

PRAXIS FIDES MUTUAL BENEFIT
ASSOCIATION INC.
MANUAL ON CORPORATE GOVERNANCE

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PART 1

Introduction

This Manual sets principles and guidelines on corporate governance to which the Board of Trustees and Management of Praxis Fides Mutual Benefit Association, Inc. commit themselves.

1.1 Objective

This manual aims to provide the framework and support necessary to institutionalize good corporate governance in Praxis Fides MBI. The Association firmly adheres to the principles of fairness, accountability, transparency and integrity.

1.2 Vision Statement

By 2022, Praxis Fides Mutual Benefit Association is a leading church based financial intermediary in pursuit of total human development that is guided by the principles of faith and social entrepreneurship.

1.3 Mission Statement

Praxis Fides Mutual Benefit Association, Inc. will be inclusive of Basic Ecclesial Community programs and strategies throughout Bulacan by 2020 for membership expansions and initiatives.

1.4 Core Values

1. F - faith in God our Father
2. A- accountability
3. I - initiative and Innovativeness
4. T- transparency in Governance
5. H- human Development

1.5 Commitment to Good Corporate Governance

We take corporate governance to mean “a system whereby management enhances the value of a corporation by the way objectives are set and achieved, risk is monitored and managed, and performance is optimized, by taking into account corporate social responsibility.” With this understanding, Praxis Fides MBI binds itself “to promote fairness, transparency and accountability” in all its corporate actions and endeavors.

1.5.1 Fairness

Provides the assurance that all members have their rights protected and are treated equitably. Promoting long-term shareholder value is important: trustees shall devote time and attention necessary to properly discharge their duties and responsibilities, in return for the trust given them by members. The Board of Trustees has duty to direct and manage in a manner fair to all, and act with prudence and justice. Fairness is intimately related to ethical practice. The BOT has the ultimate responsibility for creating a culture that promotes ethical practice and social responsibility throughout the corporation. A trustee must ensure that the company's goal, strategies, policies, and practices are right, good, proper and legal. A trustee shall not use his position to make profit or to acquire benefit or advantage for himself and /or related interests.

1.5.2 Transparency

Requires that the Board of Trustees ensure timely and accurate disclosure on all material matters, such as the financial situation, performance. Including disclosure of any material foreseeable risks. It requires a system of checks and balances and a system of monitoring and reporting based on accepted standards of adequate disclosure for both financial and non-financial information. There should be clear dividing lines among member, trustees and managers. Whenever they cross lines such as when trustees wear different hats (e.g. Chairman/CEO) this should be disclosed accordingly.

1.5.3 Accountability

Recognizes that the Board of Trustees is answerable to members who own the company. It is responsible for the actions of Management, which implements policies and strategic directions emanating from the Board. It involves assigning responsibility and measuring results, and the use of policies, plans, risk management systems and other systems of internal controls and accounting and reporting systems. It serves to maximize value while meeting the financial and other legal and contractual obligations. In brief, the BOT must answer for the consequences of action or inaction.

PART 2

Corporate Governance Structure and Policies

2.1 Board of Trustee

The Board of Trustees, composed of non-executive trustees and headed by non-executive directors, derives its power from the General Assembly by means of elections, governs by means of strategic decisions, policies and oversight , and is fully accountable to the General Assembly. Being head of the governing body the Board, the chairperson should establish rapport with members and be accessible to them. The chairperson, especially, should keep his nose in, but his hands off, the day-to-day working of the business - which is the responsibility of management. However, the Board is responsible for setting the direction towards which the company must go, not Management.

2.1.1 Composition and Election of the Board of Trustee

Praxis Fides MBAI has a seven-person Board of Trustees composed all non-executive and two independent trustees. The members of the board who ends their term are elected annually during the Annual General Assembly by all members.

During the organizational meeting of the Board, the members of the Board elect among themselves the PFMBAI's Chairman of the Board, Vice President Treasurer, Board Secretary and Auditor.

