



DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

Document Code:	DPOTMH-HW-P024
Revision Number:	00
Effective Date:	04-01-2020
Document Type:	Policy
Page Number:	1
Department/Section:	Human Resources Department
Document Title:	POLICY ON GIFTS, ENTERTAINMENTS AND SPONSORED TRAVEL

PURPOSE:

The giving of Gifts and Entertainment is customary in the normal course of business to enhance good business relationships. However, Officers, Employees and Consultants must be aware that other parties may use this custom of giving Gifts and Entertainment, including Sponsored Travel, to gain advantages or influence the objectivity of the said Officers, Employees and Consultants. Accordingly, this policy contains the general guidelines for Officers, Employees and Consultants on how to handle Gift, Entertainment and Sponsored Travel offered by Third Parties.

LEVEL:

Officers, Consultants and all concerned employees.


DEFINITION OF TERMS:

Bribe. Includes any money, fee, commission, credit, gift, gratuity, thing of value, compensation, personal business and the like, benefits or advantage of any kind that is, directly or indirectly, provided to or received by anyone in his personal capacity for the purpose of obtaining favorable treatment in connection with a business transaction.

Consultants. Includes professional consultants, advisors, firms, partnerships, counsels, or such other professional entities or individuals rendering professional or specialized expert services to RMCI, as well as advisors of the company who may be appointed by the Board of Directors or Chief Executive Officer (CEO)/President, or who act as representatives of the company's investors, shareholders, affiliates or partners.

Customer. An individual or entity that buys products and/or services from RMCI.

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, managers, supervisors, and rank and file and for purposes of this policy only, Subsidiaries' Employees who also work for/serve RMCI (e.g., on a seconded basis).


 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-HW-P024
	Revision Number:	00
	Effective Date:	04-01-2020
	Document Type:	Policy
	Page Number:	2
	Department/Section:	Human Resources Department
	Document Title:	POLICY ON GIFTS, ENTERTAINMENTS AND SPONSORED TRAVEL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

Relatives. Relatives of up to third degree, by consanguinity, affinity or legal adoption, including, the Officers', Employees' or Consultants' spouse, parents, children (and their spouses), siblings (and their spouses), nieces and nephews (limited to children of a brother or sister) [and their spouses], grandparents, and aunts and uncles (limited to brothers or sisters of a parent); and a domestic partner and his relatives of up to third degree, by consanguinity or affinity or legal adoption.

Gifts. Thing(s), present, sponsorships, or any other personal benefit given by Third Parties to Officers, Employees, Consultants, or their Relatives with whom they transact, whether directly or indirectly, in relation to RMCI business dealings, and regardless of the place where such Gifts are offered to or received by an Officer, Employee or Consultant.


- **Expensive Gifts** — gifts above P4,000.00 in value. These shall be classified as:
 - i. **Perishable Gift** — refers to any food, beverage, or flowers that will expire within the month from receipt, or those requiring refrigeration, such as, but not limited to, cakes, pastries and fruits.
 - ii. **Non-perishable Gift** — this includes non-food or non-beverage item, as well as any food or beverage that does not fall under the scope of perishable gifts, such as, but not limited to, gift baskets with bottled/preserved food, packed biscuits/cookies, canned goods or liquor.
- **Token Gifts** — gifts valued equal to or below P4,000.00 (regardless of whether it is perishable or non-perishable).

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-HW-P024
	Revision Number:	00
	Effective Date:	04-01-2020
	Document Type:	Policy
	Page Number:	3
	Department/Section:	Human Resources Department
	Document Title:	POLICY ON GIFTS, ENTERTAINMENTS AND SPONSORED TRAVEL

Entertainment. Refers to any form of hospitality such as meals for Officers, Employees and Consultants given by Third Parties. It also covers spectator and participative activities (i.e., golf, music, sailing, and other similar activities).

