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Section 1. Introduction

Riverside Medical Center, Inc. (the "RMCI" or the "Company"), hereby adopts this Policy on Donations, Sponsorships and Grants (the "Policy") to reinforce its commitment to the highest ethical standards and best practices of professional conduct in terms of the provision and receipt of Donations, Sponsorships, and Grants in the course of its operation and business dealings.


Section 2. General Objective

This Policy recognizes that it is at times imperative for the Company to provide and/or receive charitable Donations, Sponsorships, and Grants as such is an important part of developing and fostering business relationships, an essential aspect of functioning as a good corporate citizen, and a good demonstration of taking social responsibility over the Company's stakeholders. However, the same must be made within the limits and subject to the procedures laid down and determined by the Company to prevent impropriety, the appearance of impropriety, or the creation of undue and improper obligation on the part of the recipient.

This Policy articulates the compliance requirements in relation to the provision, offering, giving, and acceptance of charitable Donations, Sponsorships, and Grants to and by the Company, its directors, officers, executives, employees, and consultants (hereafter, "Covered Personnel").

It lays down the procedure to ensure that the Company and its Covered Personnel may provide and receive charitable Donations, Sponsorships, and Grants, within the limits and in compliance with high standards of integrity as provided by relevant laws, rules and regulations. It ensures that the relevant charitable activities are undertaken or accepted with fairness and are reflective of the Company's core values and ideals.

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Section 3. Applicability

- a. This Policy applies to and shall be implemented by all Company Personnel.
- b. It is the intention of the RMCI Board of Directors that a similar policy shall be adopted and implemented by each RMCI subsidiary, and the respective Presidents of these subsidiaries shall recommend the adoption of this Policy (or a similar policy) to their respective Boards of Director.


Section 4. Minimum Standard for Valid Donation, Sponsorship, and Grants

All transfers of value through charitable Donations, Sponsorships and Grants must always comply with the following minimum standards to be valid:

1. The transfer of value is for a legitimate and valid purpose;
2. The transfer of value is proportionate to the need/ benefit received;
3. There is no perceived or actual Conflict of Interest; and
4. The transaction/ activity and relevant records are maintained in a transparent, fair and open manner and that all transactions shall be properly recorded and supported in the financial books and records of the Corporation.

For the avoidance of doubt, the Company or its Covered Personnel may not provide, offer, give, or accept charitable Donations, Sponsorships, and Grants which fail to comply with any of the above conditions.


REGISTERED

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Section 5. Definitions

For purposes of this Policy,

- a. **CONFLICT OF INTEREST** - occurs when the private interest of a Covered Personnel and/or his Affiliate interferes or appears to interfere in any way with the interest of RMCI and/or its subsidiaries. It can arise when a Covered Personnel has interests that may make it difficult to perform his or her work objectively and effectively regardless of whether or not he or his Affiliate receives or will receive Personal Benefit (as hereinafter defined). Conflict of interest can also arise when a Covered Personnel and/or his Affiliate receives or will receive improper Personal Benefit from a transaction with RMCI and/or its subsidiaries as a result of the Covered Personnel's position in RMCI and/or any company within the Group.
- b. **DONATION** - is a voluntary gift given by companies, its employees, or any of its Covered Personnel, typically for charitable purposes and/or to benefit a cause. A donation may take various forms, including cash, services, new or used goods including clothing, toys, food, and vehicles etc. It may consist of emergency, relief or humanitarian aid items, development aid support and can also relate to medical care needs. Charitable gifts of goods or services are also called gifts in kind. These resources are allocated to specific projects and programs that fit within targeted areas of interest. Charitable Donation is an act or instance of presenting or giving anything in value, whether monetary or in-kind (such as money, food, clothes, medical services, etc.), to help people or organization or society at large, in times of need.
- c. **EMPLOYEE** - any individual hired by RMCI for salaries and/or benefits provided in regular amounts at stated intervals in exchange for services rendered personally for the Company's business on a regular basis and who does not provide such services as part of an independent business. This includes RMCI's officers, executives, supervisors, rank and file, and, only for purposes of this Policy, other corporate officers under the Company's


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By-laws, temporary staff, casual employees, project employees, part-time employees or Subsidiaries' employees who also work for/serve RMCI (e.g. on seconded basis).

