



# Annual Report 2025

SGI Philippines General Insurance Company, Inc.

**SGI Philippines General Insurance Company, Inc.**

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[sgiphils.com.ph](http://sgiphils.com.ph)

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# About SGI Philippines

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**SGI Philippines General Insurance Company, Inc.** is a joint venture of Shriram Group, the Indian financial services conglomerate, and by SANLAM Group, the largest insurance company in South Africa. With paid-up capital more than Php 1.3 Billion (Php 1,300,000,000.00), SGI Philippines General Insurance Company, Inc. is ranked among the top insurance companies in this country. We have strength and commitment to protect the Filipino people and serve them with a smile. Our wide portfolio of product is aimed at different sectors ranging from Fire Insurance to Motor, Engineering, Marine to Miscellaneous and PA Policies. **Born of Rich Legacy.** The Company was incorporated in 1964 by the American Foreign Insurance Association (AFIA) the largest worldwide insurance provider and was acquired by the Soriano family in mid 70's. In 1984, Cigna a leading American insurer merged with AFIA and Monarch Insurance thus became a subsidiary of AFIA CIGNA. In 2011, Indian conglomerate Shriram Group took over the management of the company and initiated financial restructuring & regulatory compliance. The group along with Sanlam Group of South Africa also invested in the company substantially. Shriram General Insurance, the fastest grown insurance company in India, further invested in the company in 2013 to become the largest stakeholder and provider of technology.

# About SGI Philippines

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## Mission

The core purpose of the company is to lead the effort in teaching Filipinos about how valuable non-life insurance is. They plan to do this in two main ways:

- Making more people aware of insurance: Reaching a wider audience to promote the benefits and importance of having insurance protection.
- Training their staff: Providing key employees (marketers) with the knowledge and skills needed to effectively advocate for insurance and help people understand its value.

## Vision

To provide positive and lasting experiences to our stakeholders, in order to be the top-of-mind insurance provider for every Filipino while developing sustainable practices that will benefit future generations.

## Objective

In SGI Philippines, everyone in the company—from the Board of Directors to the newest employee—is committed to being a flexible and modern company that helps the country's economy grow by offering dependable insurance services that serve the best interests of the Filipino people.

## Our Brand Values

Loyalty	Integrity	Flexibility	Excellence
<ul style="list-style-type: none"><li>• We stand by our company's vision and mission and stay true to our customers</li></ul>	<ul style="list-style-type: none"><li>• We hold fast to our commitments and try to live by our values in everything we do.</li></ul>	<ul style="list-style-type: none"><li>• We adapt quickly to the changing times and the varying needs of our customers.</li></ul>	<ul style="list-style-type: none"><li>• We strive to deliver products and services with the highest quality and value.</li></ul>

# Insurance Products

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## Fire Insurance



## Marine Insurance



## Motor Insurance



## Engineering Insurance



## Personal Accident Insurance



## Miscellaneous Insurance



## Financial Parameter

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### **Authorized Capital**

- 1,450,000,000

### **Total Assets**

- 1,784,413,647

### **Gross Premium**

- 113,518,691

### **Investment and other income**

- 69,129,090

# Certificate of Authority



Republic of the Philippines  
Department of Finance  
**INSURANCE COMMISSION**  
1071 United Nations Avenue, Manila



27 JAN 2025

**MR. LEANDRO M. ESTRERA**  
President & CEO  
**SGI PHILIPPINES GENERAL INSURANCE COMPANY, INC.**  
15<sup>th</sup> Floor, Citibank Tower,  
8741 Paseo de Roxas,  
Makati City

**Dear Mr. Estrera:**

We are sending herewith renewed License No. 2025/65-R for Licensing Year 2025-2027 issued by this Commission in favor of **SGI PHILIPPINES GENERAL INSURANCE COMPANY, INC.**

Please acknowledge receipt.

Very truly yours,

  
**JOANNE FRANCES DC. CASTRO**  
Division Manager  
Licensing Division

Attachment: As Stated.