Sponsored Travel. Any travel, accommodation, and/or attendance/participation in conferences/conventions/seminars, international or domestic, whether for personal or business purposes, the costs of which are fully or partially paid for by Third Parties.

Third Party. An individual, entity, organization and/or its representatives that has existing and/or intended business dealings with the Company. This includes prospective or existing suppliers, contractors, buyers, dealers and customers. This also covers associates (former classmates, co-workers, co-fraternity members, co-members in closed knit associations such as masonry/lodge, etc.) who are also prospective or existing suppliers, contractors, buyers, dealers or customers.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-HW-P024
	Revision Number:	00
	Effective Date:	04-01-2020
	Document Type:	Policy
	Page Number:	4
	Department/Section:	Human Resources Department
	Document Title:	POLICY ON GIFTS, ENTERTAINMENTS AND SPONSORED TRAVEL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100


POLICY:

Officers, Employees and Consultants shall refrain from putting themselves in situations or acting in manner that could significantly affect the objective, independent or effective performance of their duties and responsibilities in the Company.

In this regard, Officers, Employees and Consultants who have received Gifts, Entertainment and Sponsored Travel from any Third Parties with whom the Company does business or purposes to do business, whether directly or indirectly, shall inform their donor that these were received in behalf of the Company and shall be handled in accordance with Company policy. Sponsored Travel from Third Parties requires disclosure and prior approval from the superior, which approval shall conform to the letter and spirit of this policy.

A. Gifts

1. Solicitation of Gifts from Third Parties shall be avoided; while acceptance of Gifts from Third Parties shall be made in behalf of and surrendered to the Company, subject to the following guidelines:
 - i. Solicitation and/or acceptance of cash, cash/check gift certificates or other cash equivalents of any amount, free membership or subscription (e.g. sport or other clubs), and any Gifts, except as otherwise provided for in the succeeding paragraphs, from Third Parties even if given on occasions of rejoicing or celebration such as Company parties, birthdays, anniversaries, or Christmas, is prohibited.
 - ii. Token Gifts voluntarily given by a Third Party to an Officer, Employee or Consultant may be accepted and kept by the recipient.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-HW-P024
	Revision Number:	00
	Effective Date:	04-01-2020
	Document Type:	Policy
	Page Number:	5
	Department/Section:	Human Resources Department
	Document Title:	POLICY ON GIFTS, ENTERTAINMENTS AND SPONSORED TRAVEL


organizations, such as medicines for medical missions, food and supplies for calamities, materials for community development are acceptable; Provided, however, that in the event that not all gifts or donations shall be accepted or entertained or not all Third Parties will be requested to make a donation, gift or pledge, the parameters, requisites or conditions for the selection shall be made transparent to all at the outset, including other relevant Third Parties.

iv. Donations in kind such as system equipment, to be utilized for the Company's research and development projects may be solicited and/or accepted in behalf of the Company; Provided, however, that in the event that not all donations are accepted, the acceptance parameters and conditions for acceptance shall be made transparent to all Third Parties.

v. Raffle tickets (or prizes won from such raffle tickets) and other promotional items given to the Company, its Officers, Employees or Consultants for their attendance to certain events, conferences or product presentations of Third Parties may be accepted; Provided, however, that the other participants are likewise entitled to such raffle tickets and given equal opportunity to win prizes.

vi. Gifts offered to or received by an Officer, Employee or Consultant from Third Parties in connection with such Officer, Employee or Consultant's acceptance of an invitation or actual participation as speaker, facilitator, or reactors in conferences or seminars sponsored or organized by such Third Parties may be kept by the recipient; Provided, that the other speakers, facilitators and/or reactors are also given similar gift/tokens of appreciation by relevant Third Parties.

vii. Courtesy discounts given to Officers, Employees and Consultants by Third Parties on the former's personal purchases of products and services of Third Parties are allowed; Provided, that such discounted purchases are made openly and the same terms are made available to all Officers, Employees and Consultants.


