

DISCOVERY WORLD

CORPORATION

INTRODUCTION

This Code of Conduct and Discipline is essentially a Code of Honor which every Discovery employee, including directors and officers are expected to live by. It embodies norms of conduct which are based on timeless and universal principles that govern human growth and happiness --- natural laws that are woven into the fabric of every civilized society throughout history.

The Code supports Discovery's vision and values. It is also fundamental to the realization of Discovery's mission of service in the hospitality industry.

The Code defines the behaviors that are no consistent with Discovery's standards for excellence, honesty, integrity, dedication, prudence, diligence, decency, propriety, and decorum. Infractions against the norms of conduct represent violations of basic principles which violate our basic core as members of the Discovery family.

The Code also outlines the processes and guidelines for the fair, consistent, impartial, open-minded and prudent handling of infractions. It is hoped that these processes will not be resorted to. And it need not be resorted to if each and every Discovery employee lives up to Discovery's vision, mission, and values.

ARTICLE I PHILOSOPHY AND SPIRIT OF THE CODE

SECTION 1. OBJECTIVES

The purpose of this Code is to provide all Discovery employees, regardless of rank/level, status, classification and position, including Directors and Officers, with clear policies and guidelines, definitions, norms of conduct, classification of infraction and processes and proceedings on the imposition of sanctions.

Through this Code, it is expected that every employee will be enabled to make the decisions and take the actions that are consistent with the principles and norms that are fundamental and universal to personal growth and happiness as well as with Discovery's vision, mission, and values.

SECTION 2. SPIRIT OF IMPLEMENTATION

The Code is intended to provide positive motivation in the implementation of disciplinary measures. Sanctions are imposed to correct unacceptable behavior or to restore integrity, order, and discipline. They must not be imposed for the purpose of retribution or display of power. Towards this end, the right of every employee to due process must be upheld and safeguarded at all times.

Action must be timely, but considerate. Prudence must always accompany administrative action. Impartiality and open-mindedness should characterize the investigation and evaluation of cases. In the application of sanctions, uniformity and fairness should be observed, regardless of the rank or level of the employee concerned.

ARTICLE II COVERAGE

SECTION 1. PERSONS COVERED

All employees of the Company, regardless of rank or level, position, status or classification, including Directors and Officers, as well as those who have resigned but have not been issued a clearance of his or her accountabilities of infractions committed before the resignations are covered by the Code. Likewise included are consultants, project hires, and on-the-job trainees.

ARTICLE III POLICIES AND GUIDELINES

SECTION 1. COMMAND RESPONSIBILITY

The principle of *command responsibility* shall apply to the immediate supervisor of the employee charged with committing an infraction. The immediate supervisor shall be summoned before the **Committee** on Discipline and may be sanctioned for violation of the norms on dedication, prudence and diligence and may be ordered to contribute in the restitution of that which was lost, damaged or destroyed, if warranted, under the following circumstances:

- A. If the **Committee** on Discipline find/s sufficient evidence to proceed with a case against the immediate supervisor; or

- B. If the facts established in the proceeding against the supervisor's subordinate showed that he or she was negligent and this negligence contributed to and/or made it easy for the employee to commit the infraction.

SECTION 2. ACTS OR OMISSIONS THAT CONSTITUTE INFRACTIONS

Acts or omissions contrary to or in violation of the norms of conduct and operating standards embodied in this Code and in Discovery's policies, procedures, rules and regulations, are considered infractions and will subject the employee concerned to administrative sanction in accordance with the provisions of this Code.

SECTION 3. UNIFORMITY OF SANCTION

The sanction indicated for each infraction in this Code is the sanction that will be imposed. This is to ensure uniformity in the application of the sanctions and that disciplinary actions are neither too lax nor too severe. However, in cases when there are circumstances that would serve to mitigate or aggravate the offense, such must be considered in the imposition of a lighter or more severe sanction than that provided for in this Code. The sanction imposed, as provided for in this Code, may be reduced or increased accordingly.

Sanctions for successive violations of the same work rule shall be progressively more severe than the penalty for the first violation.

SECTION 4. NON EXCLUSIVITY OF THE CODE

This Code is not intended to be restrictive nor all encompassing. Infractions enumerated in this Code shall also cover similar or analogous situations. Other necessary policies, procedures, supplemental rules and regulations that impact on employee conduct or behavior may be required by the Company and these shall form an integral part of this Code.

Similarly, the specific infractions against policies, systems, and procedures may be revised or enhanced from time to time as the need arises upon the written directive of the Chief Executive Officer of Chief Compliance Officer of the Company.

SECTION 5. IGNORANCE IS NOT AN EXCUSE

Ignorance of the policies, procedures, rules and regulations stated in the Code as well as in circulars, memos, and other Company announcements that have been properly circulated or disseminated shall excuse no one from compliance nor exempt employees and all who are covered by the Code from administrative sanction imposed for violations thereof.

This same principle shall apply to policies and procedures that have not yet been included in the manual of policies and procedures of the Company nor have they been covered by any written memo or circular but are nonetheless being practiced as part of the standard procedures of the Company.

SECTION 6. PRESCRIPTION OF ACTION

Administrative proceedings for all infractions must be initiated within this prescriptive period of thirty (30) calendar days from the time the infraction was brought to the attention of the immediate supervisor of the employee concerned, or to Internal Audit, as the case may be.

The serving to the employee concerned of the notice or memo to explain shall stop the running of this thirty (30) day prescription period.

ARTICLE IV INFRACTIONS AND SANCTIONS

SECTION 1. CLASSIFICATION OF INFRACTIONS

Infractions are classified according to their gravity and seriousness taking into account the subject matter, the degree of malice or ill-intent involved and the actual potential harm resulting from the act:

A. GRAVE INFRACTION

An infraction is considered to be **GRAVE** if it is characterized by wantonness or shamelessness or gross negligence; or if it involves gross abuse of authority; or can be a cause for public scandal and the consequent diminishing of confidence; or is maliciously intended or deliberately planned; or results in an actual or potentially serious financial loss or administrative/operational difficulty; or corporate embarrassment for Discovery or seriously undermines duly constituted authority.

B. LESS GRAVE INFRACTION

An infraction is considered to be **LESS GRAVE** if it implies a habitual disregard for established criteria for conduct that would protect the interests of Discovery, and involves either repeated violations of minor infractions within a relatively short period of time, or the culpable commission or omission of an act which results in serious embarrassment or inconvenience to another

individual whether this be a Company employee, consultant, casual or contractual, or on-the-job trainee, a Company client or partner, or a hotel guest, or otherwise.

C. LIGHT INFRACTION

An infraction is considered a **LIGHT INFRACTION** if it involves a violation of a rule or procedure rather than a moral or ethical principle, or when the violation represents more of an omission or an oversight rather than a definite wrongdoing; or when the violation represents an act of negligence.

SECTION 2. KINDS OF SANCTIONS

A. WARNING

A warning is a verbal notice that calls the attention of the person who committed the infraction, to warn him or her from further committing the same.

B. REPRIMAND

A reprimand is a written notice, calling attention to the commission of an infraction, and warning the person who committed such infraction against repetition of such infraction in the future.

C. SUSPENSION

A suspension is a physical detachment from service for a designated period of time without salary and benefits.

D. DISMISSAL

A dismissal is a dishonorable separation from employment. A dismissed employee automatically forfeits all benefits which would normally accrue to him or her on retirement or separation for reasons other than for cause.

E. RESTITUTION

Restitution is an order requiring the offender to restore a thing that was lost, destroyed or damaged to its original state or pay for its value. It may be imposed along with other sanctions or as an independent sanction.

SECTION 3. ACTS NOT CONSIDERED SANCTIONS

A. EMPLOYEE TRANSFER

The transfer, assignment or cross-posting of an employee from one position or another, or from one Department to another, or from one property to another, without reduction in rank or salary when made in the interest of service shall not be considered as an administrative sanction.

B. PREVENTIVE SUSPENSION

The preventive suspension of an employee, for a period not to exceed thirty (30) calendar days during the pendency of the proceedings of the administrative charge against him or her, when his or her presence in the work place can be considered a risk to the life or property of Discovery, his or her fellow employees, shall not be considered as a sanction. The salaries and benefits that were withheld during the said period shall accrue to the employee concerned at the end of the administrative proceedings, if the employee is exonerated.

SECTION 4. INFRACTIONS AND APPLICABLE SANCTIONS

A. GRAVE INFRACTIONS

The sanctions for grave infractions shall range from 7 paid days suspension without pay to dismissal and an order to retribute the value of the thing that was lost, damaged, or destroyed, in proper cases.

B. LESS GRAVE INFRACTIONS

The sanctions for less grave infractions shall range from 3 paid days to 15 paid days suspension without pay and an order to retribute the value of the thing that was lost, damaged, or destroyed, if warranted.

C. LIGHT INFRACTIONS

The sanctions for light infractions shall range from a warning to 2 paid days without pay, or a fine, or both and an order to retribute the value of the thing lost, damaged or destroyed, if warranted

ARTICLE V

NORMS OF CONDUCT

SECTION 1. HONESTY AND INTEGRITY

- A. Every employee of Company must exercise honesty in handling or using the and assets belonging to the Company, entrusted to the Company by clients and guests, or belonging to any third party that does business with the Company.
- B. Every employee of the Company must, at all times, furnish the correct information required in the documentation and other papers as are considered necessary and to the extent allowed by the Company.
- C. All employees must display unquestionable integrity in the performance of their duties and functions. They must not, at any and all times, abuse their positions to advance their own interests.
- D. Each and every employee of the Company is expected to protect the interest of the Company at all times. Part of an employee's responsibility is to avoid the kind of situations which would make it difficult for him or her to make decisions with full confidence; and to act in such a way that his actions do not in any way conflict with the interests of the Company.