# Certificate of Authority



**Blg. 2025/65-R**  
(No.) 2025/65-R

Republika ng Pilipinas  
Republic of the Philippines  
Kagawaran ng Pananalapi  
Department of Finance  
INSURANCE COMMISSION

**ITO AY PATUNAY** na ang  
(This is to certify that

**SGI PHILIPPINES GENERAL INSURANCE COMPANY, INC.**

**NG LUNGSOD NG MAKATI, PILIPINAS**

na isang pang  
a

**DI-BUHAY**  
**NON-LIFE**

**(FIRE, MARINE, CASUALTY & SURETY\*)**

na kompanya ng seguro ay nakatugon sa lahat ng mga kailangang itinakda ng batas  
*insurance company, has complied with all requirements of law*

ng Pilipinas kaugnay sa gayong mga kompanya ng seguro, kung kaya pinagkakalooban  
*of the Philippines relative to such insurance companies, and it is hereby granted*

nitong **KATIBAYAN NG PAGKAMAYKAPANGYARIHAN** upang makipagnegosyo ng  
*this CERTIFICATE OF AUTHORITY to transact*

uri ng seguro na itinakda sa itaas hanggang ikalabingdalawa ng hatinggabi, ng ikatatumpu't isang  
*the class of insurance business above set forth until twelve o'clock midnight, on the thirty first*

araw ng Disyembre, taong dalawang libo't dalawampu't pito  
*day of December 2027*

maliban kung agad na bawiin o pigilin ng may makatuwirang dahilan.  
*unless sooner revoked or suspended for cause.)*

Bilang **KATUNAYAN NITO**, inilagda ko ang aking pangalan  
*(In WITNESS WHEREOF, I have hereunto subscribed my name*



sa Lungsod ng Maynila, Pilipinas. Ito ay may bisa  
*at the City of Manila, Philippines. This becomes*

simula ika-isa ng Enero 2025.  
*effective on the first day of January 2025.)*

Amount: Php 181,800.00  
OR No: 1070191  
Date: 20 October 2024

\*issued with Administrative Order No.105  
issued on 14 January 1994  
except Judicial, Supersedeas & Customs Bonds



**REYNALDO A. REGALADO**  
Insurance Commissioner

Date Issued: JAN 24 2025

# Chairman's Note

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**Dr. Victor S. Limlingan**  
Chairman of the Board

We formally acknowledge the significant operational challenges encountered during the fiscal year 2025, alongside the remarkable resilience demonstrated by all stakeholders. Despite the unforeseen difficulties that characterized the period, these circumstances have provided an impetus for strategic reassessment, necessary adaptation, and subsequent operational strengthening.

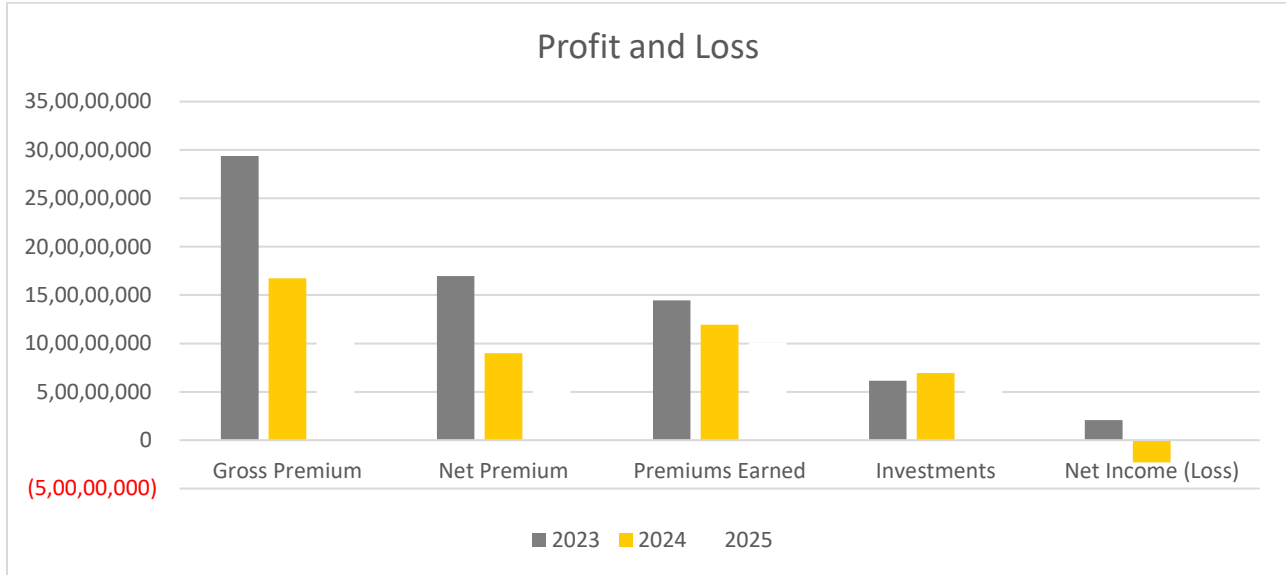
Moving forward, we reaffirm our commitment to delivering bespoke, innovative insurance solutions precisely aligned with client requirements. Our team of highly experienced professionals remains dedicated to upholding the highest standards of service and support delivery.