 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-HW-P024
	Revision Number:	00
	Effective Date:	04-01-2020
	Document Type:	Policy
	Page Number:	6
	Department/Section:	Human Resources Department
	Document Title:	POLICY ON GIFTS, ENTERTAINMENTS AND SPONSORED TRAVEL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

2. Officers, Employees or Consultants shall not be eligible to receive Gifts as part of any purchase made by the Company.
3. The direct or indirect offer, payment, solicitation and/or acceptance of Bribes in any form by an Officer, Employee or Consultant from a Third Party and vice-versa, is prohibited.

B. Entertainment

1. The Officer, Employee or Consultant shall use his best judgment in determining the propriety and frequency of accepting various forms of Entertainment offered by Third Parties. The following questions may be used as guidelines for an Officer, Employee or Consultant in deciding whether an Entertainment is acceptable:
 - i. Is it related to the conduct of business?
 - ii. Would I feel comfortable telling others about this Entertainment? How would it appear to other Employees or people outside the Company?
 - iii. Do I feel compelled to reciprocate or grant special favors as a result of this Entertainment (or am I trying to constrain Third Parties to reciprocate or grant favors)?
 - iv. Am I certain the Entertainment does not violate any law, local or business rules and regulations, the Policy on Gifts, Entertainments and Sponsored Travel of RMCI, or any other Company rule? Is it contrary to morals or good customs?
2. Meals during business meetings are acceptable.
3. Business meetings in locations that do not conform to accepted standards of propriety and are not conducive for business purposes shall be avoided.


 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-HW-P024
	Revision Number:	00
	Effective Date:	04-01-2020
	Document Type:	Policy
	Page Number:	7
	Department/Section:	Human Resources Department
	Document Title:	POLICY ON GIFTS, ENTERTAINMENTS AND SPONSORED TRAVEL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

4. Acceptance of invitations to theater, concerts or social/sporting events are permissible; Provided, however, that such invitations are generally available to others in the same community, category or industry. Further, due regard to the frequency of attendance and benefit for the Company shall be considered at all times.
5. Officers, Employees and Consultants shall not use property belonging to Third Parties, their employees, agents, and/or representatives such as, but not limited to, vehicles, beach houses, resorts and vacation houses whether for their personal benefit or Company purpose.

C. Sponsored Travel

1. Sponsorship of the Company or its Officer, Employee or Consultant's attendance, which may include travel, accommodation and/or registration expenses in conferences, conventions, and exhibits is acceptable; Provided, that the sponsor is an industry/professional organization (e.g. Japan International Cooperation Agency, International Telecommunications Union, etc.) not associated with any Third Party.
2. The Officer, Employee or Consultant is obliged to refuse offers of free travel and/or accommodation to conferences, conventions, exhibits, product presentations or other similar events from Third Parties. Attendance at such conferences, conventions, exhibits, product presentations or other similar events shall be allowed only if: (a) it will benefit the Company, (b) is approved by the appropriate approving authority and (c) the Company pays for all expenses associated with such travel. However, in exceptional and justified cases as may be determined in writing by the President & CEO (for Officers & Consultants) or the Division Heads (for Middle Managers and Rank & File employees), said approving authorities may allow Officers, Employees or Consultants to accept Sponsored Travel to conferences, conventions, and such events from Third Parties.


 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-HW-P024
	Revision Number:	00
	Effective Date:	04-01-2020
	Document Type:	Policy
	Page Number:	8
	Department/Section:	Human Resources Department
	Document Title:	POLICY ON GIFTS, ENTERTAINMENTS AND SPONSORED TRAVEL