2.1.2 Multiple Board Seats

Praxis Fides MBAI allows its trustee to hold up to a maximum of five (5) full time board positions in other organizations. Provided that the trustee shall exercise his/her due discretion in accepting board positions in other organizations, to ensure that their capacity to perform their duty as Board of Trustee of Praxis Fides MBAI is not compromised.

2.1.3 Qualification of a Board of Trustee

The following are the minimum qualifications for Praxis Fides MBAI's BOT candidate:

- a. Maximum age is 62 years old and must be physically fit;
- b. Active member and in good standing of Praxis Fides MBAI, candidate member whose membership expired/ matured but availed for new membership;
- c. With competency and leadership skills to execute the duties of a trustee;
- d. Members and non-members of PF Organizational Committees can file a candidacy;

- e. No conflict of interest or not engage in business similar to the company and its subsidiary's business.
- f. Not related to any personnel, workforce, Area Coordinator and Area Representative up to third degree of consanguinity or affinity, legitimate or common-law.

2.1.4 Disqualification to the Board of Trustee

- a. A person convicted by final judgment of an offense that is punishable by imprisonment for a period exceeding six (6) years, or of a violation of the Corporation Code of the Philippines committed within six (6) years prior to the date of her or his election.
- b. Elected and served as Board of Trustee for nine years or more.

2.1.5 Term of Office

- a. The current term of office is hereby extended from three (3) years to (4) years.
- b. In the forthcoming Election 2021 wherein the two (2) new Trustees shall be elected by the General Membership, the candidate with highest number of votes shall serve for four (4) years while the other will serve for three (3) years term to ensure that there will be a yearly election.
- c. In the year 2022 all winning candidates shall serve for a four (4) year term.

2.1.6 Basic Roles of Board of Trustees

Once elected to the Board, a trustee takes on fiduciary responsibilities and he is not there to represent specific interests. Sitting as a Board, trustees provides strategic guidance to the corporation, institute policy directives or approve policy initiatives of Management. They set standards of performance, monitor and oversee company performance. They are responsible for ensuring that Management is managing properly

2.1.6 The Board of Trustees, Specific Roles and Responsibilities

- a. Create a culture that promotes ethical practice and social responsibility throughout the corporation.
- b. Determine, approve and periodically review the company's corporate purpose, its vision, mission and core values as well as strategies to carry out its objectives.
- c. Adopt a Strategic Plan, and approve corporate policies in core areas of operation, especially underwriting, reinsurance and claims management.

- d. Establish a system of check and balance applicable to the Board and its members.
- e. Plan succession including appointing, training, fixing the compensation of, and where appropriate, replacing senior management.
- f. Review adequacy and integrity of Internal Control systems, Management Information Systems and compliance with the Insurance Code and other applicable laws, regulations and directives and guidelines.
- g. Adopt appropriate reporting system so that the Board can monitor, assess and control the performance of management.
- h. Establish adequate selection process for all personnel, applying the standards of integrity and technical expertise, and establish appropriate compensation package consistent with the interest of all stakeholders; and
- i. Binds itself to promote fairness, transparency and accountability in all its corporation actions and endeavors.

2.1.7 Board Remuneration

The Board of Trustee does not receive any compensation and remuneration from the Association. What is only given is per diem for every special and regular meeting to cover gasoline and transportation expenses they have incurred in attending the meetings and monthly honorarium depending on the position and responsibilities they held in the Association.

2.1.8 Disclosure of RPTs and Other Conflict of Interest

Board of Trustees, Employees and Work Force of the Association are required to disclose their dealings, interest in transactions, contracts and loans in the Association and other material transactions involving conflict of interest within three (days). The extent of related party transactions involves the beneficiary, amount, nature and term of transactions.