d. **GRANTS** - A sum of money or financial support generally provided for the purposes of research, higher study, innovation, training, planning or some other specific activity. It may include money or technical support to facilitate the execution of approved projects which support high impact and innovative solutions in healthcare.

e. **CONSULTANTS** - includes professional consultants, firms, partnerships, counsels, outsourced companies or such other professional entities or individuals rendering professional or specialized expert services to RMCI and/or any company within the Group, as well as advisors of the Company who may be appointed by the Board of Directors or the President/CEO, or who act as representatives of the Company's investors, shareholders, affiliates or partners.

f. **GOVERNMENT OFFICIAL** - includes all officers or employees of a government department, agency, or instrumentality at all levels and subdivisions (*i.e.* local, regional, national); permitting agencies; customs officials; candidates for political office; officer or employee of political parties; and officials of public international organizations (*e.g.*, the Red Cross). This term also includes officers or employees of government-owned or controlled commercial enterprises such as state-owned or controlled universities, airlines, oil companies, health care facilities, or other vendors. The term also includes family members and close associates (*i.e.* person representing or acting on behalf of the official in meetings and/or business partners, etc.) of such individuals (*e.g.*, it is not permissible to give a lavish gift to the sibling, spouse, or child of a government official if a gift to the latter would be prohibited under this Policy). This term also includes healthcare professionals (HCPs) who are practicing in government hospitals or any department, agency, or instrument of a government, when any of the following instances apply: (i) the HCP has an official decision-making role, (ii) the HCP has responsibility for performing regulatory inspections, government authorizations or licenses, or (iii) the HCP has the

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actual or perceived capacity to influence or make decisions with the potential to affect the business of the Company or any of its subsidiaries.

g. **PERSONAL BENEFIT** - refers to gain or advantage, whether material or non-material, directly or indirectly provided to or received by a Company Personnel and/or his Affiliate, such as financial gain, professional advancement, travel, facilities and/or accommodation benefits, entertainment, preferential treatment in personal transactions, and other similar advantages.


h. **RELATIVES** - relatives of up to the third civil degree, by consanguinity, affinity or legal adoption, including, spouse, parents, children (and their spouses), siblings (and their spouses), nieces and nephews (limited to children of brothers and sisters) [and their spouses], grandparents, and aunts and uncles (limited to brothers or sisters of parents); and a domestic partner and his relatives of up to third civil degree, by consanguinity, affinity or legal adoption.

i. **SPONSORSHIP** - may be defined as a common form of marketing involving the payment of money in exchange for access to the commercial potential associated with an event, a person, or a property. Also, money or services provided to a specific project, including financing an institution or an association, among others, with the central purpose of obtaining business benefits and advertising Company products and services.

Section 6. Detailed Policy Statements, Principles and Guidelines

Charitable Donations

- a. **Required Approvals.** In general, all provision and/or receipt of charitable Donations shall be approved by a Company's committee specifically designated for such purpose (hereafter, the "Designated Committee").

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Additional approval from the Compliance Officer should be obtained for charitable Donations to, or charitable events undertaken in partnership with public sector institutions, Government agencies, or any government linked third parties.

The Company's Compliance Officer and the Company's President must be notified if a Government Official solicits a political or charitable contribution in connection with any government action related to the Company or any of its subsidiaries (Please see relevant form in the Company's Government Interactions Policy).

- b. Eligibility Criteria** For a valid charitable Donation, it is necessary to ensure that: (a) the charity is a legitimate charity incorporated under applicable law; (b) payment will not be diverted to or otherwise benefit the official or his or her relatives; (c) Donation is transparent and will be properly recorded in the financial records; (d) arrangement complies with all applicable laws; (e) Donation is not given in exchange for a favorable decision by the requestor; and (f) charitable Donations are duly approved.

