

## SSS CORPORATE GOVERNANCE SCORECARD COMPLIANCE

	Standard	SSS Compliance/Link
<b>1.</b>	<b>GOCC Policy</b>	
	a. Existence and scope to address customer's welfare	OCSECCCO
	b. Elaborates efforts to interact with the communities	OCSECCCO
	c. Ensures that its value chain is environmentally friendly or is consistent with promoting sustainable development	OCSECCCO
<b>2.</b>	<b>GOCC Activities to implement the abovementioned policies</b>	
	a. Customer health and safety	
	b. Interaction with the communities	
	d. Environmentally-friendly value chain	
<b>3.</b>	<b>Separate Corporate Social Responsibility (CSR) report/section or sustainability report/section</b>	OCSECCCO (Annual Report)
<b>4.</b>	<b>Contact details via the company's website or Annual Report which stakeholders (e.g. customers, suppliers, general public etc.) can use to voice their concerns and/or complaints for possible violation of their rights</b>	Annual Report or website
<b>5.</b>	<b>Performance-enhancing mechanisms for employee participation</b>	
	a. Mentions health, safety and welfare policy for its employees	<p>The SSS has implemented programs that promote employee relations, engagement, well-being, and safety as provided in the following:</p> <p style="margin-left: 40px;">A. SSS' Manual of Corporate Governance (<a href="#">Page 20</a>)</p> <p style="margin-left: 40px;">B. HR Manual of Personnel Policies, Rules and Regulations (<a href="#">Pages 49-61 and 237-239</a> and <a href="#">Pages 85-94</a>)</p> <ul style="list-style-type: none"> <li>• Internal Communications</li> <li>• Labor Relations</li> <li>• Employee Care Reach-out Program</li> <li>• Retirement Program</li> <li>• SSSS Volunteerism</li> <li>• Grievance Machinery</li> </ul>

	Standard	SSS Compliance/Link
		<ul style="list-style-type: none"> <li>• Administrative Disciplinary Rules on Sexual Harassment</li> <li>• <a href="#">Positive Feedback Mechanism Implementing Rules and Regulations (IRR)</a></li> <li>• Employee Satisfaction Survey (<a href="#">Year 2023</a>)</li> <li>• Athletics and Wellness Programs</li> <li>• Cultural and Special Events Programs</li> <li>• Day Care Center (DCC) Program</li> </ul> <p>C. Official Orders: Link: <a href="#">Issuance &amp; Forms Management System (IFMS)</a></p> <ul style="list-style-type: none"> <li>• Sports Executive Committee (<a href="#">Administrative Order 2018-043</a>)</li> </ul> <p>D. Other Issuances:</p> <ul style="list-style-type: none"> <li>• <a href="#">Omnibus Rules Implementing Book V of Executive Order No. 292 and Other Pertinent Civil Service Laws, Rule XI, Section I &amp; III</a></li> <li>• <a href="#">Collective Negotiation Agreement</a></li> <li>• <a href="#">Memorandum Circular No. 21 s.2009 - Civil Servants' Health and Wellness Month</a></li> <li>• SSS provided Day Care facility for employees' children. (<a href="#">Legal Bases</a>)</li> </ul>
	<p>b. Publishes data relating to health, safety and welfare of its employees</p>	<p>The SSS publishes data/information (policies, news, calendar of activities, reports, photos and other related information) on employee relations/engagement and welfare programs through SSS Intranet, SSS Employee Hub, Official Orders, and other platforms. Links and sample copies of reports are as follows:</p> <ul style="list-style-type: none"> <li>A. <a href="#">SSS Intranet</a></li> <li>B. <a href="#">SSS Employee Hub</a></li> <li>C. <a href="#">Email blasts</a></li> <li>D. <a href="#">Published Employee Programs</a></li> <li>E. Published Employee Wellness Programs <ul style="list-style-type: none"> <li>- <a href="#">Athletics and Wellness</a></li> <li>- <a href="#">Cultural and Special Events</a></li> </ul> </li> </ul>