2.1.9 Vacancy on the Board

A vacancy resulting from death, incapacity, removal or resignation of any of its members, will result in the Board not being able to meet quorum requirements during its meeting, said vacancy shall be filled up through a special election. However, if the vacancy will not compromise the BOT's ability to achieve quorum or perform its function, the Association shall wait for the next Annual General Meeting to fill it up. The elected Trustee in such case shall serve only for the unexpired term of his/her predecessor.

2.2 Independent Trustee

Majority of trustees must be independent, and all trustees must be non-executive. Independence shall mean that: (i) trustee has not been an officer or employee of the company, its subsidiaries, affiliates or related interests, for at least three (3) years preceding term or incumbency; (ii) trustee is not related within the fourth degree of consanguinity or affinity, legitimate or common-law, to any trustee or senior officer of the company or any of its related companies; and (iii) trustee is free from any business or other relationships with the institution or any of its related companies which could possibly give rise to conflict of interest situation

2.3 The Board Committees

The Board of Trustees shall create committees as may be necessary, proper and/or convenient with powers and authority to carry out their functions. All committees shall be headed by a trustee and all shall report directly to the Board of Trustees.

The Chair of a Committee is responsible for providing leadership to enhance effective and independent functioning of the Committee in order that it may fulfill its duties as herein outlined or subsequently elaborated in its own separate manual.

2.3.1 Audit Committee

The Audit Committee membership is to be composed of three (3) members, headed by an independent trustee, with all members having the ability to read financial reports, and preferably with accounting background.

The Committee shall provide internal audit service, monitor the adequacy and effectiveness of the internal control manual of the Association and they shall report to the Annual General Assembly.

Duties and responsibilities of the Audit committee:

- a. The Audit Committee shall oversee the financial and disclosure process, Including the performance of the internal audit and external audit functions; and provide first-instance review of reports coming from these sources.
- b. Monitor accounting policies and principles, as well as risk management policies and practices and ensure that such are always adequate, effective and enforce.
- c. Monitor, coordinate and facilitate compliance with existing laws, rules and regulations.

- d. Act as internal audit arm of the company.
- e. Recommend approval for selection of external auditors.

2.3.2 Corporate Governance Committee

Membership is to be composed of three members, headed by the vice chairperson, who is the ex-officio compliance officer. Meetings are to be held as often as necessary but not less than two (2) times a year.

Duties and responsibilities of the Corporate Governance and Education Committee:

- a. Create and maintain an effective Manual on Corporate Governance, and spearhead the development of a culture of good corporate governance in the Board, management and general membership.
- b. Establish the expertise needed in the Board and Management; and act as search, selection and nomination committee to this end.
- c. Evaluate the company's corporate governance practices at least every end of fiscal year.
- e. Review material or significant RPTs to determine whether they are in the best interests of the shareholders. Any RPTs if any will be disclosed and will be conducted in such a way ensuring that they are fair and at arms' length.
- f. Review yearly and evaluation of the Strategic Plan of the Association as well as the Mission and Vision of the company.

2.3.3 Remuneration Committee

Membership shall be composed of three members, who are independent of management and free from any business or other relationship which could interfere with the exercise of their independent judgment .

The committee shall meet at least two (2) times a year, or as otherwise required by the Board. Only members of the Committee have the right to attend. However, other individuals such as the Executive(s) and external advisers may be invited to attend for all or part of any meeting as and when appropriate. No person shall be present when his or her remuneration or contractual arrangements are discussed

Duties and responsibilities of the Remuneration Committee:

- a. Develop a compensation policy to attract, retain and motivate those people of the highest caliber who have the skills needed to achieve the Company's objectives year on year and which balances the interests of the shareholders, the Company and its employees.
- b. Determine and recommend for Board approval the policy and schedule for the compensation of Management, allowances of Trustees and committee meetings, incentives of Area Coordinators/Representatives, as well as all other monetary or quasi-monetary benefits
- c. Approve the design of, and determine targets for any performance related pay schemes operated by the Company and approve the total annual payments under such schemes.
- e. Ensure that contractual terms on termination, and any payments made, are fair to the individual and the Company, that failure is not rewarded and that the duty to mitigate loss is recognized.