Provision of Charitable Donations. All charitable donations to be provided by the Company should meet the following additional eligibility criteria:

- i. Due diligence report on the intended recipient or purpose must be accomplished by the Company's personnel or department concerned and must be submitted to the Designated Committee for evaluation.
- ii. Due diligence report must contain a description of the purpose of the Donation which must be valid and legitimate; the need being addressed which should be proportionate to the value of the Donation; description of what will be donated; and the personnel involved in the Donation ac-

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tivity who must adequately show that no Conflict of Interest or the appearance thereof, arises from his/her/their involvement.

iii. Must be approved by the following:

Type of Donation	Approval/Notification Required
Provision of all Donations in General	Designated Committee
Donations to, or charitable events undertaken in partnership with public sector institutions, Government agencies or any government linked third parties	Designated Committee and the Company's Compliance Officer
Solicitations made by a Government Official of any political or charitable contribution in connection with any government action related to the Company or any of its subsidiaries	Company's President and Compliance Officer

Acceptance and/or Receipt of charitable Donations. **Acceptance and/or receipt of charitable Donations by the Company should meet the following eligibility criteria:**


- (i) The item to be donated should be of such nature and kind that is acceptable to the Company. **The following are acceptable items for Donation to the Company:** cash transfer or cheque, endowment, pledges, bequests, in kind donations which are related to medical sector like medical services by medical professionals, medical equipment, medical supplies, hospital beds, etc. **Unacceptable Donations to the Company include:** shares of companies, real estate, non-medical related inventories, etc.

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(ii) The Designated Committee should be responsible for the following aspects in relation to receipt, acceptance, and recording of donations:

- Review for acceptance or refusal; including approvals on agreeing on restrictions, if any, on the use of donations received in kind (example- medical equipment to be used only for child patients; donations received for specific building or ward; etc.);
- Any item identified as Donation received should not be accepted if the intent of the donor is to link to future benefit or influence operations or decisions of the Company; or which would involve unlawful discrimination, etc.);
- Decision on whether the Donation received are to be kept in the form in which they are donated or encashed;
- Appropriate controls shall be implemented to ensure transparent and fair practices for when Donations in kind are encashed; and
- Decision on whether Donation/ gift in kind may be acknowledged with a naming opportunity. However, if such naming opportunity results in material benefit to the donor (i.e. substantial free advertising) then that may be considered sponsorship, with relevant taxation implications.

(iii) The Company should acknowledge and document the receipt of the Donation which will at the least include a receipt from the Company to the donor and appropriate recording in the Company's financial statements.

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- (iv) In the case of in-kind Donation, donors must be requested to provide a fair market value of the Donation. For all high value donations, help of external expert may be taken.


c. Regular Monitoring and Auditing Mechanism

All Donations must be documented including the intended recipient, eligibility, and payment terms as relevant. The Donations must be made in a fully transparent manner. If a contract is signed in relation to the Donation made, the parties must include standard Anti-Bribery and Anti-Corruption ("ABAC") clauses in such contracts; and ABAC acknowledgment forms must be obtained from the foundations/beneficiaries for high ABAC risks arrangements.


The Compliance Department should develop regular monitoring and auditing mechanism for charitable donations made. Documents in relation to recipient due-diligence, approval, execution and follow-up processes (to ensure that the donations have reached and benefited the intended recipients) shall be used for audit and compliance review where necessary.

A report listing Charitable donations (including purpose, entity and due diligence results) shall be maintained by the Designated Committee that has approved such donations. The report must be submitted for review and audit by the Company's Compliance Department.

- d. **DOs:** The following are good practices in relation to the grant or receipt of charitable Donations:
- **Charitable Donations made by the Company have to be for a legitimate purpose; should not be linked to business needs and should comply with all applicable laws, regulations and code of conduct.**

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- All charitable Donations should be aligned with overall values, vision, and mission of the Company. The Company must only support projects, events, or activities that are most relevant to the Company or to the Group.
 - Product or in-kind donations are encouraged. Monetary donations should be occasional and require additional approvals.
 - Purchase of items, if any, required for in-kind donations should be procured centrally within the Company and not reimbursed as Covered Personnel claims.
- e. **DON'Ts:** The following are practices to be avoided in relation to the grant or receipt of charitable Donations:
- The Company must not give social contributions and donations with the intent of receiving any benefits in exchange. No charitable donations shall be made with the intent to obtain or retain any business or secure any improper advantage. Charitable donations shall never be offered in connection with any bid, contract renewal or business opportunity.
 - Donations should not be made to individuals and any entity or organization whose primary purpose is to influence legislature or support political parties or candidates for public office.
 - Individual Company Personnel or agents may not make political contributions on behalf of the Company or its affiliates.