We wish to express our profound gratitude to our valued stockholders, officers, employees, brokers, and clients for their unwavering support and understanding throughout this challenging period. Your continued trust and loyalty are fundamental to our sustained success.

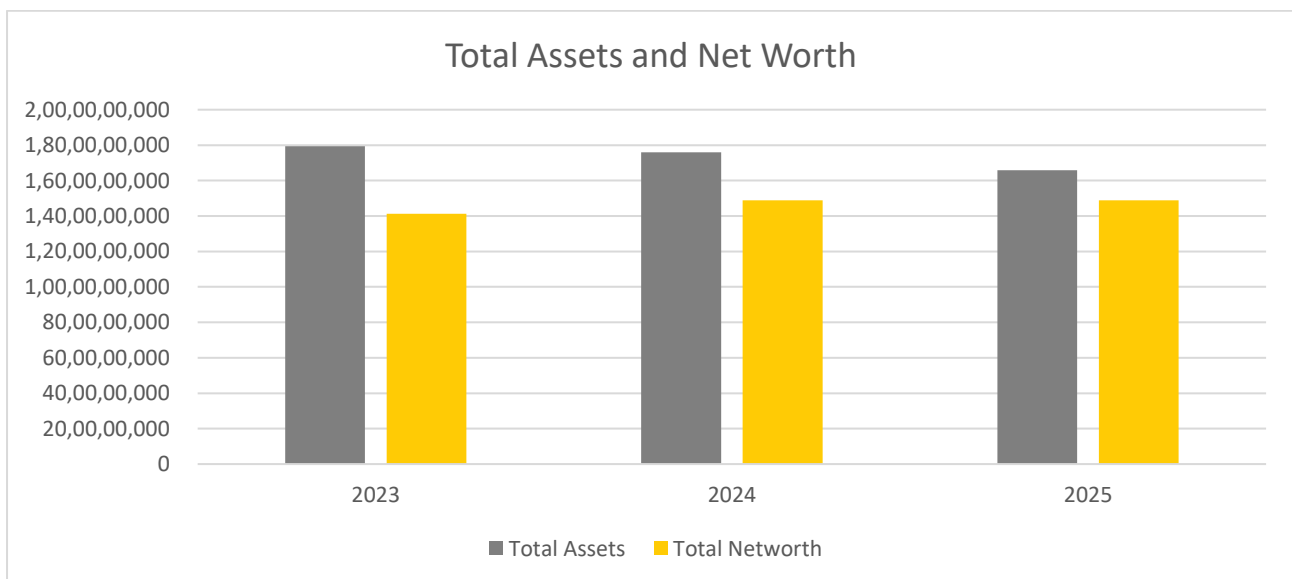
Furthermore, we extend our appreciation to our esteemed agents for their steadfast partnership as we successfully navigated these complex operational waters.

Collectively, we will forge a more robust and prosperous future for the organization.