2.3.4 Credit Committee

Membership shall be composed of three (3), the head being an independent trustee. Meetings shall be at least once a month.

Duties and responsibilities of the Credit Committee:

- a. Assist the Board to discharge its responsibility to exercise due care, diligence and skill to oversee, direct and review the management of credit risk within the loan portfolio.
- b. Monitor loan policies and practices, and ensure that all policies laid down by the Board of Trustees are being complied with
- c. Recommend new policies for the Board's approval as needed, inclusive of credit limits, terms, interest rates, and risk management
- d. Review and approve all loans within its approving limit (presently, above P100K) and all loans needing final Board approval (presently, above P500K). For loans needing Board approval, a unanimous vote of the committee is required

2.3.4 Investment Committee

Membership shall be composed of at least two (2) members, with the President & GM being an additional ex-officio voting member. If the Chairman of the Board is not a member of the Investment Committee, the Chairman may attend Committee meetings and vote on Committee actions. In addition, up to two (2)

additional individuals may be Advisors to the Committee and are welcome to participate in all aspects of Committee meetings and activities, except voting. Meetings shall be held as required by the Board but not less often than quarterly.

Duties and responsibilities of the Investment Committee:

- a. Review and recommend for approval by the Board investment policies, including investment objectives and strategy.
- b. Select and approve the Advisors to the Committee, with the concurrence of the Board. Such Advisors have a renewable one-year term and serve at the pleasure of the Committee and the Board.
- c. Recommend for Board approval the selection of investment managers, custodians, consultants and other investment professionals as appropriate

2.3.5 Nomination Committee

Membership shall be composed of three (3) independent members, to be headed by any qualified member. The committee shall exist even after the elections and shall serve until their successors have been appointed and qualified. Meetings shall be held at least two (2) times every year, in function of the General Assembly elections

Duties and Responsibilities of Nomination Committee:

- a. Formulate rules and regulations governing the conduct of nominations and elections during the annual members' meeting, as well as in special elections should such occur.
- b. Prepare and issue ballots to be used and supervise the conduct of elections.
- c. Canvass the votes and proclaim the results of the elections.
- d. Certify the election returns to the Presiding Officer.

2.3.6 Risk Management and Compliance Committee

Good governance shall be the main responsibility of the Board of Trustees and its Committees. To strictly observe and implement the provisions of this Manual, any violation of its provisions by any member of the Board of Trustees shall be sufficient cause for removal from trusteeship. The Compliance Officer shall be responsible for determining any violation of these provisions, and, subject to the requirements of due process, shall recommend to the Chairman of the Board proper action to be taken.

The Compliance Officer ensures the Board of Directors, management and employees are in compliance with the rules and regulations of regulatory agencies, that company policies and procedures are being followed, and that behavior in the organization meets the company's Standards of Conduct. Risk Management was created by the Association to identify, assess and prioritize the following risks that may affect the company. The following risks are the Liquidity Risk, Credit Risk and Compliance Risk and Operations Risk.

Duties and Responsibilities of Risk Management and Compliance Committee:

- a. The Committee oversees the risk management process to ensure that policies are followed, limits are observed and controls are in place.
- b. Identify the risk of business opportunities, transactions, and operations.
- c. Develop a well- defined, manualized, updated and formally communicated policies, standards and procedures.
- d. Yearly review of operations risk or business risk that may results to negative financial and /or non-financial impact to the company, such as internal fraud, external fraud, employment practices and workplace safety.
- e. Ensure that the information system is secured and readily provide comprehensive financial, operational and compliance data.
- f. Review and approved all material transactions of Board of Trustees, Employees and Workforce of the company regarding loans and contracts in the association.
- d. Employs measures to counter or limit possible damage arising from reputation risk.