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Sponsorships

- a. Required Approvals.** In general, all provision of Sponsorships shall be approved by the Designated Committee. Each Sponsorship proposal should be assessed in a transparent and accountable way.


Additional approval of the Compliance Officer should be obtained for Sponsorships to or undertaken in partnership with public sector institutions, Government agencies or government linked third parties.

The Company's Compliance Officer and the Company's President must be notified if a Government Official solicits any Sponsorship in connection with any government action related to the Company or any of its subsidiaries.

b. Eligibility Criteria

All Sponsorships to be provided by the Company should meet the following eligibility criteria:


- i. The Company should receive meaningful and fair market value for its commercial sponsorship payments. To avoid having a payment characterized as a gift, there should be clear identifiable benefits and no indication of donative intent.
- ii. Sponsorship proposals should be assessed against transparent criteria that are publicly available and there should not exist any real or apparent conflict between the mission and objectives of the Company and the entities being sponsored.

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- iii. All Sponsorships should support the achievement of Company goals and objectives, be closely linked to key themes and priorities and ensure value for money.
- iv. All sponsorship activity must include requirement of due diligence for intended recipients and end-user beneficiaries of the sponsorship, and approval limits should be set up to facilitate the process.
- v. All sponsorships be documented in a written agreement which includes the consideration and business benefits to be received. These written agreements must include standard ABAC clauses and ABAC acknowledgment forms must be obtained from the foundations/beneficiaries for high ABAC risks arrangements.
- vi. A sponsorship arrangement should not impose or imply conditions that would limit, or appear to limit, the Company's ability to carry out its functions fully and impartially.
- vii. Sponsorship activities should demonstrate ethical, impartial and fair principles.
- viii. All Sponsorship activities should target audiences with key messages, increase effectiveness of Company programs and be evaluated on conclusion.

c. Regular Monitoring and Auditing Mechanism

The Compliance Department should develop regular monitoring and auditing mechanism for Sponsorships. Documents in relation to recipient due-diligence, approval, execution and follow-up processes (to ensure that the expected

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business benefits were evaluated on conclusion) shall be used for audit and compliance review where necessary.

Grants

- a. **Required Approvals.** In general, all provision and/or receipt of Grants shall be approved by the Designated Committee.


Additional approval of the Compliance Officer should be obtained for Grants in favor of public sector institutions, Government agencies or government linked third parties.

The Company's Compliance Officer and the Company's President must be notified if a Government Official solicits Grants in connection with any government action related to the Company or any of its subsidiaries.


- b. **Eligibility Criteria.**

All Grants to be provided by the Company should meet the following eligibility criteria:

- i. Grants shall be provided only in the areas specifically designated by the Company. Each grant shall be based on review of proposals received, published guidelines and a competitive application process.
- ii. Grants shall be provided with the intent to develop knowledge that will benefit patients and advance science and medicine. This may include the grants provided by RMCI to its employees and consultants for their post-graduate education, training, etc., for purposes of meeting the qualifications required by the government regulatory board in hospital administration.

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- iii. Every Grant awarded must have a contract which includes a specific purpose of the Grant along with terms and conditions of such grant. These contracts must include standard ABAC clauses and ABAC acknowledgment forms must be obtained from the foundations/beneficiaries for high ABAC risks arrangements.
- iv. Grants are not promotional activities and in order to avoid any connection with promotion, the Company's staff from the sales/marketing function should not lead the review/approval process for Grants and they should not deliver Grants.
- v. Grants to organizations and entities are encouraged, and Grants to individuals should be occasional and require additional approvals from the Compliance Department.
- vi. Specific eligibility criteria including requirement of due diligence for intended recipients and end-user beneficiaries of the Grant, review of proposals and selection of recipient of Grant should be set up to facilitate the process.
- vii. The Designated Committee, with the help of the Vice President-Chief Medical Officer and the Medical Director, should ensure that the Grant is provided to achieve a specified scope of work or provide a specific product or service as agreed within a specified period of time.
- viii. The contract for the Grants should specify how the funds of the Grants are to be used or put restrictions on the use of funds for certain expenses. Any changes from the originally approved budget items and disallowance of certain costs must require prior approval from the Designated Committee.