SECTION 2. DEDICATION, PRUDENCE, AND DILIGENCE

- A. All employees must comply with all the established operating procedures of the Company, perform their assigned tasks during their scheduled hours of work and at their work place or other assigned areas with reasonable dedication, efficiency and degree of care.
- B. All employee must exercise due care in the handling and use of property belonging to the Company or entrusted to the Company.

SECTION 3. HIGH MORAL STANDARDS

- A. All employees must always maintain high moral standards of behavior and must refrain from indecent, lewd, and immoral acts which could give reason for scandal, loss of confidence in the Company, or damage the reputation of the Company.

- B. Every employee must conduct him or herself in a manner befitting a gentleman or a lady, inspiring confidence and respect in the Company.

SECTION 4. WORK DAYS, WORK SCHEDULES, AND DECORUM

- A. All employees must refrain from activities that may result in any form of disturbance within the Company premises.
 - B. Every employee must comply with and perform all reasonable directives and instructions of duly authorized supervisors.
 - C. All employees must promote safety and preserve security within the Company premises. They are expected at all times to abide by the safety rules and regulations of the Company.
 - D. All employees must wear the uniform prescribed by the Company during official work hours and days.
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ARTICLE VI INFRACTIONS AGAINST THE NORMS OF CONDUCT

CHAPTER A INFRACTIONS AGAINST NORMS ON HONESTY AND INTEGRITY

SECTION 1. GRAVE INFRACTIONS

- A. Knowingly giving false or misleading information in applications for employment, as a result of which employment is secured, or, if already employed, giving false or misleading information to seek or qualify for any benefit from the Company.
- B. Falsification of Company records or documents or tampering with Company equipment or facilities for the purpose of defrauding the Company or to commit a dishonest act.
- C. Stealing or helping anyone to steal whether the victim be the Company, other employees, guests, clients or partners of the Company.

- D. Falsification of attendance records, or influencing another to falsify his, the other, or any employee's attendance record, time card, vouchers, receipts, and the like for the purpose of drawing salary, allowances, or added income from the Company.
- E. Giving false testimony during an investigation.
- F. Exercising any act of authority under false pretense.
- G. Planting evidence against another employee for the purpose of unduly attributing a crime or a commission of an infraction to another employee or for the purpose of evading responsibility for the commission of an infraction under this Code.
- H. Using fraudulent means such as but not limited to tampering of receipts, fabrication of certifications of medical expense incurred for purposes of reimbursement or liquidation.
- I. Unauthorized use of confidential information and Company records in order to give undue advantage to the spouse or any of his/her relatives and friends in any matters pending with the Company.
- J. Fraud, soliciting money, gifts, shares, benefits or favors, including the borrowing of money or chattels from any person or through the mediation of another as a condition or through the mediation of another as a condition for the performance of one's duty.
- K. Offering, soliciting or receiving anything of value to perform any act or activity that would be prejudicial to the interest of the Company.
- L. Concealment of defective work which directly results in actual or potentially serious loss or prejudice to the Company.
- M. Willful concealment or cover up of a violation or encouraging another or others to do the same.
- N. Vandalism in any form, acts of sabotage, intentional destruction of company property.
- O. Repeated commission of an act classified as a **Less Grave Infraction** under this Chapter within a 12-month period.

SECTION 2. LESS GRAVE INFRACTIONS

- A. Falsification of attendance records, time cards, time data or the like, or influencing another to falsify to do the same regardless of whose records are to be falsified, for purposes other than to

draw salary or allowance Engaging in activities that will require the employee's personal time, attention, and direct personal involvement which could adversely affect the performance of his or her job.

- B. Unauthorized use of the Company's name or property.
- C. Failure to inform or advise higher authority or superior of any incident, instructions, or orders of a higher authority or superior to commit a violation of Company's rules, procedures or policies.
- D. Repeated commission of an infraction classified as a **Light Infraction** under this Chapter within s 12-month period.

SECTION 3. LIGHT INFRACTIONS

- A. Failure to disclose interest in a firm where one is an officer, director, shareholder, partner and where such firm has credit and/or business dealings with the Company.

CHAPTER B INFRACTIONS AGAINST NORMS ON DEDICATION, PRUDENCE & DILIGENCE

SECTION 1. GRAVE INFRACTIONS

- A. Acts or omissions contrary to the policies of the Company as well as its rules and regulations when, as a consequence, the Company suffers actual or potential damages of at least Fifty Thousand (Php50,000.00) pesos
- B. Unexplained loss of money or property entrusted to one's custody.
- C. Outside employment competing or conflicting with the Company's interest.
- D. Repeated commission of an infraction classified as a **Less Grave** infraction under this Chapter within a 12-month period.

SECTION 2. LESS GRAVE INFRACTIONS

- A. Furnishing employees or authorized persons with incorrect or misleading data which, as a consequence of the employee's neglect or failure to conduct the proper research, investigation or verification of facts, resulted in an actual, potential or opportunity loss.
- B. Losing or misplacing Company records which results in prejudice to the Company.
- C. Failure to report loss or damage or company property.
- D. Allowing oneself to be relieved by another known to be under the influence of liquor or narcotics.
- E. Acts or omissions contrary to Company policies, rules and regulations which results in actual or potential damages to the Company is the amount of at least Five Thousand (Php5,000) Pesos but not more than Forty-Nine Thousand Nine Hundred Ninety Nine (Php49,999) Pesos
- F. Repeated commission of an infraction classified as **Light** infraction under this Chapter within a 12-month period.

SECTION 2. LESS GRAVE INFRACTIONS

- A. Acts or omissions that are contrary to the policies, rules and regulations of the Company where the consequence is there being no damage or where there is, the actual or potential damages is up to Four Thousand (Php4,000) Pesos.

CHAPTER C

INFRACTIONS AGAINST NORMS ON MORAL STANDARDS

SECTION 1. GRAVE INFRACTIONS

- A. Having/carrying on an illegitimate affair with a co-employee when the same results in scandal within the premises of any of the Company's properties, disruption of operations, and/or embarrassment to the Company.

- B. Using one's positions in order to demand or request for sexual favors from a subordinates or from one over whom the requesting party has or exerts from form of moral ascendance or authority.
- C. Commission of a lewd or indecent act upon any person or engaging in scandalous or malicious acts within Company premises.
- D. Uttering threats or commission of a future wrong upon the person, honor or property of the Company or any of its employees, clients and guests.
- E. Conviction of a crime involving imprisonment of at least one (1) month.
- F. Repeated commission of an infraction classified as a **Less Grave** infraction under this Chapter within a 12-month period.

SECTION 2. LESS GRAVE INFRACTIONS

- A. Distribution of pornographic materials within the Company's premises.
- B. Insult, discourtesy, rudeness to a Company officer, co-employee, or the Company's clients or guests within the Company' premises or while discharging official duties.
- C. Use of improper, vulgar or abusive language against co-employees, a higher authority, Company clients or guests.
- D. Repeated commission of an infraction classified as a **Light Infraction** under this Chapter within a 12-month period.

SECTION 3. LIGHT INFRACTIONS

- A. Spreading false rumors or gossip against co-employees, superiors or subordinates.

CHAPTER D

INFRACTIONS ON NORMS ON WORK DAYS, WORK SCHEDULE AND DECORUM

The sanctions imposed for violations of the policies on work days, absences, tardiness, under time, uniforms, and availment of sick and vacation leave benefits under the Company's Human Resources Manual, including any revision, amendment, or supplement thereon, is hereby adopted by reference. In addition, the following shall also constitute as infractions against the norms on work days, work schedule, and decorum.

SECTION 1. GRAVE INFRACTIONS

- A. Willful holding back, slowing down, hindering, limiting of work output.
- B. Failure to comply, without valid reason, with the assigned duties or specific instructions given by a superior.
- C. Willfully refusing, without valid reason, to accept work or shift assignment, or specific instructions given by a superior.
- D. Unfitness for work due to excessive drinking of alcoholic beverages or controlled substances.
- E. Quarreling, intimidation, coercion, or assault on another within the Company's premises.
- F. Use or possession of controlled substances within the Company's premises, except when such substances take the form of medication prescribed by a duly licensed physician.
- G. Inciting or participating in illegal strikes.
- H. Repeated commission of an infraction classified as a **Less Grave** infraction under this Chapter within a 12-month period.

SECTION 2. LESS GRAVE INFRACTIONS

- A. Sleeping, playing games or chance including computer games during work hours.

- B. Possession of firearms, legal or illegal, and other deadly weapons within the Company's premises, unless the employee is duly deputized to possess a legal firearm in the discharge of his work functions.
- C. Repeated commission of an infraction classified as a **Light Infraction** under this Chapter within a 12-month period.

SECTION 3. LIGHT INFRACTIONS

- A. Loitering, playing games of chance or computer games within the Company's premises.
- B. Leaving the workplace during office hours to attend to personal business and without informing one's immediate supervisor/s.
- C. Putting up unauthorized posters, messages, propaganda on walls, bulletin boards, or similar places within the Company's premises or the unauthorized removal of Company memos or posters from the Company's bulletin boards.
- D. Refusing to submit for inspection or investigation by the Company's authorized security personnel in the discharge of their duties within the Company's premises.