	Standard	SSS Compliance/Link
		- <a href="#">Day Care Center</a>
	c. Provides training and development programmes for its employees	<p>The SSS has training and development programs for its employees which are embodied in the following issuances:</p> <ol style="list-style-type: none"> <li>1. <a href="#">HR Manual of Personnel Policies, Rules and Regulations (p.72-84)</a></li> <li>2. <a href="#">Office Order No. 2022-064 (SSS Succession Management Program Guidelines)</a></li> <li>3. <a href="#">LDD Accomplishment Report</a></li> </ol>
	d. Publishes training and development programmes for its employees	<p>The SSS publishes data on training and development programs for its employees through the following channels:</p> <ul style="list-style-type: none"> <li>• <a href="#">Email blast</a></li> <li>• <a href="#">SSS Employee Hub - Career Interest and Experience Site</a></li> <li>• <a href="#">LDD Training Calendar</a></li> <li>• <a href="#">Bytesize Modules in the SSS Academy</a></li> <li>• <a href="#">E-mail blasts on webinars, Bytesize modules and Notices</a></li> <li>• Training and or continuing programs attended by each Director Commissioner</li> </ul>
6.	<b>Stakeholders, including individual employees and their representative bodies, should be able to freely communicate their concerns about illegal or unethical practices to the board and their rights should not be compromised in doing this.</b>	
	a. Procedures for complaints by employees concerning illegal (including corruption) and unethical behavior	OCSECCCO (SSS Whistleblowing Policy)
	b. Procedures to protect an employee/person who reveals illegal/ unethical behavior from retaliation	OCSECCCO (SSS Whistleblowing Policy)
7.	<b>Quality of Annual Report.</b>	
	a. Corporate objectives	
	b. Financial performance indicators	
	c. Non-financial performance indicators	

	<b>Standard</b>	<b>SSS Compliance/Link</b>
	d. Details of whistle-blowing policy	OCSECCCO (SSS Whistleblowing Policy)
	e. Biographical details (at least age, qualifications, date of first appointment, relevant experience, and any other directorships of listed companies) of directors/commissioners	OCSECCCO
	f. Training and/or continuing education programme attended by each director/commissioner	OCSECCCO
<b>8.</b>	<b>Annual reports downloadable from the GOCC's website</b>	
<b>9.</b>	<b>Annual Report contains a statement confirming the company's full compliance with the code of corporate governance and where there is non-compliance, identifies and explains the reasons thereof</b>	
<b>10.</b>	<b>Timely filing/release of annual/financial reports</b>	
	a. Audited annual financial report/statement released within 60 days upon receipt from COA	
	b. Annual report released within 90 days from release of audited financial report	
	c. True and fairness/fair representation of the annual financial statement/reports affirmed by the board of directors/commissioners and/or the relevant officers of the company	
<b>11.</b>	<b>Corporate Vision and Mission/Strategy</b>	
	a. Board of Directors reviewing the vision and mission/ strategy in the last financial year	OCSECCCO
	b. Board of Directors monitoring/overseeing the implementation of the corporate strategy	OCSECCCO
<b>12.</b>	<b>Performance Evaluation System (PES).</b>	
	a. GOCC achieving 90% in the PES	
<b>13.</b>	<b>Code of ethics or conduct</b>	
	a. Details of the code of ethics or conduct	OCSECCCO (Code of Ethics, Revised Rules on Administrative Cases in Civil Service and 2017 Revised Rules on Administrative Cases in Civil Service)