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c. Regular Monitoring and Auditing Mechanism.

The Company's Compliance Department should develop regular monitoring mechanisms and receive regular reports on compliance with terms and conditions of the Grants provided.

The Company's compliance team should consider other aspects including publication restrictions, rights to tangible and intangible assets, protection of proprietary or confidential information, modifications, penalties, remedies, termination etc.


Section 7. Effectivity

This Policy shall take effect immediately. All existing policies, rules, system practices, and related implementing guidelines concerning the same matters covered by this Policy are deemed superseded. In the event of any inconsistency between the policy and guidelines contained herein and the terms of other existing policies, rules, system practices and related implementing guidelines, the policy and guidelines contained herein shall prevail.


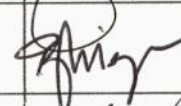
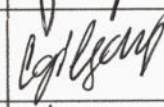
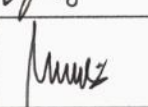
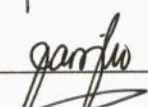


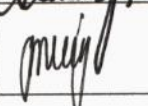
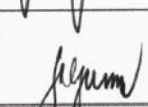
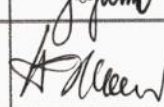



Section 8. Approval, Amendment or Alteration of this Policy


This Policy has been approved and adopted by the Board of Directors of the Company. The Company's Compliance Officer and the Company's Board of Directors, Executive Committee, and the Management Committee have the overall responsibility for implementation, monitoring and periodic review of this Policy.

This Policy shall not be amended, altered, or varied unless such amendment, alteration or variation shall have been approved by resolutions of the Board of Directors.

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	JHAZEL V. JAVIER, CPA Compliance Officer – Developmental Assignment		9/10/21
Verified:	NANCY B. HIZON, MS Psych, FPCHA Human Resources Division Officer		9/17/21
	CHARMAIN G. ILEJAY Sales & Marketing Division Officer – Developmental Assignment		9/15/21
	RICKY G. SALIDO Logistics Division Officer – Developmental Assignment		9/22/2021
	JULIE ANNE CHRISTINE J. KO, CPA, MBA, FPCHA Chief Finance Officer – Developmental Assignment		9/26/2021
	ENGR. NOEL P. GARBO Engineering & General Services Division Officer		9/30/2021
	ROSARIO D. ABARING, MAN, PhD Ancillary Division Officer		10/14/2021
	PRINCESS A. ABELLON, MBA Pharmacy Division Officer – Developmental Assignment		9/21/21
	MARIA LIZA C. PERAREN, RN, MN Nursing Division Officer – Developmental Assignment		9/21/2021
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		10/20/2021
	MA. ANTONIA GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer and Medical Director		10-21-2021
Recommending Approval:	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD Vice President- Chief Operating Officer		10/26/2021
Approval:	GENESIS GOLDI D. GOLINGAN President and CEO		11/22/2021

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DISSEMINATION:

Communicator's Bulletin

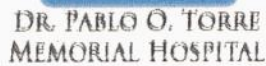
Weekly Management Meeting

Annual Reorientation of Employees

Pre-board and On-board Orientation

REFERENCE:

Adopted with modifications from the Metro Pacific Hospital Holdings, Inc. (MPHHI) – Corporate Governance: Policy on Donations, Sponsorships and Grants.



