



Praxis Fides Mutual Benefit Association, Inc.
Whistleblowing Policy

This Policy is intended to assist workforce to disclose information relevant to suspected misconduct, malpractice or irregularity through a confidential reporting channel. It is not designed to further any personal disputes, question financial or business decisions taken by the Association

Objective

The objective of this Policy is to:

1. Provide the workforce of the Association with reporting guidance on whistleblowing
2. Encourage them to raise serious concerns regarding policies and procedures, in a responsible and effective manner, rather than overlooking a problem.

Scope

Whistleblowing matters may include any violation, but are not confined to, the Praxis Fides MBAI'S Code of Ethics and Conduct:

- 1) Malpractice, impropriety or fraud relating to internal controls, accounting, auditing and financial matters;
- 2) Violation of the rules and regulations of the Association;
- 3) Improper conduct or unethical behavior likely to prejudice the standing of the Association;
- 4) Breach of legal or regulatory requirements;
- 5) Criminal offenses, breach of civil law and miscarriage of justice;
- 6) Damage caused to the environment;
- 7) Other analogous concerns that will be detrimental to the Association

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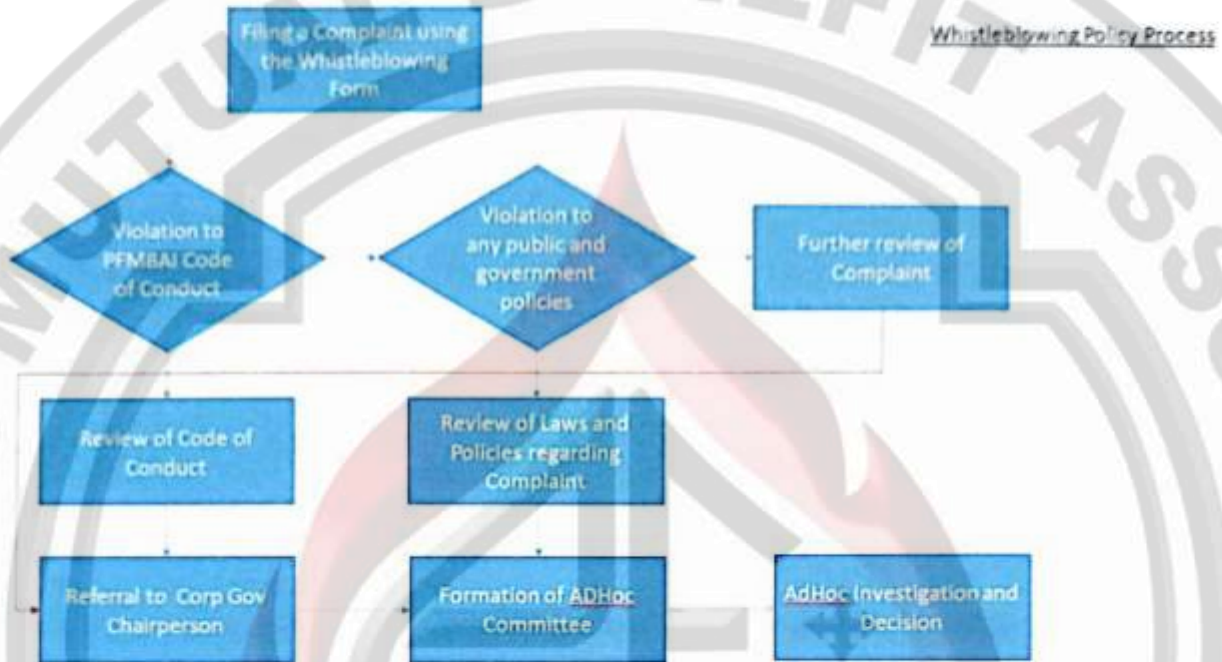
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Whistleblowing Procedure



Reporting a Complaint

1. Where to Report

Any workforce who has any concern stated above can raise the matter directly in written format to the Chairperson of the Corporate Governance Committee. The said report will undergo an investigation. The Chairperson of the Committee has the authority to nominate an investigating officer or group to study the matter.

2. Reporting Format with Supporting Documents

It is advised to use the Whistleblower Report Form which is attached to this Policy. Any proof or evidence of the misconduct, malpractice or any concern stated must be submitted together with the said form for proper documentation. It must be kept in a sealed envelope. Any damage to the seal will make the report invalid.

Praxis Fides Mutual Benefit Association, Inc.
Chairperson
Praxis Fides Mutual Benefit Association, Inc.



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3. Investigation Procedure

The format and length of an investigation will vary depending upon the nature and particular circumstance of each complaint made. The matters raised may be investigated internally, may be referred by the Chairperson to the concerned/authorized person.

4. An acknowledgment letter will be given to the complainant including the procedure of how the investigation will take place.
5. Praxis Fides MBAI take into account that there is a due process on how the investigation will take place.

Protection and Confidentiality

Senate Bill Number 3533 "An Act providing for Whistleblower Bill of Rights" Section 6 states that whistleblower and their family within the first civil degree by consanguinity or affinity are protected. It is the Association's policy to make every effort treating all disclosures in a confidential and sensitive manner. In addition, workforces are also assured of protection against unfair dismissal or unwarranted disciplinary action, even if the concerns raised turned out to be unsubstantiated.

Praxis Fides MBAI reserves the right to take appropriate actions against anyone who initiates or threatens to initiate retaliation against those who have raised concerns under this Policy. In particular, any workforce who initiate or threaten retaliation will be subjected to disciplinary actions, which may include summary dismissal.

Policy Violation

The Association will hold a serious disciplinary action for any person who seeks to prevent a communication of the malpractice concerned in reaching the designated person, or anyone who impedes any investigation.

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MBAI

Chair

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For any workforce who makes a false report maliciously, with an ulterior motive, or for personal gain, the Association reserves the right to take actions against him/her to recover any damage either financially or for the integrity of the Association. He/she may face appropriate disciplinary action.

Approval, Implementation and Review of Policy

This policy has been approved and adopted by the Board of Trustees. The Corporate Governance Committee has the overall responsibility for the implementation, monitoring and periodic review of this Policy. Any revision can be made by the said Committee if deemed necessary. This policy was created on September 19, 2023 by the Corporate Governance Committee of 2023-2024.

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John

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James Snyder

Heard

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Praxis Fides MBI
Whistleblower Report Form

Name:
Department/Area:
Contact Number:
Email:
Date of Filing:

Details of Concern

Please provide full details(who is involved, nature of concern, when it happened, where it happened)

Submitted by:

Signature over Printed Name

Note: After filling up this form. Please put in a sealed envelope together with the proof of evidence or any supporting documents and please address to the current Chairman of the Corporate Governance Committee.

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