ARTICLE VII IMPOSITION OF SANCTIONS

CHAPTER A SUMMARY PROCEEDINGS

SECTION 1. APPLICATION

- A. Summary Proceedings shall apply in cases of light infractions where the accused occupies a position below supervisory level;
- B. In cases of **Less Grave** infractions, when the accused occupies a position below the supervisory level and voluntarily opts for application of the Rules on Summary Proceedings.

SECTION 2. REPORT OF INFRACTION

The immediate supervisor of the offender, or any employee who is aware of the commission of an infraction, shall be responsible for reporting the commission of an infraction to the Human Resources Director. The report shall be in writing.

SECTION 3. PROCEEDING BEFORE THE ADMINISTRATIVE COUNCIL

Within five (5) days from receipt of a written report of an infraction, the Department Head must conduct an initial inquiry and serve the employee concerned with a written notice or memo requiring an explanation on the reported infraction, stating the particular acts or omissions that constitute the basis for the imposition of the corresponding sanctions.

SECTION 4. TIME TO RESPOND TO CONTENTS

Within seventy two (72) hours from receipt of the written notice or memo to explain, the concerned employee must give his or her explanation in writing. When the charge is for a less grave infraction, the accused shall indicate in his or her answer whether he or she opts or wishes to avail or not to avail of the Summary Proceedings. Failure to respond shall be deemed a waiver of the right of the accused to explain and to avail of the summary procedure, in proper cases.

SECTION 5. ADMISSION/DENIAL OF CULPABILITY

- A. If the employee admits his or her culpability to an infraction, the Department Head shall prepare a report of such admission and recommend the corresponding sanction to the Human Resources Director who shall be responsible for imposing the next lower sanction than that prescribed by this Code, and for ordering restitution of a thing lost or destroyed in warranted cases.
- B. If the employee does not admit culpability, the Administrative Council shall decide the case based on the evidence on hand including a written explanation of the offender. If the employee is found to be culpable, then corresponding sanction as provided for in this Code shall be imposed.

SECTION 6. DURATION OF SUMMARY PROCEEDINGS

The decision in cases falling under this Chapter shall be handed down within thirty (30) days from the time the written notice or memo to explain was given to the employee concerned.

SECTION 7. PROCEEDINGS WHEN THERE IS NO UNIT HEAD

In cases when there is no Department Head, the proceedings laid down hereunder shall be conducted before the property's Human Resources Director.

CHAPTER B PROCEEDINGS BEFORE THE COMMITTEE ON ETHICS AND DISCIPLINE

SECTION 1. APPLICATION

The **Committee** on Ethics and Discipline (CED) has exclusive jurisdiction to investigate violations of this Code in the following cases:

- A. Where the accused occupies a Supervisor level or higher;
- B. For employees below the level of a Supervisor, accused of **Less Grave** infractions and does not opt for the application of summary procedure. For this purpose, an employee who occupies the position of a Supervisor or higher may not opt for the application of summary procedure; or
- C. In cases of **Grave Infractions** regardless of the position, job level, or rank of the accused.

SECTION 2. REPORT OF AN INFRACTION

The immediate supervisor of the employee, or any employee who has knowledge of the commission by another employee of an infraction under the exclusive jurisdiction of the **Committee** shall be upon discovery thereof report the same in writing to the Administrative Council. The Administrative Council shall, within five (5) working days from receipt of the report, investigate the infraction. This investigation should not take more than fourteen (14) working days. Within thirty (30) calendar days from the conclusion of the investigation, the Administrative Council shall decide on whether or not to elevate the matter to the DHC HR Head. It may, at any time, request the Human Resources Director to preventively suspend or re-assign the employee suspected of committing an infraction if, in its opinion, his presence in his work place would pose a risk to the life, welfare, or properties of his co-employees, or to the properties and records of the Company.

SECTION 3. PROCEEDING BEFORE THE ADMINISTRATIVE COUNCIL

The Department Head shall, within five (5) working days from receipt of a report from immediate supervisor recommending the institution of disciplinary proceedings, serve on the employee concerned a written notice to answer and explain why no sanction(s) should be imposed against him, stating the particular act(s) or omission(s) constituting the grounds for the imposition of the sanction(s).

SECTION 4. TIME TO RESPOND/CONTENT

The employee concerned shall, within seventy two (72) hours from receipt of a written notice to answer, file his explanation in writing. Failure to file a response shall be deemed a waiver of the right of the accused to explain.

SECTION 5. ADMISSION OR DENIAL OF CULPABILITY

If the officer or the employee admits to his responsibility for the infraction, the **Committee** shall prepare a report of admission to the President, depending upon the rank of the accused, who shall be responsible for imposing the sanction prescribed by this Code and for ordering restitution of a thing lost, damaged or destroyed, in warranted cases:

ACCUSED	OFFICER AUTHORIZED TO IMPOSE SANCTION
Staff to Supervisor	Department Head
Department Head and other senior officers	ExCom General Manager President

SECTION 6. PROCEEDING BEFORE THE COMMITTEE

If the employee or the employee does not admit culpability, the **Committee** shall conduct a formal hearing. The accused shall be given the opportunity to be heard in person or through counsel after due notice served to him personally or by registered mail at his address as listed in the employee records and/or as known to the Company. After the hearing, the Administrative Council's findings and recommendations shall be forwarded to the President who shall take the necessary and appropriate action thereon.

SECTION 7. ATTENDANCE AND HEARING

In case the officer or employee concerned fails to appear at the formal hearing despite due notice, such failure shall constitute a waiver on the part of the officer or employee concerned to be present thereon, and the Administrative Council shall proceed with the hearing in his absence.

SECTION 8. APPEAL

The decision of the Administrative Council may be appealed to the office of the President within five (5) working days from receipt by the employee of the decision of the Administrative Council. The President, prior to deciding on the appeal, shall solicit the recommendation of the Administrative Council. The decision of the President shall be final.

SECTION 10. OTHER GUIDELINES

- A. Penalties imposed by law for the infractions or violations of ordinances, decrees, and other laws or regulations shall not be a bar to the imposition of internal administrative sanctions. Likewise, any administrative sanction shall not be a bar to legal remedies as warranted.
- B. Where restoration of monetary losses or repair of damage to property is called for, such should always be spelled out clearly in the administrative memorandum imposing disciplinary action.

ARTICLE VIII

EFFECTIVITY CLAUSE

This code shall take effect immediately. All laws, ordinances, administrative issuances, standing policies and work rules now existing or to be enacted in the future and not inconsistent herewith, shall supplement this Code.

DEFINITION OF TERMS

1. **COMPANY** – means DISCOVERY WORLD CORPORATION
2. **COMPANY PREMISES** – means all buildings, landholdings, including properties owned or leased by the Discovery group. It also covers working areas occupied by employees during field assignments including Company vehicles and other means of transportation.
3. **EMPLOYEE** – means all persons, including temporary, seasonal and probationary employees under the employ and in the active payroll of the Company. Unless otherwise qualified, it covers both officers and non-officer employees. To the extent that persons rendering service to the Bank on a contractual, consultancy, or project hire basis assume the obligation to act for and in behalf of the Company for due compensation, they too are covered by this Code and are subject to the pertinent provisions therein.
4. **EMERGENCY CASES** – refers to unusual and unforeseen occurrences directly affecting an employee or member of his immediate family (including his or her spouse, children and parents) which requires his immediate and personal attention. Examples of emergency cases are: damage of domicile due to fire, typhoon, or earthquake, sudden illness, vehicular accidents or death in the immediate family.

In adherence to the principles of good governance and its support of the compliance requirements of the Securities and Exchange Commission, the Department of Labor and Employment as well as Philippine Stock Exchange, the following Policies are hereby issued to provide a system and venue for the proper handling, resolution and disclosures regarding violations of the Corporate Governance Rules.

Every employee is committed to ensure compliance with all the applicable laws, rules, regulations and policies stated herein.

1. Whistle-blowing Policy
2. Conflict of Interest Policy
3. Insider Trading Policy
4. Related Party Transaction Policy
5. Policies and Data relating to Health, Safety and Welfare Management of the Employees
6. Anti-Bribery and Corruption Policy

WHISTLE BLOWING POLICY

This Whistle Blowing (the “Policy”) is in **DISCOVERY WORLD CORPORATION (DWC)**’s desire to strengthen its integrity and the fight against corruption and related offences. The Policy sets forth the conditions and procedures for investigations of allegations of corruption, fraud and misconduct.

DWC is committed to maintaining the highest possible standards of ethical and legal conduct in the business. In line with this commitment and in order to enhance good governance and transparency, the main aims of the Policy are to: (i) provide an avenue for raising concerns related to fraud, corruption and other misconduct and (ii) assure that persons who disclose information related to fraud, corruption and other misconduct will be protected from retaliation.

This Policy is made to protect whistleblowers and handle complaints because the company demands the highest standards of ethics, honesty and accountability at all times and delivery of the best quality of service to its stakeholders.

The Chairman, Audit and Compliance Committee are designated as the advocate for whistleblowers and is authorized to implement this Policy.

COVERAGE AND SCOPE

All employees are required to disclose acts related to Fraud, Corruption, or any other misconduct that come to their attention. The typical disclosure include:

1. Unlawful acts or orders requiring violation of a law
2. Gross waste
3. Mismanagement
4. Abuse of authority
5. Substantial and specific dangers to public health or safety;
6. Failures to comply with statutory obligations;
7. Fraud, which means any act or omission, including a misrepresentation, that knowingly and recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
8. Corruption, which means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
9. Misconduct, which means failure by Personnel to observe the rules of conduct or standards of behavior;

10. Coercive practices, which mean impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
11. Collusive practices, which mean an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party; and
12. Any other activity which undermines the company's operations and mission.