Financial Highlights

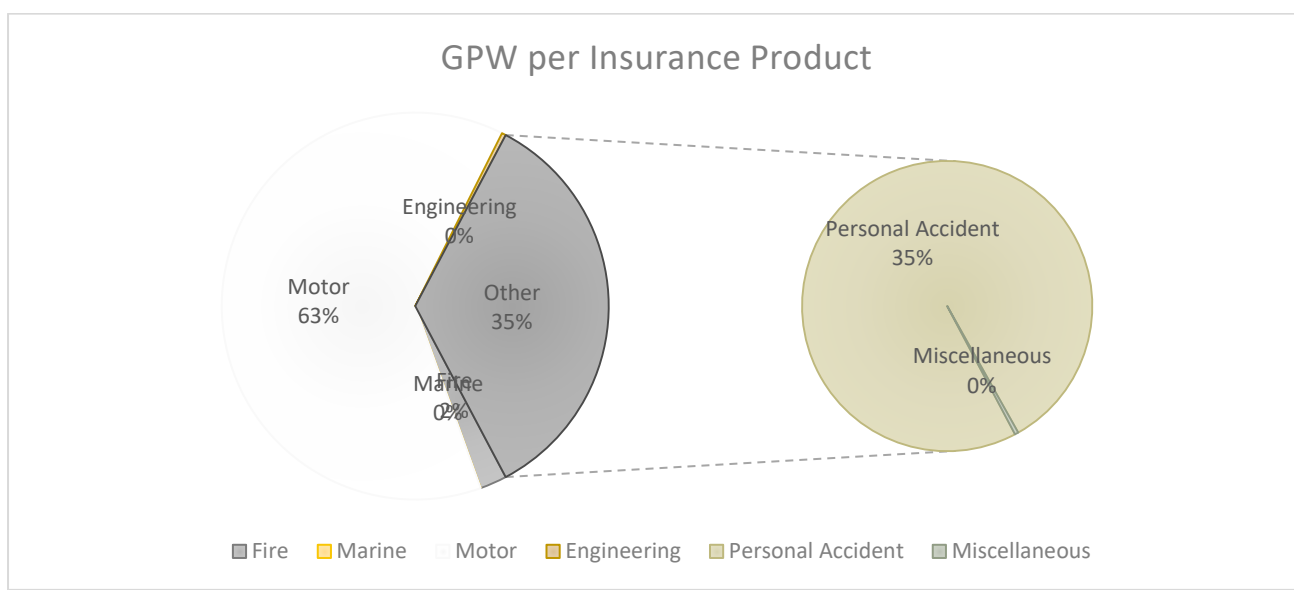


	2023	2024	2025
<b>Gross Premium</b>	<b>293,740,276</b>	<b>167,422,645</b>	<b>113,518,691</b>
<b>Net Premium</b>	<b>169,618,673</b>	<b>89,853,592</b>	<b>95,951,231</b>
<b>Premiums Earned</b>	<b>144,439,647</b>	<b>119,467,848</b>	<b>101,258,694</b>
<b>Investments</b>	<b>61,444,406</b>	<b>69,265,203</b>	<b>68,078,534</b>
<b>Net Income (Loss)</b>	<b>20,615,442</b>	<b>(22,854,360)</b>	<b>10,167,744</b>



	2023	2024	2025
<b>Total Assets</b>	<b>1,793,577,923</b>	<b>1,759,686,076</b>	<b>1,657,890,226</b>
<b>Total Net Worth</b>	<b>1,413,540,991</b>	<b>1,488,320,518</b>	<b>1,487,980,139</b>

## Financial Highlights



<b>GPW per Insurance Product</b>	
<b>Fire</b>	<b>2,547,527</b>
<b>Marine</b>	<b>-</b>
<b>Motor</b>	<b>71,410,087</b>
<b>Engineering</b>	<b>385,224</b>
<b>Personal Accident</b>	<b>39,020,748</b>
<b>Miscellaneous</b>	<b>155,104</b>

# Board Composition

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**Board of  
Directors**

Dr. Victor S. Limlingan

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Mr. Srikanth Varadarajan

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Mr. Shashi Kant Dahuja

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Mr. Akhilesh Kumar Singh

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Mr. Ronaldo G. Caragay

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## Board of Director's Profile

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### VICTOR S. LIMLINGAN

- Birthday: March 24, 1944
- Academic Qualifications:
  - Doctorate In Business Administration, Harvard Business School, Boston, 1986
  - Master in Business Management, Ateneo de Manila, 1966
  - Bachelor of Arts in Engineering, Ateneo de Manila, 1964
- Experience:
  - Independent Director, SGI Philippines General Insurance Company, Inc. – 2026
  - Commissioner, Presidential Task Force – 2007
  - Chairman, Guagua National College - 2006
  - Chairman, Cristina Travel – 2000
  - Chairman, Regina Capital - 1989

### SRIKANTH VARADARAJAN

- Birthday: May 15, 1971
- Academic Qualifications:
  - Bachelor of Commerce, Bishop Heber College, India - 1991
  - Diploma in Computer Application, Bureau of Data Processing Systems - 1992
- Experience:
  - President & CEO, SGI Philippines General Insurance Company, Inc.- 2026
  - Information Technology Head, Shriram General Insurance Co Ltd – 2017
  - IT General Manager, Novac Technology Solutions Pvt Ltd - 2014

### SHASHI KANT DAHUJA

- Birthday: October 12, 1978
- Academic Qualifications:
  - Bachelor Commerce, Punjab University, 1998
  - Masteral in Commerce, Ajmer University, 2002
- Experience:
  - Director, SGI Philippines General Insurance Company, Inc. - 2025
  - Chief Underwriting Officer, Shriram General Insurance - 2018

