

on behalf of the SSS in dealing with its properties, investments in other corporations, management of Subsidiaries and nomination in Affiliates and other interests, are to be held in trust by such Commissioner, or Officer for the exclusive benefit of the SSS he represents.⁴⁶

28.3. Appointive Director from the Private Sector - An Appointive Director from the Private Sector does not cease to represent the private sector despite having become a public official by reason of his/her being a Director/Member of the SSS. Therefore, such Appointive Director may be appointed or nominated into the Subsidiary or Affiliate of the Parent, even in instances when it is legally mandated that it will be given to representatives from the private sector.

Subject to the provisions of existing laws and jurisprudence, an Appointive Director from the Private Sector can maintain all his/her private interests, dealings, and positions provided: (a) they are not in conflict with his/her fiduciary duties as an Appointive Director; and (b) the charter of the GOCC (SSS) does not prohibit such private interests, dealings and positions as provided for in Item 5.5 of GCG MC No.2016-01.

Section 29. SSS No Gift Policy - A Commissioner, Officer or Employee shall not solicit, nor accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value ("Gift") from any person where such Gift:

1. Would be illegal or in violation of law;
2. Is part of an attempt or agreement to do anything in return;
3. Has a value beyond what is normal and customary in the SSS business;
4. Is being made to influence the member of the Board's, or Officer's actions as such;
or
5. Could create the appearance of a conflict of interest.⁴⁷

The SSC formally adopts the "SSS No Gift Policy", with instructions for Management to fully advertise such fact to all SSS Officials and employees, SSS members and all other stakeholders, and to the general public for strict implementation, the SSS No Gift Policy to form part of this Manual.

Section 30. Duty of Confidentiality - Pursuant to their duties of diligence and loyalty, a Commissioner, Appointive Director or Officer shall not use or divulge confidential or classified information officially made known to them by reason of their office and not made available to the public, either: (1) to further their private interests, or give undue advantage to anyone; or (2) which may prejudice the public interest.⁴⁸

CORPORATE SOCIAL RESPONSIBILITY AND RELATIONS WITH STAKEHOLDERS

Section 31. Relationship with SSS Members and Stakeholders - All Commissioners and Officers accept their positions fully aware that they assume certain responsibilities not only to the SSS and its members, but also to the different constituencies or Stakeholders, who have the right to expect that the SSS is being run in a prudent manner and with due regard to the interests of all Stakeholders. Consequently, Commissioners and Officers shall deal fairly with SSS employees, members, suppliers and other Stakeholders. No Commissioner or Officer

⁴⁶ Section 20, R.A. No. 10149; Section 27.2, GCG-MC No. 2012-07.

⁴⁷ Section 29, GCG-MC No. 2012-07.

⁴⁸ Section 30, GCG-MC No. 2012-07.

may take unfair advantage of SSS employees, members, suppliers and other Stakeholders through manipulation, concealment, abuse of confidential or privileged information, misrepresentation of material facts, or any other unfair-dealing practices.⁴⁹

Section 32. Corporate Social Responsibility - As an integral part of the National Government, the SSS is inherently mandated to be socially responsible, to act and operate as a good corporate citizen. The SSC recognizes and performs the obligations the SSS has towards the National Government, its members, suppliers and other Stakeholders and the communities in which it operates.⁵⁰

The protection of the reputation and goodwill of the SSS is of fundamental importance such that the Commissioners, Officers and SSS employees should be aware of the disciplinary implications of breaches of ethical policies mandated by the GCG.

The SSC shall create an environment that enables its people to raise genuine and legitimate concerns internally. In addition, the SSC shall enact policies providing for regular employee development discussions and the creation of structured training programs for continuing personal and professional development of employees.⁵¹

In line with its commitment and dedication to serve the community in which it operates, the SSC shall expand its Corporate Social Responsibility to social welfare programs and policies that address the basic needs of Filipinos especially the poor and vulnerable, and such activities that aid needy victims in times of man-made and natural disasters and initiatives that encourage volunteerism among individual SSS employees and employee organizations.

Further, the SSC shall establish an environmentally friendly value chain to safeguard the environment such as the management and implementation of a paperless environment at SSS.

Section 33. Responsibility of Commissioners, Officers and Employees - Reciprocally, every Commissioner, Officer or employee shall:

1. Remember that the biggest stakeholder is the Government;
2. Share the vision of the SSS;
3. Be accountable to the public;
4. Listen and learn from his/her co-employees;
5. Think and act as a team;

6. Focus on SSS members and strive for SSS members satisfaction;
7. Respect others;
8. Communicate with members and stakeholders;
9. Deliver results and celebrate success; and
10. Protect the reputation of the SSS.⁵²

As public officers, all Commissioners, Officers and Employees must exemplify the behavior and professional demeanor consistent with laws, rules, regulations, policies and procedures of the highest standard.⁵³ As such, a "Whistleblowing System" is institutionalized to encourage and empower all SSS employees to report any potentially illegal, improper and

⁴⁹ Section 33, GCG-MC No. 2012-07.

⁵⁰ Section 34, GCG-MC No. 2012-07.

⁵¹ Section 34, *Id.*

⁵² Adopted from Section 36, GCG-MC No. 2012-07.

⁵³ Adopted from paragraph 1 of GCG-MC No. 2016-02.