Whistle blowing and complaints should be made in the reasonable belief that what is being reported is true. Allegations and concerns expressed anonymously shall be considered at the discretion of the Chairman, Audit and Compliance Committee. In the exercise of such discretion, the factors to be considered by the Chairman, Audit and Compliance Committee shall include, without limitation, the seriousness of the allegation, its credibility, and the extent to which the allegation can be confirmed or corroborated by reliable sources.

WHO IS A WHISTLEBLOWER OR COMPLAINANT

A Whistleblower or Complainant is any person or party who conveys or is proven to be about to convey a concern, allegation or any information indicating that Fraud, Corruption or any other Misconduct is occurring or has occurred in the company; with knowledge or good faith belief that the concern, allegation or information is true.

It should be noted that whistleblowers and complainants are reporting parties. They are neither investigators nor finders of fact; they do not determine if corrective measures are necessary; and they do not determine the appropriate corrective or remedial action that may be warranted.

PROTECTION OF AND REMEDIES FOR WHISTLEBLOWERS AND COMPLAINANTS

The company shall protect the Whistleblower's or Complainant's identity and person. For whistle blowing and complaint handling mechanism to be effective, the concerned parties must be adequately assured that the information given will be treated in a confidential manner and above all that they will be protected against Retaliation from within or outside the company. It will maintain as confidential the Whistleblower or Complainant's identity unless (i) such person agrees to be identified, (ii) identification is necessary to allow the company or the appropriate law enforcement officials to investigate or respond effectively to the disclosure, (iii) identification is required by law or under the company's rules and regulations, or where a false accusation has been maliciously made, or (iv) the person accused is entitled to the information as a matter of legal right. In such an eventuality, the company shall inform the Whistleblower or Complainant prior to revealing his or her identity.

Retaliation shall not be permissible against any Whistleblower or Complainant. "Retaliation" means any act of discrimination, reprisal, harassment, or vengeance, direct or indirect, recommended, threatened or taken against a Whistleblower or Complainant by any Person because the Whistleblower or Complainant has made a disclosure pursuant to this Policy.

The following protection and sanctions can be among those employed by the company depending on the circumstances:

1. To the extent possible, the Chairman, Audit and Compliance Committee shall guarantee confidentiality of the identities of Whistleblowers and Complainants. An individual who submits a complaint or is a witness in the course of an investigation shall, subject to the company's rules and regulations, have his or her identity protected;
2. Where an individual makes or is in the process of making a report in the reasonable belief that the contents of the report are true on a matter, that individual's identity is to be fully protected from unauthorized, even when making referrals to national authorities;
3. Where a party external to the company reasonably believes he or she is threatened with Retaliation because he or she assisted in an investigation or an audit by the company, on the recommendation of the Chairman, Audit and Compliance Committee shall commit the company to provide reasonable and appropriate assistance to secure that party's protection;
4. Where there has been an unauthorized disclosure of the identity of a Whistleblower or someone assisting in the inquiries, the Chairman, Audit & Compliance **Committee** shall institute the appropriate disciplinary measures available in the company's rules and regulations.
5. Company personnel who submit a complaint or information indicating Fraud, Corruption, or any other Misconduct knowing or reasonably believing the complaint or information submitted to be true, shall as far as is possible, be protected from Retaliation.

Employment remedies available to a Whistleblower against whom there has been Retaliation shall be determined based upon the findings and recommendations of the Chairman, Audit and Compliance Committee and may include but not be limited to:

1. Reinstatement to the same or comparable position in salary, responsibility, opportunity for advancement and job security;
2. Back benefits and pay, with consideration of the likely advancement and salary increases that a staff member would have received;

3. Compensatory damages, including financial losses linked to the retaliatory action by the company and significant emotional distress, including any physical ailments suffered as a result of that distress and related medical costs;
4. Adjudication expenses, including representation fees, costs of expert witnesses, travel and other costs associated with the claim of Retaliation. These costs should be automatically paid to a prevailing Whistleblower;
5. Transfer upon the request of the prevailing Whistleblower to another part of the company;
6. Intangible benefits, including public recognition of the vindication of the Whistleblower, and in appropriate circumstances public recognition of the contributions of the Whistleblower to the Bank.

VOLUNTARY DISCLOSURE PROGRAM

The company encourages its personnel and firms or individuals involved to volunteer information on any Fraud, Corruption or Misconduct of which they have knowledge or to which they are privy. The voluntary disclosure of malpractices will have a mitigating effect in the application of sanctions. The disclosure of such information is to further or facilitate an investigation and thus deter or prevent Fraud and Corruption or Misconduct. Voluntary disclosure merely to pre-empt an illegality likely to be detected will not apply under this Policy.

CHANNELS AND PROCEDURES

Complaints shall be referred to the Audit & Compliance Committee.

On receipt of a Complaint, the Chairman, Audit and Compliance Committee shall register the allegation and where the identity of the Bank Personnel is known, acknowledge receipt of the allegation, and where appropriate to the nature of the information or allegations explain the subsequent actions to be taken and give an indication of when such actions are to be taken.

A preliminary evaluation will determine whether there are grounds for a more detailed investigation. This assessment shall be based on information and documentary evidence provided by the Whistleblower or the Complainant and shall consider whether the disclosure has been made on the basis of reliable information and in good faith. Where the preliminary evaluation reveals tangible and credible information that supports the existence of conditions identified by this Policy, a full investigation will be launched. The Party or Parties subject of the investigation shall be informed unless such communication would, in the view of the Chairman, Audit and Compliance Committee interfere with the investigations or related investigations.

Upon receipt of a complaint of Retaliation, the Chairman, Audit and Compliance Committee shall initiate an investigation and as appropriate provide interim relief to the Whistleblower, and take such interim remedial action that is reasonable and is available to cure the underlying circumstances.

Definitions of fraudulent and corrupt practices for investigations as follows:

1. A **Complaint** is an allegation or concern known to the Office of the Chairman of the Audit & Compliance Committee that is subject to investigation.
2. A **Complainant** is any party who conveys a concern, allegation or information indicating fraud, corruption or misconduct.
3. An **Investigation** is a process designed to gather and analyze information in order to determine whether an act of fraud, corruption, or other misconduct has occurred and if so, the party or parties responsible.
4. **Fraudulent and Corrupt Practices include:**
 - a. A **Corrupt Practice** is the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party;
 - b. A **Fraudulent Practice** is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - c. A **Coercive Practice** is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - d. A **Collusive Practice** is an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
5. **Misconduct** is a failure by a staff member to observe the rules of conduct or standards of behavior prescribed by the company.
6. The **Standard of proof** that shall be used to determine whether a complaint is substantiated, is defined for the purposes of an investigation as information that, as a whole, shows that something is more probable than not.

EFFECTIVITY

The policy shall take effect immediately.

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CONFLICT OF INTEREST POLICIES

Conflict of interest arises whenever the personal or professional interests of a board member are potentially at odds with the best interests of the organization.

All business decisions of the Directors, Employees and Consultants must be based on the best interest of Discovery World Corporation (DWC) and its subsidiaries and affiliates and must not be motivated by personal considerations and other relationships that can interfere with their independent judgement.

APPLICABILITY

This policy shall be implemented and apply to all members of the Board of Directors, Officers and, Executives, Employees and Consultants who may become involved in situations where their private interests may conflict with the interest of DWC. It is their obligation to avoid any actual Conflict of Interest and at all times must be loyal to DWC and its subsidiaries and affiliates.

DEFINITIONS

1. Affiliate – any person, entity, organization, business with whom/which a Director, Employee or Consultant has an affiliation, personal relationship or financial involvement. These include, among others:
 - a. Relatives - up to the third 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 or sisters and their spouses), nieces and nephews (limited to children of brothers or sisters and their spouses), grandparents and aunts and uncles (limited to sisters or brother of parents) and a domestic partner and his relatives of up to third degree by consanguinity, affinity or legal adoption.
 - b. Associates –are Third Parties with existing or previous close personal or business affiliation or relationship with a Director/ Employee or Consultant in view of their decisions or actions in the best interest of DWC is compromised.
 - c. Corporations or Firms where Director/ Employee/ Consultant and/or his Relative holds a position as director, executive or officer.

- d. Corporations or Firms where a Director/ Employee/ Consultant and/or his Relative either singly or collectively owns more than 10% of the subscribed capital or equity of such corporations or firms.
 - e. Partnership where a Director/ Employee/ Consultant or his Affiliate is a General Partner.
- 2. Consultants – includes professional consultants, firms, partnerships, counsels or such other professional entities or individuals rendering professional or specialized expert services to DWC and its subsidiaries and affiliates, as well as advisors of the Company and act as representative of the same.
 - 3. Personal Benefit – refers to gain or advantage, whether material / financial or non-material/ non-financial, directly or indirectly provided to or received by a Director, Employee, Consultant such as financial gain, professional advancement, travel, facilities and/or accommodation, benefits, entertainment, preferential treatment in personal transactions and other similar advantages.

AREAS IN WHICH CONFLICTS OF INTEREST MAY ARISE

- 1. Dealing with and as Suppliers, Contractors, Business Partners, Consultants and Third Parties
- 2. Dealings with Directors, Employees, Consultants and Prospective Employees or Consultants
- 3. Directorships, Executive Positions and Employment in Other Companies or Organizations
- 4. Use of Property, Services and Other Resources
- 5. Dealings with Dealers and Distributors
- 6. Dealings with Customers or Clients
- 7. Prohibited Conflict of Interest Situations

Everybody is enjoined from giving undue preferential treatment to individual or entity with whom DWC and its group does business with and shall avoid circumstances that could impair their performance and obligations to the company.

