# **Whistle-Blowing Policy**

# I. Rationale

San Miguel Food and Beverage, Inc., formerly San Miguel Pure Foods Company Inc. (the "Company"), and its subsidiaries, as members of the San Miguel Group of companies, adopt the San Miguel Corporation ("SMC") Group-wide Whistle-Blowing Policy, which sets forth the procedures for directors, officers, employees and other interested parties to communicate concerns regarding the Group's (including the Company's and its subsidiaries') accounting, internal accounting controls, auditing or financial reporting matters.

Nevertheless, the Company and its food subsidiaries (collectively referred to as "San Miguel Foods" or "SMF") has determined that it is imperative for it to have a supplemental Whistle-Blowing Policy (referred to as the "Policy") that is broader in coverage, in addition to and aligned with SMC's Whistle-Blowing Policy, in keeping with the Company's core value of "MALASAKIT" and ensuring that its businesses are conducted in the highest standards of fairness, transparency, accountability and ethics in the pursuit of good governance. Hence, the Company encourages any director, officer, employee, or Business Partner (referred to as a "Whistleblower") to report or provide information about any activity concerning SMF that he or she considers to be fraudulent, misconduct, malpractice, corrupt or irregular, and has potential to cause losses and harm to the business, or any of its employees and/or Business Partners.

Capitalized terms used in this Policy and not defined in the sections where these are first used shall have the meanings ascribed to them in Appendix A attached hereto.

#### Objectives:

- 1) To increase awareness on the principles of conducting business with the highest standards of integrity, mental honesty, character and organizational excellence.
- 2) To implement accountability for our own actions. The Policy encourages individuals to become more prudent in their decisions and actions on a daily basis as they perform their tasks and responsibilities.
- 3) To ensure fair and just implementation of business processes, protocols, rules and regulations that are aligned with the Company's way of conducting business.
- 4) To ensure compliance with, and respect for all applicable laws governing our businesses and our roles as officers, employees and Business Partners.

- 5) To provide an opportunity to be heard, especially in the desire to conduct business fairly and properly to achieve sustainability of SMF's businesses.
- 6) To supplement other available a venues wherein concerns from directors, officers, employees and/or Business Partners may be raised, addressed and/or resolved.

# **II.** Coverage of Policy

Concerns, illegal or non-compliant conduct, misconduct, whether actual or suspected, committed by a director, officer, employee or Business Partner, including but not limited to the following acts and omissions, are covered by this Policy:

- 1) Violation of any law or regulatory requirement;
- 2) Violation of the Code of Business Conduct and Ethics and company policies;
- 3) Concerns (e.g. malpractice, impropriety, Theft or Fraud) regarding accounting, internal controls, auditing or financial reporting matters;
- 4) Improper conduct or unethical behavior likely to cause financial loss to the Company or prejudice the reputation of the Company or constituting harassment or duress on the part of any employee, officer, or Business Partner; and
- 5) Any act or omission analogous to the foregoing, as well as deliberate concealment of any of the foregoing.

# III. Confidentiality

Any complaint or report by a Whistleblower shall be kept confidential to the extent permitted by law and the Company's ability to address the violations alleged to be committed. A Whistleblower who reports a suspected violation shall remain anonymous, but will bear in mind that there are certain circumstances wherein the law or applicable regulation may require disclosure of the identity of the Whistleblower in legal proceedings.

# IV. <u>Protection</u>

The Company shall adopt a Non-retaliatory Posture. In this regard, it is the duty of the Company to protect the Whistleblower acting in Good Faith from any form of direct or indirect Retaliation, harassment and discrimination. The Whistleblower may report any act of direct or indirect Retaliation, harassment and/or discrimination encountered to the Whistleblower Relations Officer for appropriate action.

#### A. Employees

The Company shall ensure that no Whistleblower shall be at risk of suffering any form of Retaliation as a result of raising a genuine concern.

- Whistleblowers shall be assured of protection against unfair dismissal and/or unwarranted disciplinary action.
- The Company shall ensure the security and well-being of the person of the Whistleblower by providing physical security in instances where there is a serious threat to his/her life or that of his/her family.
- If and when necessary, the Governance Committee may recommend that the Whistleblower be subject to a Temporary Re-assignment or relocation.

#### **B.** External Whistleblowers

The Company shall ensure that external Whistleblowers acting in Good Faith are protected from Retaliation.

 Business Partners shall be assured of protection against unfair treatment and/or unwarranted termination of their contractual relations with the Company.

### C. Penalty for Retaliation

Any employee, officer or Business Partner who commits any retaliatory act against the Whistleblower will be subjected to appropriate sanctions, which include dismissal from employment or termination of contractual relations, as the case may be.

#### D. Making False Reports

If a Whistleblower makes a false report with an ulterior motive or for personal gain, the Company reserves the right to take appropriate action against the Whistleblower to recover any loss or damage as a result of the false report. In particular, the employee may face disciplinary action including termination from employment, while the Business Partner's contract may be terminated, where appropriate.

