

# SSS CORPORATE GOVERNANCE SCORECARD COMPLIANCE

## I. Corporate Governance Report A

	Standard	SSS Compliance/Link
1.	GOCC Policy	
	a. Existence and scope to address customer's welfare	
	b. Elaborates efforts to interact with the communities	
	c. Ensures that its value chain is environmentally friendly or is consistent with promoting sustainable development	
2.	GOCC Activities to implement the abovementioned policies	
	a. Customer health and safety	
	b. Interaction with the communities	
	d. Environmentally-friendly value chain	
3.	Separate Corporate Social Responsibility (CSR) report/section or sustainability report/section	
4.	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	
5.	Performance-enhancing mechanisms for employee participation	
	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>A. SSS’ Manual of Corporate Governance (<a href="#">Page 20</a>)</p> <p>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> <li>• Administrative Disciplinary Rules on Sexual Harassment</li> <li>• <a href="#">Positive Feedback Mechanism Implementing Rules and Regulations (IRR)</a></li> </ul>

Standard	SSS Compliance/Link
	<ul style="list-style-type: none"> <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>• <a href="#">SSS provided Day Care facility for employees' children. (Legal Bases)</a></li> </ul>
b. Publishes data relating to health, safety and welfare of its employees	<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> <p>A. <a href="#">SSS Intranet</a></p> <p>B. <a href="#">SSS Employee Hub</a></p> <p>C. <a href="#">Email blasts</a></p> <p>D. <a href="#">Published Employee Programs</a></p> <p>E. Published Employee Wellness Programs</p> <ul style="list-style-type: none"> <li>- <a href="#">Athletics and Wellness</a></li> <li>- <a href="#">Cultural and Special Events</a></li> <li>- <a href="#">Day Care Center</a></li> </ul>

	Standard	SSS Compliance/Link
	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> </ol> <p><b>Conduct of HR Trainings and Seminars (Bytesize, Webinar and Face-to-Face):</b></p> <ol style="list-style-type: none"> <li>1. Webinars/Face-to-Face Trainings: <ol style="list-style-type: none"> <li>a. In-House</li> <li>b. External</li> </ol> </li> <li>2. Bytesize/Computer-Based Trainings (CBT)</li> </ol> <p><a href="#">Training and development programs provided</a></p>
	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 (JRP)</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="#">E-mail blast (Bytesize Modules)</a></li> <li>• <a href="#">SSS Academy Bytesize modules</a></li> <li>• <a href="#">Call for Nominations for Middle Managers Class</a></li> </ul>
6.	<b>Stakeholders including individual employee 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 for doing this.</b>	
	a. Procedures for complaints by employees concerning illegal (including corruption) and unethical behavior	
	b. Procedures to protect an employee/person who reveals illegal/unethical behavior from retaliation	
7.	<b>Quality of Annual Report.</b>	
	a. Corporate objectives	
	b. Financial performance indicators	
	c. Non-financial performance indicators	
	d. Details of whistle-blowing policy	
	e. Biographical details (at least age, qualifications, date of first appointment, relevant experience, and any other directorships of listed companies) of directors/commissioners	

	Standard	SSS Compliance/Link
	f. Training and/or continuing education programme attended by each director/commissioner	
9.	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	
11.	Corporate Vision and Mission/Strategy	
	a. Board of Directors reviewing the vision and mission/ strategy in the last financial year	
	b. Board of Directors monitoring/overseeing the implementation of the corporate strategy	
13.	Code of ethics or conduct	
	a. Details of the code of ethics or conduct	
	b. All Directors/Commissioners, senior management and employees are required to comply with the code	
	c. Disclosure on how SSS implements and monitors compliance with the code of ethics or conduct	
Nomination Compensation/ Remuneration Committee		
14.	Appointment of Nomination Compensation/ Remuneration Committee	
15.	Nomination Compensation/Remuneration Committee meetings	
16.	Report of the Nomination Compensation/Remuneration Committee publicly disclosed	
Audit Committee		
17.	Appointment of an Audit Committee	
18.	Report of the Audit Committee publicly disclosed	
19.	At least one member of the Audit Committee has an audit, accounting or finance background (qualification or experience)	
20.	Audit Committee meetings	
Risk Management Committee		
21.	Appointment of Risk Management Committee	
22.	Report on Risk Management Committee publicly disclosed	

	Standard	SSS Compliance/Link
23.	At least one member of the Risk Management Committee has a background in finance and investments	
24.	Board meetings and attendance	
	a. Board of Directors meetings scheduled at the beginning of the year	
	b. Meetings of the Board of Directors	
	c. Board of Directors meet at least 75% on their scheduled meetings	
	d. Each of the directors/commissioners attended at least 90% of all the board meetings held during the year	
	e. Board of Directors meeting separately at least once during the year without the President/CEO present	
25.	Access to information	
	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	
	b. Board Secretary	
26.	Internal Audit	
	a. Separate internal audit function	
	b. Appointment and removal of the internal auditor requires the approval of the Audit Committee	
27.	Risk Oversight	
	a. Disclosure in the internal control procedures/risk management systems in place	
	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	
	c. Disclosure how key risks are managed	
	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	
28.	Board Chairman and CEO	
	a. Do different persons assume the roles of Chairman and CEO?	
29.	Orientation Program and Continuous Professional Education Program	
	a. Orientation programs for new Directors	

	Standard	SSS Compliance/Link
	b. Policy that encourages Directors/Commissioners to attend on-going or continuous professional education programs	
	c. Appointive Directors attending at least 1 training for the calendar year	
30.	<b>Board Appraisal</b>	
	a. Annual performance assessment conducted of the Board of Directors	
	b. Disclosure on the process followed in conducting the Board assessment	
	c. Disclosure on the criteria used in the Board assessment	
31.	<b>Committee Appraisal</b>	
	a. Annual performance assessment conducted of the Board of Directors Committees	

II. Corporate Governance Report B

	Standard	SSS Compliance/Link
8.	<b>Annual reports downloadable from the GOCC's website</b>	
10.	<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	
12.	<b>Performance Evaluation System (PES).</b>	
	a. GOCC achieving 90% in the PES	
<b>BONUS</b>		
1.	<b>Stakeholder Relationships</b>	
	Does the GOCC practice Global Reporting Index (GRI) on its annual reports?	
2.	<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?	