3. Complimentary travel and accommodation for trainings from Third Parties may be permitted if these are part of an approved/existing contract and are deemed to benefit the Company.
4. There are instances when Third Parties provide Sponsored Travel to Officers, Employees or Consultants to local and/or international business/industrial site to demonstrate actual performance of their products/systems (i.e. Proof of Concept). Acceptance of such sponsored invitation should be justified by the following:
 - a) The purpose of the travel should be business in nature and has a direct benefit to the future performance and business of the Company.
 - b) Knowledge of Officers, Employees or Consultants assigned/chosen for the travel would be valuable to the evaluation of the system and directly related to his job function.
5. **What needs to be done** – It is the duty of a Director, Employee or Consultant who is offered or receives a Gift, Entertainment and/or Sponsored Travel to immediately disclose the offer or receipt thereof to his respective superior. These shall be handled in the following manner:

Table 1.0

A. Gifts

Type of Gift	Disposition
1. Cash, cash/check certificates or other cash equivalents of any amount	Shall be politely refused and/or returned to the Third Party.
2. Token Gifts	Shall be kept by the recipient.
3. Expensive Gifts	
i. Non-perishable Gift	Shall be raffled-off for the benefit of all Directors, Employees and Consultants of the Company.
ii. Perishable Gift	Shall be shared and consumed by the Employees in the area

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-HW-P024
	Revision Number:	00
	Effective Date:	04-01-2020
	Document Type:	Policy
	Page Number:	9
	Department/Section:	Human Resources Department
	Document Title:	POLICY ON GIFTS, ENTERTAINMENTS AND SPONSORED TRAVEL

B.S. Aquino Drive,
Bacolod City,
Negros Occidental,
6100

A. Entertainment and Sponsored Travel

In rare occasions when the offers from a Third Party exceed those outlined under entertainment and sponsored travels, the Director, Employee or Consultant shall discuss such occurrences for approval of the relevant superior (refer to the Table below) before acceptance. In all events, however, proper documentation, disclosure, reporting, approval and liquidation procedures, as required under the Company's systems practice and implementing guidelines, shall be followed.


In cases where a Relative of a Director, Employee or Consultant solicits and/or accepts Gifts, Entertainment and Sponsored Travel from Third Parties without adhering to the parameters set forth in this policy, the Director, Employee, or Consultant shall promptly, upon his discovery or awareness of such fact, disclose the same in writing to his relevant superior.

Table 2.0

The superior with respect to the following shall be:

Position	Superior
a. Officers, Consultants, and Managers	a. President & CEO
b. Rank & File and Supervisors	b. Manager

6. **Consequences of Violations** — Any Officer, Employee or Consultant who fails to comply with this policy shall be, upon notice and hearing, subjected to penalties and sanctions as may be determined by the appropriate corporate authorities. Third parties found to have defied this policy shall also be penalized.

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-HW-P024
	Revision Number:	00
	Effective Date:	04-01-2020
	Document Type:	Policy
	Page Number:	10
	Department/Section:	Human Resources Department
	Document Title:	POLICY ON GIFTS, ENTERTAINMENTS AND SPONSORED TRAVEL

7. **Implementing Guidelines** — Appropriate implementation guidelines and monitoring and measuring systems shall be developed by the Human Resources. The President and CEO may reassess the ceiling price of the Token Gifts and baseline price of the Expensive Gifts annually. If exigencies so warrant, a written directive from the President and CEO shall be issued to adjust these prices; Provided, that such adjustment of prices shall not be made more than once a year.
8. **Effectivity** — This policy shall take effect immediately and implemented companywide.
9. **Repeal** — All existing Orders and Policies, and related implementing guidelines concerning the same matters covered by this Policy are deemed superseded by this Policy. In the event of any inconsistency between the policy and guidelines contained in this Policy and the terms of other existing Orders and Policies and related implementing guidelines, the policy and guidelines contained in this Policy shall prevail.