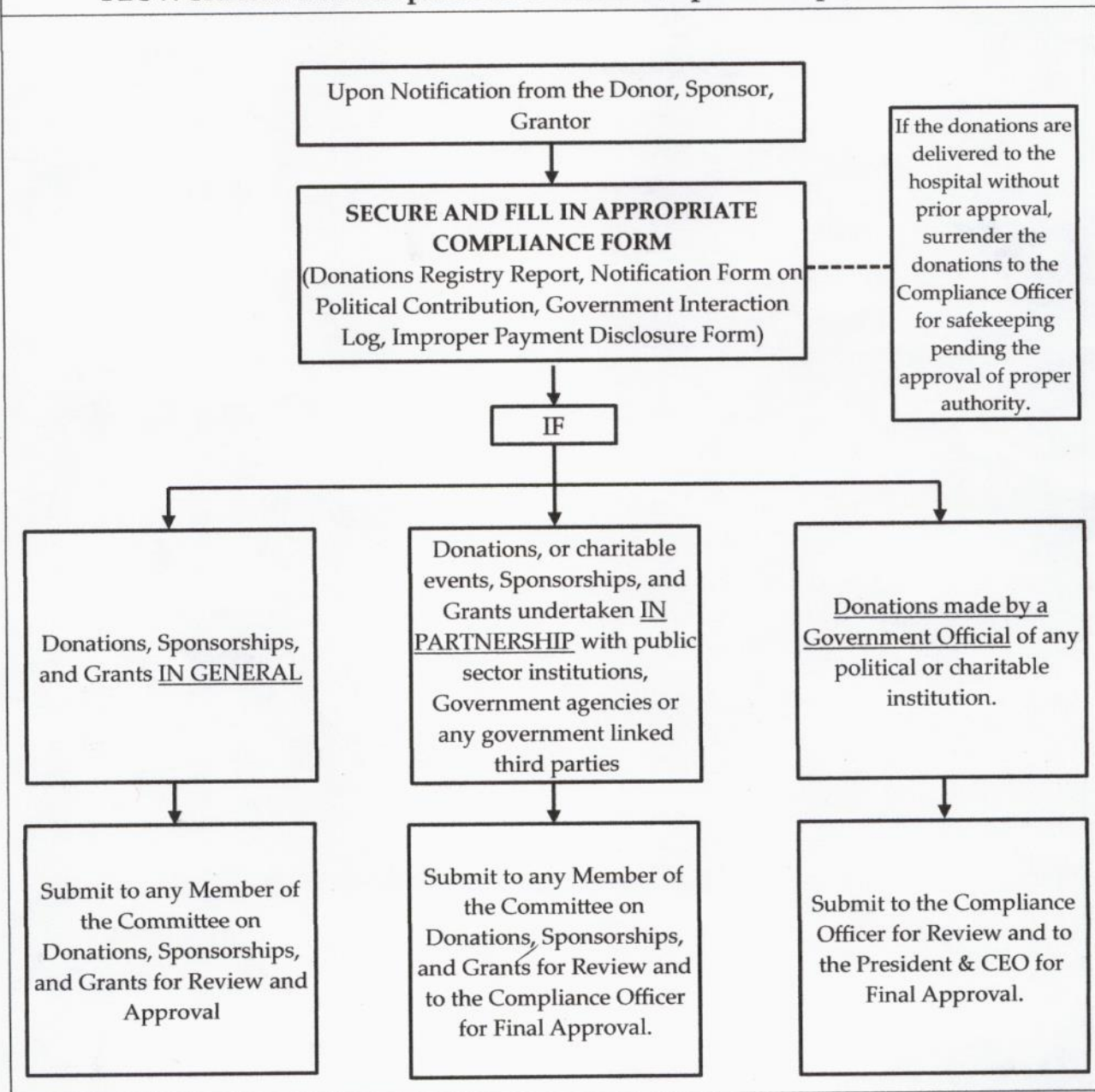
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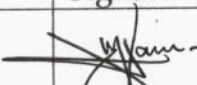


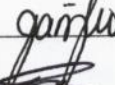

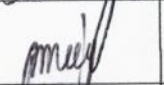

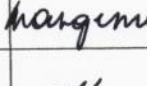



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FLOWCHART: For Acceptance of Donations, Sponsorships, and Grants



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	Document Title:	POLICY ON DONATIONS, SPONSORSHIPS AND GRANTS

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	Name/Title	Signature	Date
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	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		2/7/2022
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Recommending Approval:	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD, FPCHA Vice President – Chief Operating Officer		02/10/2022
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		2/23/22