## Board of Director's Profile

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### **AKHILESH KUMAR SINGH**

- Birthday: December 17, 1962
- Academic Qualifications:
  - B. Tech, Mechanical, Indian Institute of Technology, Kharagpur, 1985
  - PGDM, Indian Institute of Management, Bangalore, Chicago, 1990
- Experience:
  - President, Shriram City Union Finance Ltd., 2000
  - Managing Director, Shriram City Union Finance Ltd, 2005
  - Managing Director, Shriram Asset Management Company Ltd., 2012
  - Managing Director, Shriram Insight Sharebrokers Ltd., Present

### **RONALDO GONZALES CARAGAY**

- Birthday: September 16, 1966
- Academic Qualifications:
  - Bachelor of Science in Mathematics, UST Manila, 1987
- Experience:
  - Chief Underwriting Officer, SGI Philippines General Insurance Company, Inc., 2022
  - Manager, Philippine Fire & Marine Insurance Corp, 2012
  - Assistant Manager, United Insurance Co., 2005
  - Marketing Executive, Solid State Risks Consultants Inc., 2000

# 2025 Annual Stakeholders Meeting

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## REPORT ON ANNUAL STOCKHOLDERS' MEETING 2025

To the Stockholders:

Please be advised that today, 28 February 2025, the Company's Annual Stockholders' Meeting was conducted virtually and streamed live from the Board Room of the SGI Philippines General Insurance Co., Inc. in 15/F Citibank Tower, 8741 Paseo de Roxas, Makati City at 2:30 P.M.

With 3,209,944 shares or 96.51% of the stockholders of record represented either in person, through video-conferencing or by proxy, the Secretary announced the existence of a quorum, which pronouncement served as the basis for the Chairman of the Board, Mr. Akhilesh Kumar Singh, to declare the assembly as duly constituted to transact business.

In the said meeting, Mr. Akilesh Kumar Singh re-elected as Chairman of the Board of Directors, Incumbent Directors Mr. Jasmit Singh Gujral and Mr. Anil Aggarwal retain their Directorship and Mr. Shashi Kant Dahuja and Mr. Ashwani Dhanawat elected as new directors of the Company.

The accounting firm of Teodoro Santamaria and Co. was appointed as the External Auditor of the Corporation for the Year 2025.

All of the resolutions and/or acts of the Board of Directors and Officers of the Corporation during the past year were unanimously confirmed and ratified by the stockholders who were present in the meeting.

## Executive Pillars / Key Officers

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### **SRIKANTH VARADARAJAN** - President & CEO

- 54 years of age
- Having a degree of Bachelor of Commerce and Diploma in Computer Application
- 9 years of experience in the Insurance Industry
- Mr. Srikanth Varadarajan is the head of Information Technology of Shriram General Insurance Co. Ltd for 9 years and currently the President & CEO of SGI Philippines General Insurance Company, Inc. and member of the Board of Directors.

### **RONALDO GONZALES CARAGAY** - Corporate Secretary, Treasurer & Chief Underwriting Officer

- 59 years of age
- Having a degree of Bachelor of Science in Mathematics in University of Sto. Tomas
- 37 years of experience in the Insurance Industry
- Mr. Ronaldo Caragay had been in the Insurance for almost 4 decades started in Sales and Marketing to Underwriting and currently member of the SGI Philippines Board of Directors.

### **MATIAS GUZMAN RUIZ** Compliance Officer

- 49 years of age
- Having a degree of Bachelor of Science in Accountancy and Bachelor of Science in Commerce major in Business Management and units for Master in Business Administration
- 21 years of experience in the Insurance Industry

### **WILFREDO PAGCU PINEDA** Claims Manager

- 49 years of age
- Having a degree of Bachelor of Science in Education in Tarlac University
- 28 years of experience in the Insurance Industry

### **ANALIZA ABUNDABAR-TIMOSA** - Alternate Compliance Officer

- 37 years of age
- Having a degree of Business Information Management
- 16 years of experience in the Insurance Industry

# Corporate Governance

## Board Committees

### Audit Committee

Chairman	Akhilesh Kumar Singh (Independent Director)
Member	Victor Limlingan (Independent Director)
Member	Srikanth Varadarajan (Executive Director)

### Corporate Governance Committee

Chairman	Akhilesh Kumar Singh (Independent Director)
Member	Victor Limlingan (Independent Director)
Member	Srikanth Varadarajan (Executive Director)