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6100

Document Code:	DPOTMH-HW-P024
Revision Number:	00
Effective Date:	04-01-2020
Document Type:	Policy
Page Number:	11
Department/Section:	Human Resources Department
Document Title:	POLICY ON GIFTS, ENTERTAINMENTS AND SPONSORED TRAVEL

APPROVAL:

	Name/Title	Signature	Date
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	DEXTER JOHN M. DAVID ER/LR Manager		3-9-20
Reviewed:	DENNIS C. ESCALONA, MN, FPSQua Quality Assurance Supervisor		02/27/2020
Recommending Approval:	NANCY B. HIZON, FPCHA Corporate Human Resource Officer		3/9/2020
	HENRY F. ALAVAREN, MD, FPSMID Total Quality Division Officer		3/10/20
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		3/10/2020

 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-HW-P024
	Revision Number:	00
	Effective Date:	04-01-2020
	Document Type:	Policy
	Page Number:	12
	Department/Section:	Human Resources Department
	Document Title:	POLICY ON GIFTS, ENTERTAINMENTS AND SPONSORED TRAVEL

PROCEDURE:

I. Third Party Offered Gifts

1. Once an Officer, Employee or Consultant has been offered any forms of gifts, table 1.0 under the policy statements on Gifts shall serve as the basis in handling the gifts received.
2. For the Non-perishable Expensive Gifts, the gifts shall be endorsed to the HRD – ER/LR Section.
3. The ER/LR Staff shall record all the endorsed gifts to the section.
4. The endorsed Non-perishable Expensive Gifts shall be raffled-off on the day of the corporate events.

II. Third Party Offered Entertainments, and Sponsored Travels

1. Once an Officer, Employee or Consultant has been offered any forms of entertainments, and sponsored travels, he/she shall use his/her best judgment in determining whether he/she shall accept the offer or not.
2. The basis for judgment in handling offers shall be as mentioned under the policy on Entertainments and Sponsored Travels.
3. The Officer, Employee or Consultant, in cases wherein the offers of the Third Party exceed those outlined under entertainment and sponsored travels, shall be disclosed by the Officer, Employee or Consultant through discussion for the approval of the Immediate Head before acceptance.
4. Proper documentation of every offer should be practiced from disclosure to the liquidation of expenses.