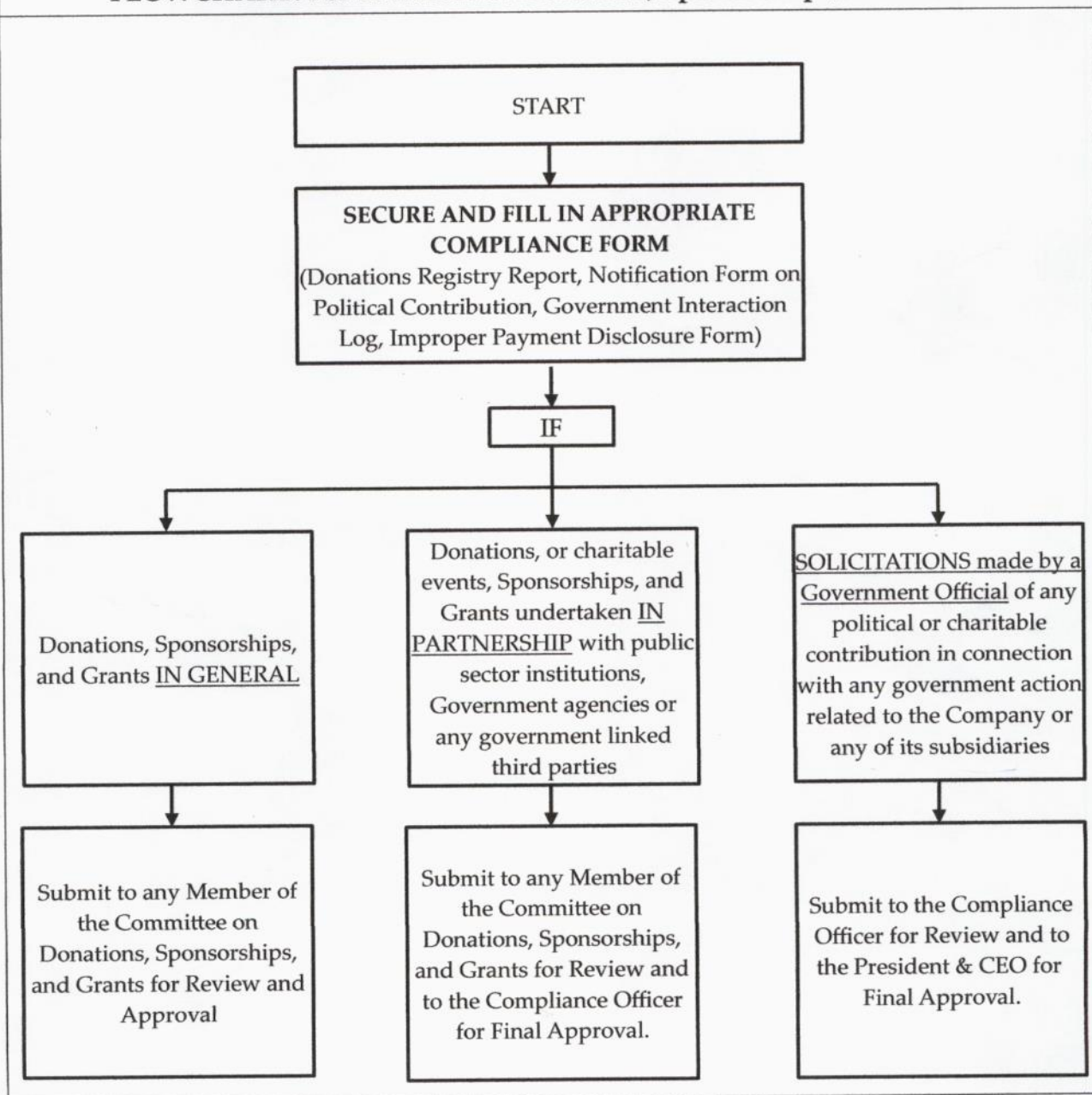


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FLOWCHART: For Provision of Donations, Sponsorships, and Grants




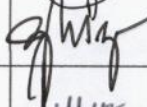
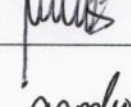

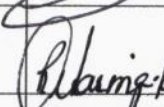
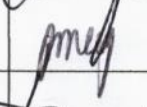
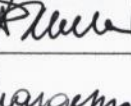
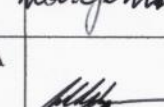
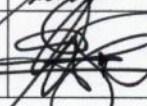




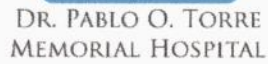
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Recommending Approval:	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President – Chief Medical Officer		2-7-22
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Document Title:	THIRD-PARTY RISK MANAGEMENT POLICY

REVISION HISTORY

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