Awarding of contracts shall be maintained at an arms-length level, based on the interest of DWC and its group and should be evaluated under strict rules of fairness and confidentiality. Everybody should avoid any action or inaction that gives undue preferential treatment or discriminates against any suppliers, distributors or potential partner in the business.

Everybody shall avoid accepting positions or employment or carrying out work outside DWC and its group which may significantly affect their efficiency in the performance of their duties and obligations to the company.

Everybody is expected to use the property, services and resources assigned to them, responsibly, efficiently, with care and only for the purpose authorized or allowed under the guidelines set. Everybody shall refrain from taking advantage of the property, information for their personal benefit or to act against the best interest of the company.

PROCEDURES

1. Duty to Disclose

In connection with any actual or possible conflict of interest, and interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the CEO/ CCO/ Internal Audit.

2. Recusal of Self

Any director may recuse himself or herself at any time from involvement in any decision or discussion in which the director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the Board or Executive Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The CEO/COO/ Internal Audit shall, if appropriate, appoint a disinterested person or Committee to investigate alternatives to the proposed transaction or arrangement.
- c. The CEO/CCO/ Internal Audit and the disinterested person shall hear the side of the accused and give him due process.

CONSEQUENCE OF VIOLATION

If anybody is found to have violated this policy shall be liable to the extent of damage/ loss suffered by the company and / or the relevant company in the group and may be subject to penalties and sanctions as may be deemed appropriate by the corporate authorities.

EFFECTIVITY

This policy shall take effect immediately.

Violations of any of the provisions contained in this policy are governed by Discovery Hospitality Corporation's Code of Conduct.

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INSIDER TRADING POLICY

The purpose of this Insider Trading Policy (the “Policy”) is to promote compliance with applicable securities laws by Discovery World (DWC) and all directors, officers and employees thereof, in order to preserve the reputation and integrity of the company.

The Policy is applicable to all directors, officers and employees of DWC.

Questions regarding this policy should be directed to the Company’s Chief Legal Officer.

If a director, officer or any employee of the Company or any agent or advisor of the Company has material, nonpublic information relating to the Company, it is the Company’s policy that neither that person nor any Related Person (as defined below) may buy or sell securities of the Company (the “Company Securities”) or engage in any other action to take advantage of, or pass on to others, that information.

INSIDER

Any person who possesses material, nonpublic information is considered an insider as to that information. Insiders include Company directors, officers, employees, independent contractors and those persons in a special relationship with the Company, e.g., its auditors, consultants or attorneys. The definition of insider is transaction specific; that is, an individual is an insider with respect to each material, nonpublic item of which he or she is aware.

WHAT IS “MATERIAL INFORMATION”?

The materiality of a fact depends upon the circumstances. A fact is considered “material” if there is a substantial likelihood that a reasonable investor would consider it important in making a decision to buy, sell or hold a security or where the fact is likely to have a significant effect on the market price of the security. Material information can be positive or negative and can relate to virtually any aspect of a company’s business or to any type of security – debt or equity.

Some examples of material information include:

- Unpublished financial results
- News of a pending or proposed company transaction
- Significant changes in corporate objectives

- News of a significant sale of assets
- Changes in dividend policies
- Financial liquidity problems

The above list is only illustrative; many other types of information may be considered “material,” depending on the circumstances. The materiality of particular information is subject to reassessment on a regular basis.

WHAT IS “NON-PUBLIC” INFORMATION?

Information is “nonpublic” if it is not available to the general public. In order for information to be considered public, it must be widely disseminated in a manner making it generally available to investors through such media as the Philippine Stock Exchange. The circulation of rumors, even if accurate and reported in the media, does not constitute effective public dissemination.

In addition, even after a public announcement of material information, a reasonable period of time must elapse in order for the market to react to the information. Generally, one should allow approximately two full trading days following publication as a reasonable waiting period before such information is deemed to be public.

Who is a “Related Person?”

For purposes of this Policy, a Related Person includes your spouse, minor children and anyone else living in your household; partnerships in which you are a general partner; trusts of which you are a trustee; estates of which you are an executor; and other equivalent legal entities that you control. Although a person’s parent or sibling may not be considered a Related Person (unless living in the same household), a parent or sibling may be a “tippee” for securities laws purposes.

Non-disclosure of Material Nonpublic Information

Material, nonpublic information must not be disclosed to anyone, except the persons within the Company or third party agents of the Company (such as investment banking advisors or outside legal counsel) whose positions require them to know it, until such information has been publicly released by the Company.

Prohibited Trading in Company Securities

No person may place a purchase or sell order or recommend that another person place a purchase or sell order in Company Securities when he or she has knowledge of material information concerning the

Company that has not been disclosed to the public. Loans, pledges, gifts, charitable donations and other contributions of Company Securities are also subject to this Policy.

“Tipping” Information to Others

Insiders may be liable for communicating or tipping material nonpublic information to any third party (“tippee”), not limited to just Related Persons. Further, insider trading violations are not limited to trading or tipping by insiders. Persons other than insiders also can be liable for insider trading, including tippees who trade on material, nonpublic information tipped to them and individuals who trade on material, nonpublic information which has been misappropriated.

Avoid Speculation

Directors, officers and employees, and their Related Persons may not trade in options, warrants, puts and calls or similar instruments on Company Securities or sell Company Securities “short.” In addition, directors, officers and employees, and their Related Persons may not hold Company Securities in margin accounts. Investing in Company Securities provides an opportunity to share in the future growth of the Company. Investment in the Company and sharing in the growth of the Company, however, does not mean short-range speculation based on fluctuations in the market. Such activities may put the personal gain of the director, officer or employee in conflict with the best interests of the Company and its security holders. Anyone may, of course, in accordance with this Policy and other Company policies, exercise options granted to them by the Company.

Pre-Clearance

Directors and Officers of the Company must obtain prior clearance from the Company’s Chief Legal Officer, before he, she or a Related Person makes any purchases or sales of Company Securities, including any exercise of stock options.

Effectivity

This policy shall take effect immediately.

Violations of any of the provisions contained in this policy are governed by Discovery Hospitality Corporation’s Code of Conduct.

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SEXUAL HARASSMENT POLICY

I. OBJECTIVES

- A. To create and maintain a community where all persons who participate in activities and programs of The Discovery Leisure Company, Inc. and its owned and managed properties (known collectively as “Discovery”) can work and learn together in an atmosphere free from all forms of harassment, exploitation and intimidation.
- B. To make every employee, guest and stakeholder of this community aware that Discovery is strongly opposed to any form of sexual harassment and that such behavior is prohibited by law and Discovery policy.
- C. To provide a process for reporting and responding to complaints of sexual harassment in order to prevent, to correct, and if necessary, to discipline any member of the Discovery community who violates this policy.

II. SCOPE

All members of the Discovery community in all properties, activities, programs, project offices/sites, or venues of official functions, or while representing Discovery in an official capacity.

III. POLICIES

- A. Discovery is committed to maintaining a positive learning, working and living environment. TDLIC and all its owned and managed properties will not tolerate any act of sexual harassment or retaliation against any complainant or witness by any member of the Discovery community (e.g., employee regardless of status, position, and job rank/level, or any other person who has dealings/transactions with Discovery).
- B. Discovery’s Anti-Sexual Harassment Policy provides a general definition of sexual harassment and retaliation and sets out a procedure to follow when a member of its community believes that a violation of this policy has occurred.

1. Sexual Harassment consists of interaction between individuals of the same or opposite sex that is characterized by unwelcome sexual advances, requests for sexual favor(s), and other physical or verbal conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, performance evaluation, career development, living conditions or a business transaction.
 - b. Submission to or rejection of such conduct by an individual is used as a basis for tangible employment, educational or business decisions affecting such individual; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or creating an intimidating, hostile or offensive work or learning environment.
2. It is also considered a violation of Discovery's Anti-Sexual Harassment Policy to retaliate against a person who reports an alleged incident of sexual harassment or who testifies, assists or participates in any proceeding, investigation or resolution of a sexual harassment report. Retaliation includes, but is not limited to, threats, intimidation, reprisals, and/or any adverse action related to employment, education or a business decision.
3. Sexual harassment may include incidents between members of the Discovery community including officers, associates, seasonal employees, project hires, consultants, or non-employee participants in Discovery's activities and programs such as, but not limited to, vendors, contractors, consultants, partners, recipients, patients or guests.
4. Sexual harassment may occur in hierarchical relationships, between peers, or between persons of the same or opposite sex.
5. Consensual romantic relationships between members of the Discovery community are not subject to this policy. However, while romantic relationships between members of the community may begin as consensual, they may evolve into situations that lead to charges of sexual harassment that will then be subject to this policy.
6. It is also considered a violation of the Anti-Sexual Harassment Policy for anyone to make a false complaint/report of sexual harassment or to provide false information regarding a complaint/report of sexual harassment.

7. When an incident of sexual harassment has been referred to the HR Department for proper disposition, all concerned parties are enjoined to ensure the confidentiality of the issue and all matters related to the incident and guarantee the utmost respect for individual privacy.
 8. It is intended that individuals who violate this Policy be disciplined or subjected to corrective action, up to and including termination for cause in conjunction with Discovery's Code of Conduct.
 9. Any administrative/disciplinary action is not a bar to the filing of a criminal/civil case for acts of sexual harassment.
- C. Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed shall also be liable under this policy and Discovery's Code of Conduct.
 - D. The Human Resources Management Office together with the Department Head shall be responsible for disseminating this policy to the community while immediate superiors will be responsible in ensuring that this policy is read and understood by all employees within their respective units and disclosed to third parties who have dealings/transactions with their offices. This policy shall likewise be part of the on-boarding program for new employees.