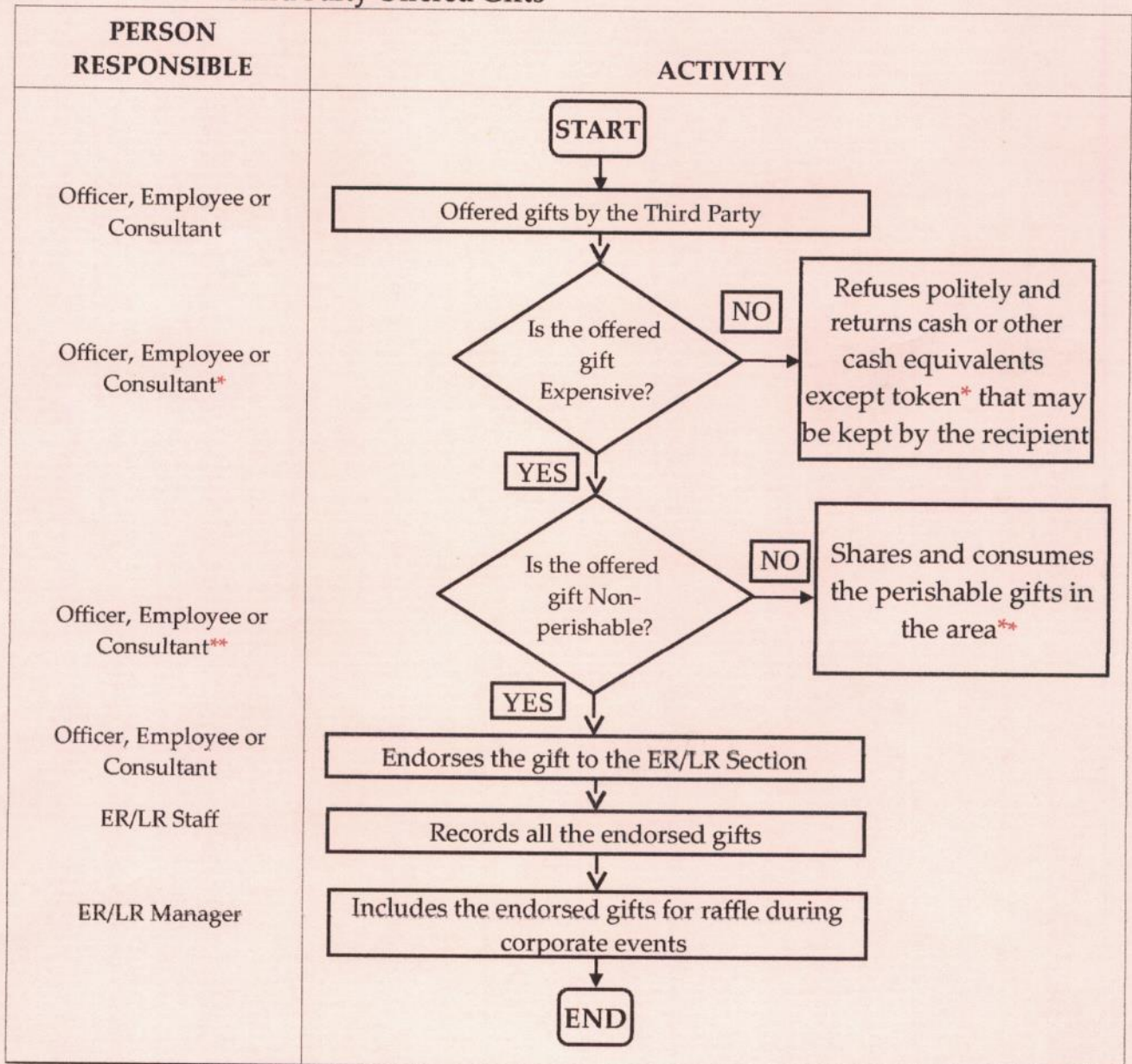
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Document Code:	DPOTMH-HW-P024
Revision Number:	00
Effective Date:	04-01-2020
Document Type:	Policy
Page Number:	13
Department/Section:	Human Resources Department
Document Title:	POLICY ON GIFTS, ENTERTAINMENTS AND SPONSORED TRAVEL