	<b>Standard</b>	<b>SSS Compliance/Link</b>
	b. All Directors/Commissioners, senior management and employees are required to comply with the code	OCSECCCO (Code of Ethics, Revised Rules on Administrative Cases in Civil Service and 2017 Revised Rules on Administrative Cases in Civil Service)
	c. Disclosure on how SSS implements and monitors compliance with the code of ethics or conduct	OCSECCCO (Code of Ethics, Revised Rules on Administrative Cases in Civil Service and 2017 Revised Rules on Administrative Cases in Civil Service)
<b>Nomination Compensation/ Remuneration Committee</b>		
14.	<b>Appointment of Nomination Compensation/ Remuneration Committee</b>	OCSECCCO
15.	<b>Nomination Compensation/Remuneration Committee meetings</b>	OCSECCCO
16.	<b>Report of the Nomination Compensation/Remuneration Committee publicly disclosed</b>	OCSECCCO
<b>Audit Committee</b>		
17.	<b>Appointment of an Audit Committee</b>	OCSECCCO
18.	<b>Report of the Audit Committee publicly disclosed</b>	OCSECCCO
19.	<b>At least one member of the Audit Committee has an audit, accounting or finance background (qualification or experience)</b>	OCSECCCO
20.	<b>Audit Committee meetings</b>	OCSECCCO
<b>Risk Management Committee</b>		
21.	<b>Appointment of Risk Management Committee</b>	OCSECCCO
22.	<b>Report on Risk Management Committee publicly disclosed</b>	OCSECCCO
23.	<b>At least one member of the Risk Management Committee has a background in finance and investments</b>	OCSECCCO
24.	<b>Board meetings and attendance</b>	
	a. Board of Directors meetings scheduled at the beginning of the year	OCSECCCO
	b. Meetings of the Board of Directors	OCSECCCO

	<b>Standard</b>	<b>SSS Compliance/Link</b>
	c. Board of Directors meet at least 75% on their scheduled meetings	OCSECCCO
	d. Each of the directors/commissioners attended at least 90% of all the board meetings held during the year	OCSECCCO
	e. Board of Directors meeting separately at least once during the year without the President/CEO present	OCSECCCO
<b>25.</b>	<b>Access to information</b>	
	a. A policy that stipulates board papers for Board of Directors/ Commissioners meetings be provided to the Board at least three (3) working days in advance of the board meeting	OCSECCCO
	b. Board Secretary	OCSECCCO
<b>26.</b>	<b>Internal Audit</b>	
	a. Separate internal audit function	OCSECCCO
	b. Appointment and removal of the internal auditor requires the approval of the Audit Committee	OCSECCCO
<b>27.</b>	<b>Risk Oversight</b>	
	a. Disclosure in the internal control procedures/risk management systems in place	OCSECCCO
	b. Annual Report disclosure that the board of directors/commissioners has conducted a review of the company's material controls (including operational, financial and compliance controls) and risk management systems	OCSECCCO
	c. Disclosure how key risks are managed	OCSECCCO
	d. Annual Report containing a statement from the Board of Directors or Audit Committee commenting on the adequacy of the GOCC's internal controls/risk management systems	OCSECCCO
<b>28.</b>	<b>Board Chairman and CEO</b>	
	a. Do different persons assume the roles of Chairman and CEO?	OCSECCCO
<b>29.</b>	<b>Orientation Program and Continuous Professional Education Program</b>	
	a. Orientation programs for new Directors	OCSECCCO

	<b>Standard</b>	<b>SSS Compliance/Link</b>
	b. Policy that encourages Directors/Commissioners to attend on-going or continuous professional education programs	OCSECCCO
	c. Appointive Directors attending at least 1 training for the calendar year	OCSECCCO
<b>30.</b>	<b>Board Appraisal</b>	
	a. Annual performance assessment conducted of the Board of Directors	OCSECCCO
	b. Disclosure on the process followed in conducting the Board assessment	OCSECCCO
	c. Disclosure on the criteria used in the Board assessment	OCSECCCO
<b>31.</b>	<b>Committee Appraisal</b>	
	a. Annual performance assessment conducted of the Board of Directors Committees	OCSECCCO
<b>BONUS</b>		
<b>1.</b>	<b>Stakeholder Relationships</b>	
	Does the GOCC practice Global Reporting Index (GRI) on its annual reports?	
<b>2.</b>	<b>Disclosure and Transparency. Quality of the Annual Report.</b>	
	Is the audited annual financial report/statement released within 30 days upon receipt from COA?	