2.4 Board of Trustee Positions and Charter

2.4.1 Chairman of the Board- Provide leadership within a framework of prudent and effective controls which enable risks to be assessed and managed. He should establish rapport with members and be accessible to them. He also should keep his nose in but his hands off, the day to day working of the business which is the responsibility of the management. He prepares agenda for the BOT meeting and a once a month meeting with the general manager.

2.4.2 Vice Chairman - Determine the company's corporate purpose, its vision, mission and core values, as well as the strategies to carry out its objectives. Adopt a Strategic Plan, and approve corporate policies in core areas of operation, especially underwriting reinsurance and claims management. Quarterly visit to the company. Compliance Officer responsible for coordinating, monitoring and facilitating compliance with existing laws, rules and regulations.

- 2.4.3 Corporate Secretary** - Adopt appropriate reporting system so that the Board can monitor, assess and control the performance of management. Develop and implement an investor relation program or adopt member communications policy. Prepares minutes of the Board Meeting and Boards Resolutions. Once a month meeting or visit before the Board Meeting.
- 2.4.4 Treasurer-** Review and recommend for approval by the Board investment policies, including investment objectives and strategy. Recommend for Board approval the selection of investment managers, custodians, consultants and other investment professionals as appropriate. Co-Signatory in all bank transactions. Weekly visit the office for signing of checks.
- 2.4.5 Auditor-** Review adequacy and integrity of Internal Control systems, Management Information systems, and compliance with the Insurance Code and other applicable laws, regulations, directives and guidelines. Act as internal audit arm of the company. Recommend approval for selection of external auditors. Oversee the financial and disclosure process, including the performance of the internal audit and external audit functions; and provide first-instance review of reports coming from these sources. Present to members a balanced and understandable assessment of the company's performance and financial condition. Once a month audit.

2.5 Management Team

Headed by the President and General Manager, implements the strategic plans, policies and decisions of the Board of Trustees, and is accountable to the board of Trustees.

The main job of overseeing and managing all operations of the Association and implement policies and Board Resolutions through administrative action, rests on the President & General Manager. Reporting directly to the Board of Trustees, the President & GM is assisted by the Deputy General Manager, who takes care of the day-to-day operations, and in turn reports directly to the former. The middle managers, who oversee the different departments or sections (Loans, Information Systems, Controllership and Treasury) shall be accountable to and report directly to the Deputy General Manager.

The President & GM is principally responsible to the Board of Trustees, in much the same way that the Board of Trustees is answerable to the General Membership.

2.6 Internal Auditor

The Association shall hire an Internal Auditor under the supervision of the PFMBAI's Audit Committee. Its main responsibilities are to provide independent report regarding the financial and operational activities of the association. Reporting shall be directly to the BOT.

2.7 External Auditor

It is the primary responsibility of the Audit Committee to recommend an external Auditor for appointment, re-appointment or removal of an external auditor subject to the approval Of BOT. The selection of external auditor should be based on the IC Circular No. 29-2009 dated November 10, 2009 .

2.8 Board Meetings

The Board shall meet regularly to discharge its duties efficiently. Regular meeting of the Board is held every last Friday of the month. At any time the Chairman of the Board may call on special meeting to discuss urgent matters. Board of Trustee shall inhibit to attend meetings in which he/she have a personal interest on a certain agenda that needs board approval. The number of regular meetings of the BOT for the year must be six (6) times or less in a year. Notice and agenda of the board meeting shall be shall be sent to all BOT Members five day before the date of the meeting. A quorum for any BOT meeting shall be 2/3 of its member. A Trustee who has been absent for three (3) consecutive or maximum five (5) of all meetings regular and special, for whatever reason during incumbency, shall be disqualified, and in future may no longer be elected to the Board.