FLOWCHART

I. Third Party Offered Gifts



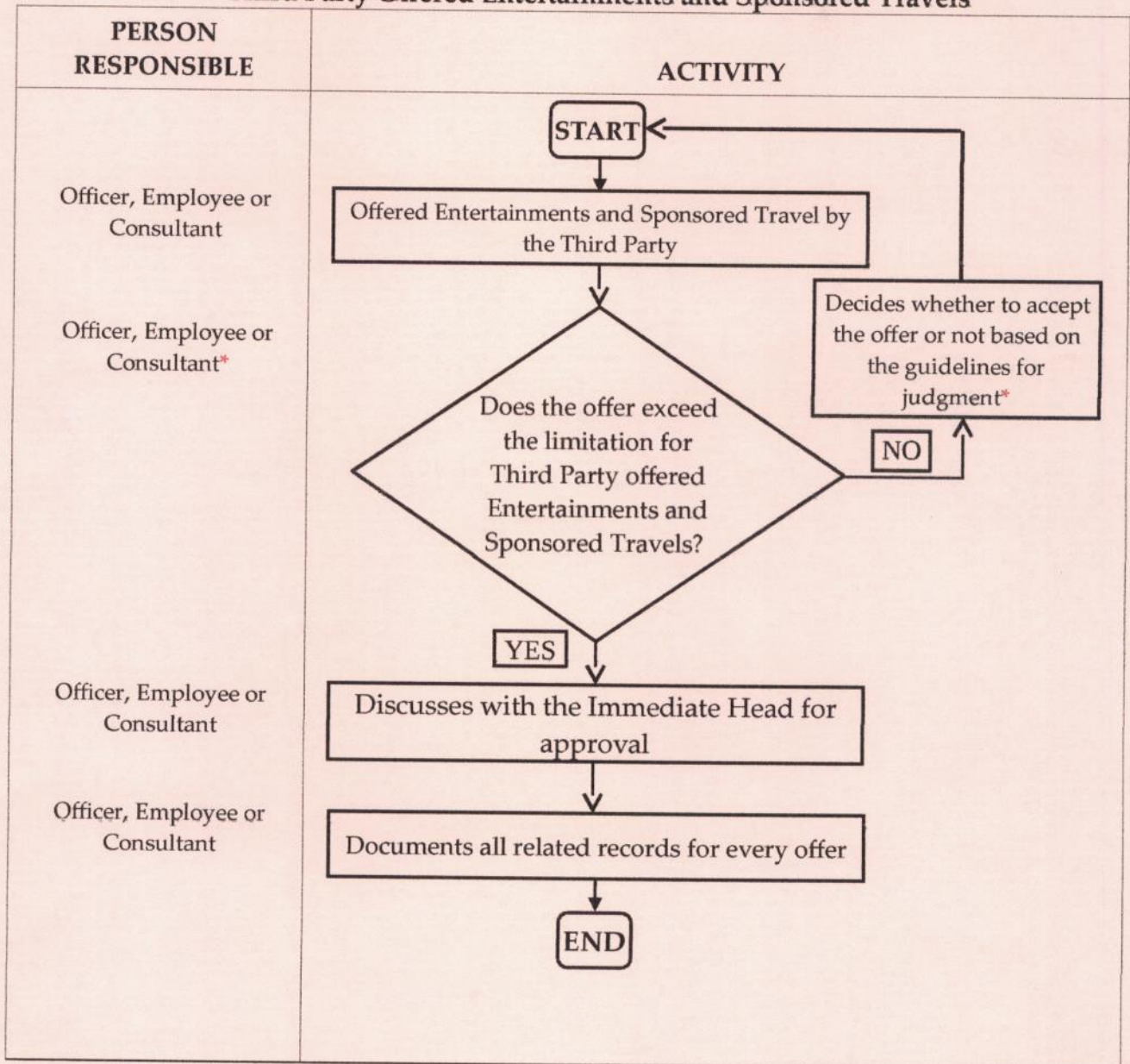



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6100

Document Code:	DPOTMH-HW-P024
Revision Number:	00
Effective Date:	04-01-2020
Document Type:	Policy
Page Number:	14
Department/Section:	Human Resources Department
Document Title:	POLICY ON GIFTS, ENTERTAINMENTS AND SPONSORED TRAVEL

II. Third Party Offered Entertainments and Sponsored Travels



 <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-HW-P024
	Revision Number:	00
	Effective Date:	04-01-2020
	Document Type:	Policy
	Page Number:	15
	Department/Section:	Human Resources Department
	Document Title:	POLICY ON GIFTS, ENTERTAINMENTS AND SPONSORED TRAVEL

B.S. Aquino Drive,
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WORK INSTRUCTIONS:

Officer, Employee or Consultant

1. Decides based on the policy statements on the acceptance of Third Party offered gifts, entertainments or sponsored travels
2. Endorses Expensive and Non-perishable gifts to the ER/LR Section
3. Discuss with the Immediate Head on the approval of the offer
4. Documents all related records for every offer

ER/LR Staff

1. Records all endorsed gifts

ER/LR Manager

1. Includes all the endorsed gifts to raffle during corporate events

DOCUMENTATION:

1. Letter of Disclosure, addressed to the Immediate Superior
2. Record of endorsed Expensive and Non-perishable gifts

DISSEMINATION:

Through the Weekly Management Meeting and Communicator's Bulletin Board

REFERENCE:

Adopted from the Metro Pacific Investments Corporation's Policy on Gifts, Entertainments and Sponsored Travel