### Board Risk Oversight Committee

Chairman	Akhilesh Kumar Singh (Independent Director)
Member	Victor Limlingan (Independent Director)
Member	Srikanth Varadarajan (Executive Director)

### Related Party Transactions (RPT) Committee

Chairman	Akhilesh Kumar Singh (Independent Director)
Member	Victor Limlingan (Independent Director)
Member	Srikanth Varadarajan (Executive Director)

### Compensation Committee

Chairman	Akhilesh Kumar Singh (Independent Director)
Member	Srikanth Varadarajan (Executive Director)
Member	Shashi Kant Dahuja (Non-Executive Director)

### Nomination & Election Committee

Chairman	Akhilesh Kumar Singh (Independent Director)
Member	Srikanth Varadarajan (Executive Director)
Member	Shashi Kant Dahuja (Non-Executive Director)

# Corporate Governance Manual

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## INTRODUCTION

The SGI Philippines General Insurance Company's Board of Directors recognizes its responsibility to provide effective corporate governance oversight of the Company's affairs. Accordingly, the Board has adopted corporate governance guidelines to assist it in the discharge of its duties and responsibilities. These guidelines are in addition to and are not intended to change any applicable law or regulation, or the Charter or By-laws of the Company. The Board may modify or make exceptions to the Guidelines from time to time in its discretion and consistent with the duties and responsibilities owed to the Company and its shareholders and/or stakeholders.

## DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

In fulfilling its mission, the duties and responsibilities of Board of Directors include, but are not limited to, the following:

- Review and approval of strategic and business plans, including operating and capital plans of the Company.
- Oversee the conduct of Company's business to ensure that the business is being properly managed and dealings with policyholders, claimants, and creditors are fair and equitable.
- Identify principal business risks and ensure the implementation of appropriate risk management system to specifically manage the underwriting, reinsurance, investment, financial, and operational risks of the Company.
- Approve corporate policies in core areas of operations, specifically underwriting, investments, reinsurance, and claims management.
- Develop and implement an investor relations program or adopt shareholder communications policy for the Company.
- Review the adequacy and the integrity of Company's internal control systems and management information systems including systems for compliance with the Insurance Code and other applicable laws, regulations, rules, directives, and guidelines.
- Election of Directors to fill vacancies on the Board.
- Election of Company's Chairman of the Board and Chief Executive Office.
- Determination of compensation for Non-employee Directors.
- Review and approve material transactions not in the Company's ordinary course of business.
- Present to all its members and shareholders a balanced and understandable assessment of the Company's performance and financial conditions.
- Appoint a Compliance Officer who shall be responsible for coordinating, monitoring, and facilitating compliance with existing laws, rules and regulations.
- Approval of the Charter, By-laws, Directors Rules and Regulations, Corporate Governance Guidelines, Code of Business Conduct and Ethics, and other corporate governance documents, as may be appropriate, and any amendments thereto, and the fulfilment of all duties and responsibilities set forth therein.
- Such other duties and responsibilities as may be required by applicable law or regulation or Company policy or in connection with a matter over which the Board has authority.

## BOARD BALANCE AND INDEPENDENCE

- SGI Philippines' Board of Directors shall endeavour a balance composition of executives and non-executive directors, having a clear division of responsibilities such that no individual or small group of individuals can dominate the Board's decision making.

- Only the Committee Chairman and members are entitled to be present at the Audit committee meetings but others may attend at the invitation of a particular committee.
- Company shall ensure that each director does not have, directly or indirectly, a financial, legal or other relationship with the Company that would reasonably interfere with the exercise of independent judgment in carrying out the responsibilities of the director.

#### APPOINTMENT OF BOARD OF DIRECTORS

- There shall be formal, rigorous, and transparent procedures for the selection and appointment of new directors of the Board.
- Appointments to Company's Board of Directors shall be made on merit and subject to objective criteria.
- Careful deliberation and consideration shall be done to ensure that appointees have enough time for the job. This is particularly important in the case of Chairmanship.
- Plans shall be in place for orderly succession to the Board and that of the senior management level in order to maintain a balance of appropriate skills and experiences within the Company.