2.9 Annual Evaluation of the Board

A formal and rigorous annual evaluation of the Board's own performance and that of its committees and individual trustees shall be undertaken.

2.9.1 The Chairman of the Board shall hold meetings without the executives' presence to evaluate the executives' performance.

2.9.2 The Board, led by an independent trustee, shall meet annually without the chairman's presence to appraise the chairman's performance.

2.10 Orientation and Continuing Education for the BOT

Newly elected Trustee must attend the yearly orientation of Praxis Fides MBI Corporate Governance, it is conducted before the organizational meeting of the board. All newly elected BOT must also attend the Corporate Governance Seminar and the Anti- Money Laundering Act given by the accredited agencies of the Insurance Commission. A Trustee must also attend all similar seminars, trainings and relevant educational opportunities for BOT governance.

2.11 Code of Ethics and Conduct

The code of ethics of Officers and Employees of Praxis Fides Mutual Benefit Association, Inc. is established to promote high standard of ethics among officers and employees of the Association who shall at all-time accountable to Board of Trustees and the General Membership of Praxis Fides MBI. All officers and employees of the Association shall discharge their duties and official function with utmost honesty and integrity and uphold members' interest over and

above personal interest. This code shall apply to all Trustees, Officers and Employees of Praxis Fides MBAI. The process for filing a complaint shall be made public; however the complainant and the complaint shall be treated with utmost confidentiality.

2.12 Remuneration of the Board of Trustee

The Trustees of Praxis Fides MBAI do not receive any income. What is only given is per diem for every special and regular meeting to cover gasoline and transportation expenses they have incurred in attending the meetings and monthly honorarium depending on the position and responsibilities they held in the association.

2.13 Succession Planning

The Board of Trustee is responsible for the succession planning of the executive position. The Board hires the General Manager and ensures his/her skills and capabilities align with the company's mission and vision. The Board should regularly review and identify positions which would require replacement or filling up in within the plans time frame.

PART 3

Membership

3.1 Membership

Membership is open to all who are below 55 years of age and of reasonably good health upon application to and approval of the Board of Trustees or by an official so authorized by the Board. The accomplished application shall form part of the Membership Certificate.

3.2 Voting Rights of Members

All members of Praxis Fides MBI shall have the right to participate to one vote in its Annual General Assembly, including in their rights is to approve all Board Resolution made for the year.

3.3 Right to Information

All member of Praxis Fides MBI shall have the right to be informed and access the Association's audited financial statements and annual reports.

3.4 Annual General Meeting

The Annual General Meeting of Praxis Fides MBI is conducted every third (3rd) Saturday of March yearly. During the meeting the members shall be given a time to ask questions, and such questions will be included in the minutes of the AGM. The Corporate Secretary shall ensure the copies of the resolution, proxy forms and other documents were provided and forwarded to all members twenty-one (21) days before the actual meeting.

3.5 Notice of the Annual General Meeting

The announcement of the meeting should be twenty eight (28) days before the actual meeting. The notice of the meeting includes time, place and proposed agenda items, it is distributed through Area Coordinators and can be seen in the website of the Association.

Part 4

STAKEHOLDERS

4.1 Stakeholders of Praxis Fides MBAI

4.1.1 General Membership

The General Membership, being the owners, holds supreme authority in the Association. It exercises this power through the General Assembly where it approves on an annual basis all official acts of the association and elects the members of the Board of Trustees

4.1.2 Board of Trustees

The Board of Trustees, composed of non-executive trustees and headed by a non-executive chairperson, derives its power from the General Assembly by means of elections, governs by means of strategic decisions, policies and oversight, and is fully accountable to the General Assembly.

4.1.3 Management

The management team, on the other hand, headed by the President and General Manager, implements the strategic plans, policies and decisions of the Board of Trustees, and is accountable to the latter.

4.1.4 Suppliers / Contractors

Suppliers and contractors are those individuals and organization engage by the association for providing services needed for the operations.