IV. PROCEDURE

- A. An employee who believes that he/she has experienced or witnessed sexual harassment or related retaliation should promptly report such behavior to his/her immediate superior, Department Head, and the HR Head. Any other party who is a victim of sexual harassment may report the incident to the HR Head or any Discovery officer who shall, in turn, refer the matter to the HR Department.
- B. Any immediate superior who receives a complaint/report of sexual harassment or related retaliation or witnesses such an incident is required to promptly report it to the HR Department. Professionals, who due to the nature of their work become privy to such information, are exempted from this provision based solely on the confidentiality of all matters discussed between the doctor/counselor and patient/client.
- C. Action/investigation of the sexual harassment complaint/report shall start within fifteen (15) days from receipt of complaint or report. The investigation shall be concluded and reports including recommendations submitted to the Property Head within ninety (90) days from receipt of complaint or report.

- D. The HR Head shall be responsible for coordinating and consulting with the Department Head of the complainant/affected party and/or respondent to determine the most appropriate means for addressing the complaint/report based on the procedures of the Code of Conduct. If the complaint is against the employee's immediate supervisor or Department Head, the HR head shall coordinate and consult with the property head.
1. Investigating the complaint/report in accordance with the Code of Conduct;
 2. With the agreement of both parties, attempt to resolve the complaint/report through the form of an alternative dispute resolution process (e.g., mediation);
 - a. The HR Head, in consultation with the Department Head or property head of the complainant may designate another individual from within or outside Discovery to conduct or assist in the investigation or to manage the alternative dispute resolution process.
 - b. Anyone so designated must adhere to the provisions of the University's Anti-Sexual Harassment Policy and must confer with and inform the Director of the Human Resources Management Office about his/her progress. The designated party must submit a report within the timetables prescribed in this policy.
 3. If it is determined by the HR Head and Department and/or property head that the complaint/report does not constitute sexual harassment, a summary report indicating the findings shall be submitted to the Property Head while the complainant/reporter shall be duly informed of the result of the preliminary investigation.
- E. All complaints or reports shall be made as promptly as feasible after its occurrence. A delay in complaining/reporting a sexual harassment incident may be reasonable under some circumstances on a case-to-case basis. However, an unreasonable delay in complaining about or reporting any alleged sexual harassment incident shall be an appropriate consideration in evaluating the merits of the complaint.
- F. When an investigation is conducted, both the complainant and respondent shall have the right to:
1. Receive written notice of the complaint/report including a statement of these allegations; and
 2. Present relevant information to the body conducting the investigation.

- G. The property head, the respondent's Department Head and immediate superior shall be notified that an investigation is ongoing. The HR Head shall advise the respondent's Department Head if there is a need to relieve the respondent of any duties and responsibilities or authority during the investigation. If the Department Head declines, he/she shall submit a letter of explanation to the property head detailing the reasons with a copy provided to the HR Head.

The investigation shall be conducted in accordance to the provisions of the Code of Conduct and Discipline by. Whenever practicable, a peer from the same employment classification as the complainant shall be included in the committee.

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WORK PLACE POLICY PROGRAM ON HEPATITIS B

DISCOVERY WORLD CORPORATION (DWC) is committed to conform to the established standards assurance of customer satisfaction, protection of our environment and health and safety in the workplaces.

The company promotes and ensures a healthy environment through its various health programs to safeguard its employees. And as part of the company's compliance to DOLE Department Advisory No. 05, Series of 2010 (Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B), this Program has been developed. This program is aimed to address the stigma attached to hepatitis B and to ensure that the employees' right against discrimination and confidentiality is maintained.

This guideline is formulated for everybody's information and reference for the diagnosis, treatment, and prevention of Hepatitis B. This will inform the employees of their role as well as the company in dealing with Hepatitis B. A healthy environment encompasses a good working relationship and great output for continuous business growth.

I. Implementing Structure

DWC's Hepatitis B workplace policy and program shall be managed by its health and safety Committee. Each division or department of the Company shall be duly represented.

II. Guidelines

A. Education

1. Coverage. All employees regardless of employment status may avail of hepatitis education services for free;
2. Hepatitis B shall be conducted through distribution and posting of IEC materials and counselling and/ or lectures; and
3. Hepatitis B education shall be spearheaded by DWC's Medical Clinic in close coordination with the health and safety Committee.

B. Preventive Strategies

1. All employees are encouraged to be immunized against Hepatitis B after securing clearance from their physician.

2. Workplace sanitation and proper waste management and disposal shall be monitored by the health and safety **Committee** on a regular basis.
3. Personal protective equipment shall be made available at all times for all employees; and
4. Employees will be given training and information on adherence to standards or universal precautions in the workplace.

III. Social Policies

A. Non discriminatory Policy and Practices

1. There shall be no discrimination of any form against employees on the basis of their Hepatitis B status consistent with the international agreements on non discrimination ratified by the Philippines (ILO C111). Employees shall not be discriminated against, from pre to post employment, including hiring, promotion, or assignment because of their hepatitis B status.
2. Workplace management of sick employees shall not differ from that of any other illness. Persons with Hepatitis B related illnesses may work for as long as they are medically fit to work.

B. Confidentiality

Job applicants and employees shall not be compelled to disclose their Hepatitis B status and other related medical information. Co-employees shall not be obliged to reveal any personal information about their fellow employees. Access to personal data relating to employee's Hepatitis B status shall be bound by the rules on confidentiality and shall be strictly limited to medical personnel or if legally required.

C. Work-Accommodation and Arrangement

1. The company shall take measures to reasonably accommodate employees who are Hepatitis B positive or with Hepatitis B - related illnesses.
2. Through agreements made between management and employees' representative, measures to support employees with Hepatitis B are encouraged to work through flexible leave arrangements, rescheduling of working time and arrangement for return to work.

D. Screening, Diagnosis, Treatment and Referral to Health Care Services

1. The company shall establish a referral system and provide access to diagnostic and treatment services for its employees for appropriate medical evaluation/ monitoring and management.

2. Adherence to the guidelines for healthcare providers on the evaluation of Hepatitis B positive employees is highly encouraged.
3. Screening for Hepatitis B as a prerequisite to employment shall not be mandatory.

E. Compensation

The company shall provide access to Social Security System and Employees Compensation benefits under PD 626 to an employee contracted with Hepatitis B infection in the performance of his duty.

IV. Roles and Responsibilities of Employers and Employees

A. Employer's Responsibilities

1. Management, together with employees' organizations, company focal personnel for human resources, and safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on Hepatitis B.
2. The Health and Safety Committee shall ensure that their company policy and program is adequately funded and made known to all employees.
3. The Human Resources Department shall ensure that their policy and program adheres to existing legislations and guidelines, including provisions on leaves, benefits and insurance.
4. Management shall provide information, education and training on Hepatitis B for its workforce consistent with the standardized basic information package developed by the Hepatitis B TWG; if not available within the establishment, then provide access to information.
5. The company shall ensure non-discriminatory practices in the workplace.
6. The management together with the company focal personnel for human resources and safety and health shall provide appropriate personal protective equipment to prevent Hepatitis B exposure, especially for employees exposed to potentially contaminated blood or body fluid.
7. The Health and Safety **Committee**, together with the employees' organizations shall jointly review the policy and program for effectiveness and continue to improve these by networking with government and organizations promoting Hepatitis B prevention.
8. The company shall ensure confidentiality of the health status of its employees, including those with Hepatitis B.
9. The human resources shall ensure that access to medical records is limited to authorized personnel.

B. Employees Responsibilities

1. The employees' organization is required to undertake an active role in educating and training their members on Hepatitis B prevention and control. The IEC program must also aim at promoting and practicing a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose employees to increased risk of Hepatitis B infection, consistent with the standardized basic information package developed by the Hepatitis B TWG.
2. Employees shall practice non-discriminatory acts against co-employees on the ground of Hepatitis B status.
3. Employees and their organizations shall not have access to personnel data relating to an employee's Hepatitis B status. The rules of confidentiality shall apply in carrying out union and organization functions.
4. Employees shall comply with the universal precaution and the preventive measures.
5. Employees with Hepatitis B may inform the health care provider or the company physician on their Hepatitis B status, that is, if their work activities may increase the risk of Hepatitis B infection and transmission or put the Hepatitis B positive at risk for aggravation.

V. IMPLEMENTATION AND MONITORING

Within the establishment, the implementation of the policy and program shall be monitored and evaluated periodically. The safety and health **Committee** or its counterpart shall be tasked for this purpose.

VI. EFFECTIVITY

This Policy shall take effect 25 March 2012.

Violations of any of the provisions contained in this policy are governed by Discovery Hospitality Corporation's Code of Conduct.

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DRUG-FREE WORKPLACE

In compliance with Article V of Republic Act No. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, and its Implementing Rules and Regulations and DOLE Department Order No. 53-03, series of 2003 (Guidelines for the Implementation of a Drug-Free Workplace Policies and Programs for the Private Sector), **DISCOVERY WORLD CORPORATION (DWC)** hereby adopts the following policies and programs to achieve a drug-free workplace:

I. COMPANY POLICY ON DRUG-FREE WORKPLACE

DWC explicitly prohibits:

- A. The use, possession, solicitation for, or sale of dangerous drugs on company premises or while performing an assignment.
- B. Being impaired or under the influence of dangerous drugs away from the company, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
- C. Possession, use, solicitation for, or sale of dangerous drugs away from the company premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
- D. The presence of any detectable amount of dangerous drugs in the employee's system while at work, while on the premises of the company, or while on company business. "Dangerous Drugs" include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex of R.A. 9165.