## V. Reporting Channel

The Whistleblower shall report to the Whistleblower Relations Officer any conduct or activity that he/she reasonably believes in Good Faith to be a reportable conduct, as defined herein. The report or disclosure should be made in writing using the attached standard form (Whistle-Blowing Report Form), which may then be sent and/or discussed through any of the following channels:

Website	http://www.sanmiguelfoods.com/page/concerns
Email	smfwhistleblower@sanmiguel.com.ph ebay@sanmiguel.com.ph
Mail	Whistleblower Relations Officer 100 E. Rodriguez Jr. Ave. (C5 Road), Brgy. Ugong, Pasig City
Phone /Mobile	Office: +63 2 5317-5914 Mobile: +63 917 832-7200

Face-to-	With one or more of the following: (i) Compliance Officer, (ii) Whistleblower Relations
face	Officer, (iii) Any member of the Governance Committee, Food Division Human Resources,
meeting	Internal Audit Group or Office of General Counsel

While the Company does not expect the Whistleblower to have absolute proof or evidence of the misconduct, malpractice or irregularity reported, the report should be based on one or more reasons for the concern/s and a full disclosure of any relevant details and supporting documentation.

# **VI. GOVERNANCE MECHANISM**

- A. SMF shall appoint a Whistleblower Relations Officer who shall have the responsibilities set out in this Policy.
- B. SMF shall create a Governance Committee composed of the following: the Company's Compliance Officer, Food Division Human Resources Head, and General Counsel, which shall have the responsibilities set out in this Policy.
- C. Investigation and Resolution Process

Upon receipt of a complaint or report from a Whistleblower (the "Whistleblower Report"), the Whistleblower Relations Officer shall conduct a preliminary investigation to determine whether there is sufficient evidence to support the matters raised, or alternatively, refute the Whistleblower Report.

The Whistleblower Relations Officer shall then submit an initial written report on the results of his/her investigation to the Governance Committee. If the report warrants further investigation, the Governance Committee shall then appoint an Investigating Body together with the Whistleblower Relations Officer, to handle the investigation.

Thereafter, the Investigating Body shall submit a written report and recommendation to the Governance Committee for review prior to submission to the relevant General Manager for endorsement to the Company's Chief Operating Officer – Food, for evaluation and approval.

The Whistleblower Relations Officer and members of the Governance Committee or Investigating Body are not exempted from this Policy and any Whistleblower Report against them shall be submitted to their immediate superiors. An *ad hoc* Investigating Body may be constituted by the Company's Chief Operating Officer – Food, to conduct an investigation and the report on the results of the investigation will then be submitted to him/her for evaluation and approval.

Consistent with SMC's Whistle-Blowing Policy, the Investigating Body for all concerns relating to accounting, internal accounting controls, auditing or financial reporting matters shall include the Chief Finance Officer. The Investigating Body shall provide original copies or records of all communications involving the Whistleblower Report, along with a summary of such communications, to the Company's Audit Committee. Furthermore, the Investigating Body shall report the results of the investigation and its recommendation, as reviewed by the relevant General Manager and/or the Company's Chief Operating Officer – Food, as the case may be, to the Company's Audit Committee at regular or special meetings of such Audit Committee called for the purpose, for approval.

All Whistleblower Reports shall be the subject of a thorough, unbiased and discreet investigation with the objective of locating evidence that either substantiates or refutes the claims made by the Whistleblower.

Applicable laws, rules and regulations shall be observed in any investigation arising out of a Whistleblower Report. As such, any individual against whom the allegation is made shall be given the right and opportunity to present evidence to disprove the allegation.

### C. Monitoring and Feedback Process

The Whistleblower Relations Officer shall update the Whistleblower on the general status of the investigation. All updates shall be kept strictly confidential.