4.1.5 Community of Operations

These are the social group to which Praxis Fides MBAI members belong or to which the Praxis Fides MBAI provide services. Praxis Fides MBAI gives continuous support to the community where it operates. The association gives scholarship to the deserving children of Area Representatives and Employees, yearly donations to Fast to Feed Program of the Church and Balik Eskwela Brigada.

4.1.6 Environment

This refers to the physical and natural things, factors and interactions that the Associations operate.

4.1.7 Regulatory Agencies

These include agencies and bodies that provide the framework within which mutual benefit associations should legally operate. These policies, guidelines, and circulars issued by the regulatory agencies promote fairness and increase the level of confidence of the members, implementers, and other stakeholders of mutual benefit associations.

4.2 Procurement Policy

To purpose of procurement policy is that to ensure that the association gets the highest quality of desired goods and services at the best price possible. Praxis Fides MBAI shall conduct a bidding process for projects or procurements of supplies. A minimum of three (3) suppliers to submit their respective proposals and company profiles to the association for each bidding process. Selected suppliers or contractors shall be issued duly notarize contracts. The bidding and selection process will be headed by the General Manager and the Operations Treasurer. All decisions and selections shall be approved by the Board of Trustees.

4.3 Review of Related Party Transactions

Praxis Fides MBAI Independent Trustee shall review the materials and significant Related Party Transactions to determine whether they are in the best interest of the association and its members.

4.4 Anti-Corruption Program

The Association prohibits the Board of Trustees, Employees and Workforce to give and receive gifts in any kind of form monetary or things in exchange of favors and decisions that may affect or compromise the Praxis Fides MBAI's integrity or may have a negative impact to the associations.

4.5 Feedback and Grievance, Whistle Blowing Policy

Praxis Fides MBAI shall create a grievance committee to accommodate feedbacks, complaints and make policies and procedure to handle complaints. The association encourages all the stakeholders to communicate freely their concerns and complaints about unethical or illegal practices and transactions. The committee shall ensure that the rights of the complainant will not be compromised and the association shall take all proper measures to ensure the stakeholders who reported the feedback or complaint are protected. The Board of Trustees shall review and resolve all feedbacks and complaints. A yearly review or orientation to the employees shall be conducted for them to be aware of illegal practices and know what they should do if they encounter such practices.

4.6 Training and Development

The Board of Trustees should allocate funds for trainings and development of employees, trustees and workforce. Trustees are required to attend separate Corporate Governance Seminar which shall be conducted by duly accredited private or government institution. The Management Team should adopt an annual training and development plan for the employees.

4.7 Customer's Welfare

Praxis Fides MBAI is committed to give its members an affordable life insurance and retirement savings. The association also provides equity and business loans with low interest rates for members. Yearly seminar of customer service, values and formation are being given to employees and workforce to ensure that quality service was given to the customer.

4.8 Employees' Health, Safety and Welfare Policy

Praxis Fides MBI has policies and program which includes working conditions, health and safety, skills training and career opportunity and balance work-life.

- 4.8.1 Provision of Medical Assistance , Sick Leave, Annual Medical and Dental Check-up. And Health Card.
- 4.8.2 Provision of annual accident and life insurance.
- 4.8.3 Provision of annual company outing and vacation leave
- 4.8.4 Provision for Fides aspects, the association provides recollections and team building seminars.

4.9 Policy on Environment

The association declares that it's business do not negatively affect the environment and commit to promote environmental sustainability through various programs and activities within the office and the community.

- 4.9.1 Praxis Fides joins the local government on its annual tree planting activity within the community
- 4.9.2 Implements the 5s program in the workplace.
- 4.9.3 Recycle materials that can be recycled for office use.

4.10 Diversity Policy

The association is committed to encouraging equality and diversity among workforce, and eliminating unlawful discrimination. Provide equality, fairness and respect for all employees, whether temporary, part-time or full-time.