II. COMPANY PROGRAM ON DRUG-FREE WORKPLACE

A. MANDATORY DRUG TEST

- 1. To ensure that only those qualified shall be screened and recruited to prevent the detrimental effects (*e.g. lower productivity; poor decision making; increased accidents; more compensation claims; and reduced team effort*) which drug use and abuse may cause

in the workplace, the conduct of mandatory drug test shall be required for pre-employment.

2. DWC designates any accredited drug testing center by the Department of Health (DOH), as its authorized drug testing laboratory.
3. DWC may also conduct drug testing under any of the following circumstances:
 - a. **RANDOM TESTING:** Officer/employees may be selected at random for drug testing at any interval determined by the Company.
 - b. **FOR-CAUSE TESTING:** The company may ask an officer/employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs, including, but not limited to, the following circumstances: evidence of drugs on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
 - c. **POST-ACCIDENT TESTING:** Any officer/employee involved in a "Near-Miss" incident or "Work Accident" under circumstances that suggest possible use or influence of drugs may be asked to submit to a drug test. As defined herein, "Near-Miss" means an incident arising from or in the course of work which could have led to injuries or fatalities of the workers and/or considerable damage to the employer had it not been curtailed. "Work Accident" refers to unplanned or unexpected occurrence that may or may not result in personal injury, property damage, work stoppage or interference or any combination thereof of which arises out of and in the course of employment.
4. All drug tests shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of the drug used and the confirmatory test which will confirm a positive screening test. Where the confirmatory test turns positive, the company's Assessment Team shall evaluate the results and determine the level of care and administrative interventions that can be extended to the concerned employee.
5. DWC shall inform the officer/employee who was subjected to a drug test of the test-results whether positive or negative.
6. All costs of drug testing shall be borne by ABC Company.

B. TREATMENT, REHABILITATION, AND REFERRAL

1. An officer/employee who, for the first time, is found positive of drug use, shall be referred for treatment and/or rehabilitation in a DOH accredited center. For this purpose, DWC shall provide a list of at least three (3) accredited facilities which an employee who was tested positive for drugs may choose from.

2. Following rehabilitation, the company's Assessment Team, in consultation with the head of the rehabilitation center, shall evaluate the status of the drug dependent employee and recommend to the employer the resumption of the employee's job if he/she poses no serious danger to his/her co-employees and/or the workplace.
3. All costs for the treatment and rehabilitation of the drug dependent employee shall be charged to his account. The period during which the employee is under treatment or rehabilitation shall be considered as authorized leaves.
4. Repeated drug use even after ample opportunity for treatment and rehabilitation shall be dealt with the corresponding penalties under R.A. 9165 and is a ground for dismissal.

C. ADVOCACY, EDUCATION AND TRAINING

1. DWC undertakes to increase the awareness and education of its officers and employees on the adverse effects of dangerous drugs through continuous advocacy, education and training programs/activities to all its officers and employees.
2. All officers and employees are required to undergo an orientation/education program before assumption of their respective duties. The program shall include the following topics:
3. Salient features of R.A. 9165:
 - a. Adverse effects of abuse and/or misuse of dangerous drugs on the person, workplace, family and the community;
 - b. Preventive measures against drug abuse; and
 - c. Steps to take when intervention is needed, as well as available services for treatment and rehabilitation.
4. To encourage all officers and employees to lead a healthy lifestyle while at work and at home, DWC undertakes to conduct the following activities as often as possible:
 - a. Lifestyle assessment programs on health nutrition, weight management, stress management, alcohol abuse, smoking cessation, and other indicators of risk diseases;
 - b. Health wellness screenings (*e.g. blood pressure and heart rate, cholesterol test, blood glucose, etc.*);
 - c. Sports, recreational and fun-game activities; and
 - d. Other activities promoting health and wellness.

D. ROLES, RIGHTS AND RESPONSIBILITIES OF EMPLOYER AND EMPLOYEES

1. DWC shall ensure that the workplace policies and programs on the prevention and control of dangerous drugs, including drug testing, shall be disseminated to all officers and

employees. The employer shall obtain a written acknowledgement from the employees that the policy has been read and understood by them.

2. DWC shall maintain the confidentiality of all information relating to drug tests or to the identification of drug users in the workplace; exceptions may be made only where required by law, in case of overriding public health and safety concerns; or where such exceptions have been authorized in writing by the person concerned.
3. All officers and employees shall enjoy the right to due process, absence of which will render the referral procedure ineffective.

E. CONSEQUENCES OF POLICY VIOLATIONS

1. Any officer or employee who uses, possesses, distributes, sells or attempts to sell, tolerates, or transfers dangerous drugs or otherwise commits other unlawful acts as defined under Article II of RA 9165 and its Implementing Rules and Regulations shall be subject to the pertinent provisions of the said Act.
2. Any officer or employee found positive for use of dangerous drugs shall be dealt with administratively in accordance with the provisions of Article 282 of Book VI of the Labor Code and under RA 9165.

F. MONITORING AND EVALUATION

1. The implementation of these policies and programs shall be monitored and evaluated periodically by management to ensure a drug-free workplace. For this purpose, an Assessment Team shall be constituted in accordance with D.O. 53-03.

G. EFFECTIVITY

1. The provisions of these policies and programs shall be immediately effective after its ratification by the management and the employee's representatives and its posting in the company's bulletin board.

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TUBERCULOSIS (TB) PREVENTION AND CONTROL

OBJECTIVE

The Discovery Leisure Company, Inc. (TDLCI) and its owned and managed properties (known collectively as “Discovery”) is committed to conform to the established standards assurance of customer satisfaction, protection of our environment and the health and safety in the workplaces.

Discovery promotes and ensures a healthy environment through its various health programs to safeguard its employees, guests, and stakeholders.

Discovery recognizes that while 80% of Tuberculosis (TB) cases belong to the economically productive individuals, it is also treatable and its spread can be curtailed if proper control measures will be implemented. As such, this TB Policy and Program is hereby issued for the information and guidance of the employees.

It is our objective to:

- To assist the government in its campaign against Tuberculosis (TB) in compliance with the Department of Labor and Employment’s Department Order No. 73-05, series of 2005 – Guidelines for the Implementation of Policy and Program on Tuberculosis (TB) Prevention and Control in the Workplace.
- To provide initiatives to prevent the outbreak and spread of tuberculosis in the workplace, and to treat, care, and support employees who become afflicted with tuberculosis thus assisting in addressing the stigma attached to this disease.

I. IMPLEMENTING STRUCTURE

The Discovery TB Program shall be managed by the health and safety committee of every property consisting of representatives from the different departments.

II. COVERAGE

This Program shall apply to all employees regardless of their employment status, position title, and job level or rank.

III. GUIDELINES

A. Preventive Strategies

1. *Conduct of Tuberculosis (TB) Advocacy, Training and Education*

- a. Discovery seeks the prevention of the spread of tuberculosis, as well as the treatment, rehabilitation, and restoration to work of employees who contract this disease. To achieve this goal, all employees are strictly mandated to undergo an annual physical examination with the requisite chest x-ray. The annual physical and executive checkup schedules should be accompanied by a reminder that the chest x-ray is one way in which employees commit to the prevention of the spread of TB.
- b. Also, in line with this, a TB awareness program shall be undertaken through information dissemination, which shall include the nature of the disease, its frequency of occurrence in a selected population, and its mode of transmission, treatment with Directly Observed Treatment Short Course (DOTS), and control and management of TB at homes and in the workplace. This shall be handled by Discovery's accredited healthcare provider together with the HR Department and conducted annually for employees during a Town Hall meeting.
- c. The DOTS is a comprehensive strategy to control TB, and is composed of five components, which are:
 - i. Political will or commitment to enduring sustained and quality TB treatment and control activities;
 - ii. Case detection by sputum-smear microscopy among symptomatic patients;
 - iii. Standard short-course chemotherapy using regimens of 6 to 8 months for all confirmed active TB cases (i.e., smear positive or those validated by the TB Diagnostic Committee). Complete drug taking through direct observation by a designated treatment partner, during the whole course of the treatment regimen;
 - iv. A regular, uninterrupted supply of all anti-tuberculosis drugs and other materials;
- d. Employees must be given proper information on ways of strengthening their immune responses against TB infection, i.e., information on good nutrition, adequate rest, avoidance of tobacco and alcohol, and good personal hygiene practices. However, it should be underscored that intensive efforts in the prevention of the spread of the disease must be geared towards accurate information on its etiology and complete performance overall.
- e. Capability building on TB awareness raising and training on TB case Finding, Case Holding, Reporting and Recording of cases and the implementation of DOTS shall be given to Discovery's occupational safety and health committee.
- f. Improving workplace conditions:

- i. To ensure that contamination from TB airborne particles is controlled, workplaces must provide adequate and appropriate ventilation (DOLE-Occupational Safety and Health Standards, OSHS, Rule 1076.01) and there shall be adequate sanitary facilities for workers.
- ii. The number of employees in a work area shall not exceed the required number for a specified area and shall observe the standard for space requirement. (OSHS Rule 1062)

2. *Screening, Diagnosis, Treatment and Referral to Health Care Services*

- a. Discovery's referral system provides access to diagnostic and treatment services for its employees. The HR Department shall make arrangements with the nearest Direct Observed Treatment (DOT) facility. The process flow is annexed to this policy.
- b. The HR Head shall monitor the progress of the employee's treatment and will share the information with the Department Head.
- c. The company shall strictly adhere to the DOTS guidelines on the diagnosis and treatment of TB.
- d. The cost of the treatment shall be to the account of the employee.

