - Human Rights
  - Anti-Sexual Harassment

**Fundamental Principles:**

Gender equality and diversity are human rights issues. The equal rights of all persons is enshrined in the Charter of the United Nations, to which the country is a party, stating that "the peoples of the United Nations are determined to reaffirm faith in fundamental human rights, in the dignity and worth of the human person, in the equal rights of men and women ....". Further, as a member State, the Philippines is encouraged to "to achieve international cooperation in promoting and encouraging respect for human rights and for fundamental freedoms for all without distinction as to race, sex language or religion." The Ruggie's Protect, Respect, and Remedy Framework adopted in the UN Guiding Principles on Business and Human Rights of 2011 identified the duty of business enterprises to "respect human rights of others across the value chain and should address any violation where it is involved in." This protocol is developed with the aim to uphold respect for human rights, reject discrimination, and build a safe, inclusive, and peaceful work community.

**Guidelines for Upholding Gender Equality and Diversity (GED)**

Aligned with the mission of FPH of becoming a regenerative business that elevates the situation of its stakeholders, these guidelines focus on empowering people regardless of their gender orientation. These guidelines aim to ensure that gender equality and diversity are considered in all aspects of our work.

## 1.0 Gender Equality and Diversity Governance

Gender equality and diversity governance includes all policies, control mechanisms and the other instruments and company practices that support the company's gender equality and diversity goals.

- 1.1 The company's commitment to respect the equal rights of its men and women stakeholders are contained in the FPH Gender Equality and Diversity Policy approved by the Board in November 2018. A copy of the policy is attached as Annex A.
- 1.2 The FPH Board through its Corporate Governance Committee has oversight responsibility in the implementation of the Gender Equality and Diversity Policy which guides gender equality and diversity concerns.
- 1.3 The company shall conduct information education seminars on the Gender Equality and Diversity Policy for all its officers and employees to ensure compliance with the policy.
- 1.4 The company is embedding behaviors that are aligned with the Company's mission in employees. Acquiring a "gender equality and diversity" lens is part of the program.

## 2.0 Domains of GED in Company Operations

There are four domains where GED is critical:

- workforce;
- corporate leadership;
- community and other stakeholder engagement; and
- supply chain.

Detailed procedures may be contained in the corresponding issuances related to the above domains.

## 3.0 Gender Balance in the Workforce

Organizations with gender-balanced workforce reap the benefits of more engaged employees, higher retention, and improved creativity and innovation. Gender equality and diversity principles may be applied across various functions. These functions may vary depending on the unique circumstance of each subsidiary. These include, but are not limited to:

### 3.1 Recruitment

The company shall ensure a gender-neutral selection process.

### 3.2 Equitable Opportunities in Training & Career-development

The company shall promote equitable access to career development opportunities to support the professional development of all gender

### 3.3 Talent Retention and Promotion

The company shall support the professional development of the employees across the employee's life cycle from entry level to senior leadership opportunities, independent of gender.

### 3.4 Gender Pay Equity

The company shall ensure that remuneration shall be based on merit, qualifications, competencies, and efficiency without distinction based on gender.

### 3.5 Work Life Balance and Family Care

The company shall provide support to employees through flexible and equitable ways of working to enable employees to fully perform in their work and family life.

### 3.6 Preventing Sexual Harassment, Discrimination, and Bullying

The company shall provide an enabling and safe environment to protect employees to assure them that they can speak and act freely without fear of harassment or retribution and that offenders will be held accountable.

## 4.0 Gender Equality and Diversity in Leadership

The company shall ensure equitable access to in leadership or at the executive and board levels to all genders and contribute to the progress towards gender equality objectives.

## 5.0 Gender Equality and Diversity in Community and Stakeholder Engagement

The company shall uphold the principles of gender equality and diversity and non-discrimination as it engages with its diverse set of stakeholders and give equal consideration to their needs and interests.

## 6.0 Gender Diversity and Equality in Supply Chain

The company shall enable a gender-inclusive supply chain by encouraging contractors, vendors and partners to uphold non-discrimination, anti-sexual harassment and gender equality and diversity.

### **Annex A**

#### **Local Human Rights Laws & Policies Upholding GED**

- Philippine Constitution
  - Bill of Rights, Article 3
  - Section 9, 10,11,14 and 18 of Article 2
- Presidential Declaration No. 442, otherwise known as the Labor Code of 1974 (as amended) and its Implementing Rules and Regulations
- Republic Act No. 9710, otherwise known as An Act Providing for the Magna Carta of Women and its Implementing Rules and Regulations
- Republic Act No. 7877, otherwise known as Anti-Sexual Harassment Act and its Implementing Rules and Regulations
- Republic Act 11313, otherwise known as the Safe Spaces Act and its Implementing Rules and Regulations
- Republic Act No. 10627 Anti-Bullying Act of 2013 and its Implementing Rules and Regulations
- Women's Edge Plan: The Gender Equality Plan for the Philippines

#### **International Conventions entered into by the Country**

- UN Declaration of Human Rights (1948)
- Convention on the Elimination of All Forms of Discrimination against Women
- International Covenant on Civil and Political Rights (1966)
- International Covenant on Economic, Social and Cultural Rights (1966)
- International Labor Organization Declaration on Fundamental Principles and Rights at Work (1998)