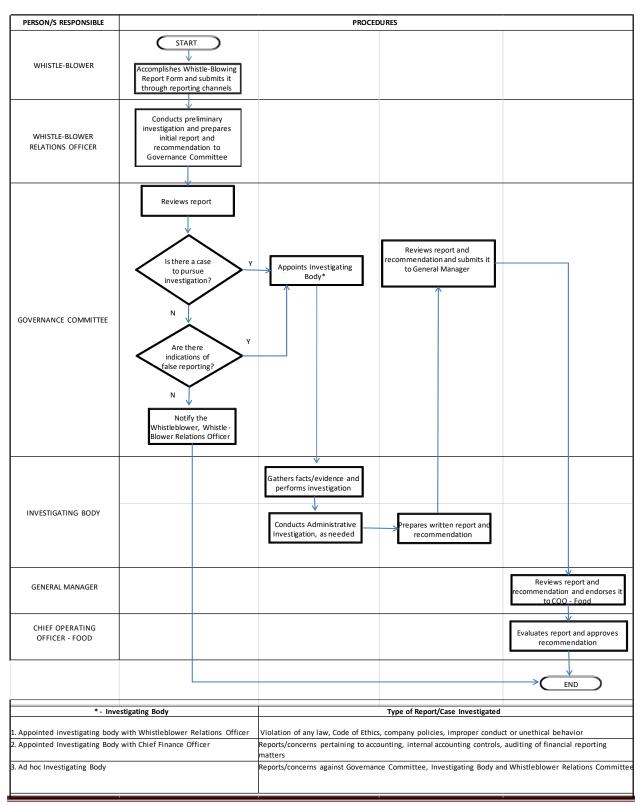
# **Appendices**

# Appendix A - Definition of Terms

- 1) **Business Partners** Means organizations and individuals who provide services, raw and packaging materials, ingredients, components, finished goods, or other products to SMF.
- 2) **Corruption** Means taking advantage of power, influence, and position in order to achieve some form of gain from another person, group or business.
- 3) **Fraud** Means any dishonest activity with the intention or purpose to deceive, causing actual or potential losses to the Company. It also includes the deliberate falsification, concealment or malicious destruction of official or company documents, use of falsified documentation or the improper use of information or position.
- 4) **Good Faith** Means reasonable belief of the Whistleblower that the information disclosed and any allegation contained in his/her report are substantially true.
- 5) **Governance Committee** Means a committee composed of the Company's Compliance Officer, Food Division Human Resources Head and General Counsel, who will be tasked to review the recommendations made by the Investigating Body.
- 6) **Investigating Body** Means the appointed individuals or committees tasked to look carefully into the reported irregularity, and are responsible for determining the facts, reviewing findings and providing recommendation.
- 7) **Non-retaliatory Posture** Means the stand of the Company by which it ensures the anonymity and protection of any Whistleblower who reports any suspected misconduct, malpractice, Theft, Corruption, Fraud or irregularity that puts at risk the Company's resources and good standing.
- 8) **Reporting Channel** Means the prescribed and approved process in which the Whistleblower can report any suspected misconduct, malpractice, Theft, Corruption, Fraud or irregularity without threat or harm, wherein he or she can maintain anonymity and may cooperate with the Investigating Body in determining the truth or addressing the impression of irregularities.
- 9) **Retaliation** Means any act of discrimination, harassment or bias towards a Whistleblower for making the complaint.
- 10) **Temporary Re-assignment** Means a change in a Whistleblower-employee's assignment or work base for a period which will not exceed six (6) months.
- 11) **Theft** Means a deliberate act of taking away anything that is of value to a person, group or the Company without the consent of such person, group or the Company.
- 12) **Whistleblower** Means any person or organization who reports or makes known any suspected misconduct, malpractice, Theft, Corruption, Fraud or irregularity that puts at risk the Company's businesses, resources and good standing.
- 13) **Whistle-Blowing** Means any act to report or make known any suspected misconduct, malpractice, Theft, Corruption, Fraud or irregularity through the confidential Reporting

- Channel provided in this Policy, for such report to be subject to investigation and scrutiny of an appointed Investigating Body.
- 14) Whistleblower Relations Officer Means any person appointed by SMF to initially validate reportable conduct or information, participate in the administrative investigation, and update the Whistleblower on the status of his/her report.

# <u>Appendix B</u> - PROCESS FLOW IN THE INVESTIGATION AND RESOLUTION OF WHISTLE-BLOWING REPORTS



	CT INFORMAT	ION					
NAME	STATUS    Employee   Business   Others						
EMPLOYER /UNIT WORK LOCA			ION/ADDRESS			WORKPHONE	
HOME ADDRESS				(	CELLPHONE		
EMAIL ADDRESS							
BEST TIME /PLACE	TO REACH YO	DU:					
ERSON(S) OF INTER	EST INFORMA	TION					
NAME						POSITION	
DIVISION	UNIT		UNIT AD	DRESS		PHONE	
HOME ADDRESS (IF	NON-EMPLO	YEE)					
/ITNESS (ES) Plaasa	provido witno	ss that can confir	m vour all	ogation			
TITIVESS (ES) FIEBSE	provide withe	ss that can comin	that can confirm your allegation ADDRESS		PHONE		
NAME		ADDRESS	, , , , , , , , , , , , , , , , , , , ,		PHC	ONE	
		ADDRESS POSITION				DNE	
DEPARTMENT					PHC		
DEPARTMENT		POSITION			PHC	DNE	
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DEPARTMENT  NAME  EMPLOYMENT  COMPLAINT: Briefl when, where, and pages as necessary	how. If there	POSITION  ADDRESS  POSITION  improper activity	and how	you know a	PHC PHC	ONE ONE t it. Specify what, who,	
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DEPARTMENT  NAME  EMPLOYMENT  COMPLAINT: Briefl when, where, and pages as necessary what wrongdoing or the did the did the wrongdoing or the did t	how. If there  ccurred?  doing?	POSITION  ADDRESS  POSITION  improper activity	and how	you know a	PHC PHC	ONE ONE t it. Specify what, who,	
DEPARTMENT  NAME  EMPLOYMENT  COMPLAINT: Briefl when, where, and	how. If there  ccurred?  doing?	POSITION  ADDRESS  POSITION  improper activity	and how	you know a	PHC PHC	ONE ONE t it. Specify what, who,	

Please attach any document/s that will support your report.