B. Medical Management

1. Discovery adheres to DOTS strategy in the management of workers with tuberculosis. TB case finding, case holding and Reporting and Recording shall be in accordance with the Comprehensive Unified Policy (CUP) and the National Tuberculosis Control Program.
2. Discovery shall refer employees and household members with TB to private or public DOTS centers.

C. Social Policy

1. *Non-Discriminatory Policies and Practices*

- a. Employees who have or had TB shall not be discriminated against. Instead, they shall be supported with adequate diagnosis and treatment, and shall be entitled to work for as long as they are certified by Discovery's accredited health provider as medically fit and shall be restored to work as soon as their illness is controlled.
- b. Workplace management of sick employees shall not differ from that of any other illness. Persons with TB related illnesses should be able to work for as long as certified to be medically fit by Discovery's health provider.

2. *Work Accommodations and Arrangements*

- a. Agreements made between Discovery and its employees shall reflect measures that will support workers with TB through flexible leave arrangements, rescheduling of working time and arrangement for return to work.
- b. The employee may be allowed to return to work with reasonable working arrangements as determined by Discovery's Health Care provider and/or the DOTS provider.

D. Compensation

The company shall provide access to Social Security System and Employees Compensation benefits under PD 626 to an employee who acquired TB infection in the performance of duties.

IV. ROLES AND RESPONSIBILITIES OF DISCOVERY AND ITS EMPLOYEES

A. Discovery's Responsibilities

1. Discovery, through its representative from the HR and Security departments, as well as its safety and health employees shall develop, implement, monitor and evaluate the workplace policy and program on TB.
2. Discovery shall ensure that any occurrence of TB in the workplace is traced and that all contacts are clinically assessed, as much as feasible for the property to do so.
3. Discovery shall provide information, education and training on TB prevention for its employees.
4. Ensure non-discriminatory practices in the workplace.
5. Ensure confidentiality of the health status of its employees and the access to medical records is limited to the Property Head and the HR Head.
6. Discovery, through its Finance and its Human Resources departments, shall see to it that the company policy and program is adequately funded and made known to all employees.
7. The Health and Safety Committee shall review the policy and program and continue to improve these by networking with government and organizations promoting TB prevention.

B. The Employees' Responsibilities

1. Employees who have symptoms of TB shall immediately seek assistance from the HR Department and Discovery's healthcare provider.
 - a. An employee who has the symptoms of TB may be required to initially wear a face mask (especially while inside the property) and observe good hygiene practices, at least until declared by a competent medical practitioner to be safe from transmission.

- b. Similarly, for those at risk, i.e., those with family members with TB or those exposed to a co-employee with TB, it would be prudent to observe the same good hygiene practices until declared free from the disease and safe from transmission.
2. Once diagnosed to be with TB, an employee must immediately seek treatment either through the Department of Health's DOTS or a private physician of the employee's choice. However, it is imperative that the one strictly adheres to the course of treatment. Failing to dutifully observe the treatment course may give rise to complications, such as resistance or even the failure of treatment, which may make it harder to treat the infection and result in a longer treatment.

Absence from work due to medical reasons of over six [6] months may result in the termination of one's employment as provided for by the Labor Code of the Philippines under Art. 284 – Disease as Ground for Termination.

3. Employees are required to undergo an annual compulsory chest X-ray through the Annual Physical Examination or Executive Check Up schedule of the property. If for any reason an employee fails to secure a chest x-ray at that time, the person shall be directed to secure a chest x-ray at an accredited clinic by the HR Department and/or a Discovery approved DOH-accredited healthcare facility.
4. Employees (those afflicted with the disease or those identified under contact tracing) who refuse to cooperate and dutifully observe lawful instructions (undergo a medical check-up and/or treatment), may be subject to disciplinary action proceedings for insubordination (the penalty of which may range up to the termination of one's employment) and other violations in accordance with Discovery's Code of Conduct.
5. The HR Department is required to undertake an active role in educating and training employees on TB prevention and control.
6. Employees shall not have access to employee data relating to a worker's TB status.

V. PROCEDURE

- A. The HR Department and Discovery's accredited healthcare provider shall coordinate provide preventive and technical assistance in the implementation of the Workplace TB Control and Management Program.
- B. An employee who undergoes the Annual Physical Examination or Executive Check-up with the requisite chest x-ray will have the record forwarded to the HR Department. Employees who fail to undergo the requisite annual chest x-ray shall be directed to secure one at an accredited clinic by HR and/or the employee's infirmary/health service provider.

1. Those with medical findings shall be required to undergo further medical check-up. All medical records in connection with this second/further check-up shall be submitted to the HR Department and the healthcare provider.
 2. The employee shall then coordinate with the HR Department and the healthcare provider for the next steps.
- C. An employee who is suspected to be afflicted with TB, whether as a direct suspect or by contact tracing, must fully cooperate with the healthcare provider (and/or the contracted Health Services provider). If the employee tests positive for TB, the employee shall undergo the DOTS program to its completion.
- D. If the employee needs to undergo a leave of absence to recuperate, the employee must first be allowed to use the available sick leave credits before requesting to be permitted to go on a Leave of Absence without Pay.
1. The employee must follow the required procedures in applying for a leave.
 2. The Department must ensure that the proper steps are observed by the employee and that HR is duly and immediately notified.
- E. An employee may be allowed to go on a medical leave of absence (without pay) for a maximum period of six (6) months. The concerned employee shall submit an application for a leave of absence before going on leave. Said leave application shall be subject to approval at the sole discretion of the property.
- F. After treatment, with a maximum period of six (6) months on leave (without pay), an employee found to be cured or in a non-communicable stage of TB may be allowed back to work, provided that the employee's health shall continue to be monitored during the annual physical examination with the requisite chest x-ray or as may be deemed necessary by the Healthcare provider or contracted health service provider.
- G. The employee returning to work shall be required by the HR Department to secure a medical clearance from a medical doctor chosen by Discovery or its accredited healthcare provider before being allowed to return to work.
- H. The HR Department will initiate disciplinary proceedings against any employee found to have discontinued treatment in defiance of medical advice, or who refuses to undergo the full treatment course prescribed. Likewise, employees who are ordered to undergo a check-up due to contact tracing but refuse to do so will also face disciplinary action proceedings. In both cases, the maximum sanction applicable for insubordination will be the termination of one's employment in accordance with Discovery's Code of Conduct.

VI. IMPLEMENTATION AND MONITORING

The Safety and Health Committee or its counterpart shall annually monitor and evaluate the implementation of this Policy and Program. Minutes of the assessment shall be taken and its recommendations submitted to the Property Head and the HR Head. These findings shall be part of the documented records of the committee.

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ANTI-BRIBERY AND CORRUPTION POLICY

The Anti-Bribery and Anti-Corruption Policy (ABC Policy) sets the minimum standards with respect to the Discovery World Corporation and all its owned or managed properties and businesses' ("Company") stance on bribery and corruption and sets out the policies and procedures for the Company's full compliance with all applicable anti-bribery and anti-corruption laws.

DWC upholds the principles of honesty, integrity, and transparency in conducting business. In line with this commitment, the Company strictly prohibits any form of bribery and corruption within the Company, as well as in dealing with its business partners, service providers, customers as well as governmental agencies and instrumentalities. It is every director's, officer's and employee's responsibility to prevent or counter bribery and corruption in the Company by adhering to this policy.

All directors, officers and employees have the obligation to ensure that any interaction with public officials complies with all relevant laws and regulations, as well as this policy. Further, the Company expects its suppliers and contractors to uphold the same standards as set out in this policy. The policy is subject to such rules as the Company may prescribe on gifts of minimal value such as promotional items and minor company collaterals as may be customary in the ordinary course of business and as appropriate to the occasion.

Nevertheless, directors, officers and employees must exercise caution regarding the giving, or receiving of, business-related gifts or hospitality. The following shall be considered as prohibited acts of bribery and corruption:

1. Directly or indirectly offering, giving, requesting, or receiving money, gifts, favors, benefits or anything of value for the purpose of influencing decisions or to gain unfair advantage in company transactions;
2. Using or performing official functions for personal gain;
3. Performing or neglecting to perform any official function in exchange for receiving money, gifts, favors, benefits or anything of value in the course of business or;
4. Any actions similar to those stated above.

Bribery and corruption may be committed even if the act is done with a person who is not a public official and is in the private sector. Any act, attempt or allegation of bribery and corruption shall be treated as grave offenses that will be handled with dispatch and dealt with the full force of the applicable laws, rules or regulations. In handling any case alleging bribery or corruption, the Company shall be guided by its

Corporate Code of Conduct, the Revised Penal Code, and other relevant laws and regulations pertaining to the said subject.

Failure to observe this policy is a cause for administrative disciplinary action, without prejudice to whatever civil or criminal liability/ies that may be meted out to the offending director, officer and/or employee. Any act or attempt by a Company employee to commit bribery or corruption should be reported to HR, Internal Audit, and the employee's immediate supervisor or to any other responsible officer. The procedure for reporting and the protection afforded by the Company Whistleblower Policy shall apply in each instance of reported bribery and corruption.

No employee will be penalized, or be subject to any adverse consequences for refusing to pay or accept bribes even if it may result in the Company losing on any business.

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