#### AUDIT COMMITTEE

Audit Committee shall carry out its responsibilities relating to the Company's financial, accounting, and reporting processes, Company's system of internal accounting and financial controls, SGI Philippines's compliance with related legal and regulatory requirements, and the fairness of transactions between the SGI Philippines and related parties. In furtherance of this purpose, SGI Philippines Audit Committee shall consist of three (3) directors one of whom shall be an independent director and another with Audit experience. Audit Committee shall have the following responsibilities and authority:

- Shall be comprised of independent board members, preferably with accounting and finance experiences.
- Provides oversight of the Company's internal and external auditors
- Review the annual internal Audit Plan
- It shall be responsible for the setting-up of Internal Audit Department, and the appointment of the internal auditors as well as of independent external auditors
- It shall monitor and evaluate the adequacy and effectiveness of the internal control system of the Company.
- It shall review the reports submitted by internal and external auditors
- Review the quarterly, half yearly and annual financial statements before their submission to the Board
- The Audit Committee shall ensure that, in the performance of the work of the internal auditor, he shall be free from interference by outside parties.

## BOARD OF DIRECTORS

### QUALIFICATIONS

#### Directors

Directors sitting on SGI Philippines Board of Directors shall be possessed of the necessary skills, competence, and experience, in terms of management capabilities preferably in the field of insurance or insurance-related disciplines. In view of the judiciary nature of insurance obligations, directors shall also be a person of integrity and credibility.

#### Independent Directors

- i. An independent director shall be one who has not been an officer or employee of SGI Philippines, its subsidiaries or affiliates
- ii. He or she is not related within the fourth degree of consanguinity or affinity, legitimate or common-law of any director, officer or majority shareholder of the company or any of its related companies.
- iii. He or she is not a majority shareholder of SGI Philippines, any of its related companies, or of its majority shareholder;
- iv. He or she is not acting as nominee or representative of any director or substantial shareholder of SGI Philippines, any of its related companies, or any of its substantial shareholders; and
- v. He or she is free from any business or other relationships with SGI Philippines or any of its major stockholders which could materially interfere with the exercise of his judgment, i.e., has not engaged and does not engage in any transaction with the institution, or any of its related companies or any of its substantial shareholders, whether by himself or with other persons or through a firm of which he is a partner director or a shareholder.

### DISQUALIFICATION

#### Permanently Disqualified

The following shall be grounds for the permanent disqualification of a director:

- i. any person finally convicted judicially or administratively of an offense involving moral turpitude, fraud, embezzlement, theft, estafa, counterfeiting, misappropriation, malversation, swindling, forgery, bribery, false oath, perjury or other fraudulent act or transgressions.
- ii. Persons who have been convicted by final judgment of the court for violation of insurance laws;
- iii. Persons who have been judicially declared insolvent, spendthrift or unable to enter into a contract; or
- iv. Directors, officers or employees of closed insurance companies or any insurance intermediaries who were responsible for such institutions closure as determined by the Insurance Commission.

#### Temporary Disqualified

SGI Philippines Board of Directors may also provide for the temporary disqualification of a director or from holding a director position for a specific/indefinite period of time for the following reasons:

- i. Persons who refuse to fully disclose the extent of their business interest when required pursuant to a provision of law or of a circular, memorandum or rules or regulation of the Insurance Commission. This disqualification shall be in effect as long as refusal persists;
- ii. Directors who have been absent or who have not participated for whatever reasons in more than fifty percent (50%) of all meetings, both regular and special meetings of SGI Philippines Board of Directors during their incumbency, or any twelve (12) month period during said incumbency. This disqualification applies for purposes of the succeeding elections;
- iii. Persons convicted for offenses involving dishonesty, breach of contract or violation of insurance laws but whose conviction has not yet become final and executory;

- iv. Directors and officers of closed insurance companies and insurance intermediaries pending clearance from the Insurance Commission;
- v. Directors disqualified for failure to observe/discharge their duties and responsibilities prescribed under existing regulations. This disqualification applies until the lapse of the specific period of disqualification by the Insurance Commission;
- vi. Persons dismissed/terminated from their employment for cause. This disqualification shall be in effect until they have cleared themselves of involvement in the alleged irregularity;
- vii. Those under preventive suspension;

#### DUTIES AND RESPONSIBILITIES OF DIRECTORS SGI

Philippines Directors and Independent Directors shall:

- i. Conduct fair business transaction with SGI Philippines to ensure that personal interest does not bias Board decisions.
- ii. Whenever possible, avoid situations that would give rise to a conflict of interest. If transactions with the institutions cannot be avoided, it should be done in the regular course of business and upon terms not less favorable to the Institution than those offered to others. The basic principle to be observed is that a director shall not use his position to make profit or to acquire benefit or advantage for himself and/or related interests. He shall avoid situations that would compromise impartiality.
- iii. Act honestly, in good faith, and with loyalty to the best interest of the institution, its stockholders, (regardless of the amount of their stockholdings) and other stakeholders such as its policyholders, investors, borrowers, other clients, and the general public. A SGI Philippines director must always act in good faith with care which an ordinarily prudent man would exercise under similar circumstances, while a director shall always strive to promote the interest of all stockholders. He shall also give due regard to the rights and interest of other stakeholders.
- iv. Devote time and attention necessary to properly discharge their duties and responsibilities. SGI Philippines Directors shall devote sufficient time to familiarize themselves with SGI Philippines business. They must constantly be aware of SGI Philippines condition and be knowledgeable enough to contribute meaningfully to the Board's work. They must attend and actively participate in board and committee meetings, request and review meeting materials, ask questions, and request explanations. If a person cannot give sufficient time and attention to the affairs of the Company, he should neither accept his nomination nor run for election as member of the Board.
- v. Act judiciously. Before deciding on any matter brought before SGI Philippines Board of Directors, every director shall thoroughly evaluate the issues, ask questions, and seek clarification when necessary.
- vi. Exercise independent judgment. An SGI Philippines director shall view each problem or situation objectively. When a disagreement with others occurs, he shall carefully evaluate the situation and state his position. He shall not be afraid to take a position even though it might be unpopular. Corollary, he shall support plans and ideas that he thinks will be beneficial to the Company.
- vii. Have a working knowledge of the statutory and regulatory requirements affecting the Company, including the contents of the Articles of Incorporation and By-laws, the requirements of the Insurance Commission, and where applicable, the requirements of other government agencies.

viii. A director shall also keep himself informed of the industry developments and business trends in order to safeguard SGI Philippines competitiveness.

ix. Observe confidentiality. SGI Philippines Directors must observe the confidentiality of non-public information acquired by reason of their position as directors. They may not disclose said information to any other person without the authority of SGI Philippines Board of Directors.

x. SGI Philippines Board of Directors should appoint a Corporate Secretary who shall be a Filipino citizen capable of carrying out the duties to which the post entails. The Corporate Secretary shall submit to the Commission, at the end of every fiscal year, an annual certification as to the attendance of the directors during SGI Philippines Board of Directors meetings.

## BOARD REMUNERATION

- a. Levels of remuneration shall be sufficient to attract and retain the quality of directors to run the company successfully.
- b. Significant proportion of executive director's remuneration is structured so as to link rewards to corporate and individual performance.
- c. Levels of remuneration of non-executive directors shall reflect their experiences, responsibilities, and performance.
- d. The performance-related elements of remuneration shall form a significant proportion of the total remuneration package of executive directors and shall be designed to align their interests with those of shareholders and to give these directors keen incentives to perform at the highest levels.
- e. Designate amount of remuneration which shall be at sufficient level to attract and retain directors and officers needed to run the company successfully.
- f. Levels of remuneration for non-executive director shall reflect the time commitment and responsibilities of the office or position.
- g. There shall be formal and transparent procedures for developing policy on executive remuneration and for fixing the remuneration packages of individual directors.
- h. No director shall be involved in deciding his or her own remunerations.
- i. Provide in the Company's Annual Report information and proxy statements, a clear, concise and understandable disclosure of compensation of its executive officer for the previous fiscal year and the ensuing year.

## PERFORMANCE EVALUATION

- a. A formal and rigorous annual evaluation of SGI Philippines Board of Directors own performance and that of its committees and individual directors shall be undertaken.
- b. SGI Philippines Chairman shall act on the results of the performance evaluation by recognizing the strengths and addressing the weaknesses of each director. He may propose appointment of new members to the Board or seek the resignation of directors.
- c. Performance evaluation of SGI Philippines Chairman shall be made by nonexecutive directors, led by the senior independent director, taking into account the views of executive directors.

## CORPORATE SECRETARY

The Corporate Secretary should be a Filipino citizen and a resident of the Philippines, is an officer of the corporation. He shall:

- a. Be responsible for the safekeeping and preservation of the integrity of the minutes of the meetings of the Board and its committees, as well as the other official records of the corporation;
- b. Be loyal to the mission, vision and objectives of the corporation;
- c. Work fairly and objectively with the Board, Management and stockholders;
- d. Have appropriate administrative and interpersonal skills;
- e. Be aware of the laws, rules and regulations necessary in the performance of his duties and responsibilities;
- f. Have a working knowledge of the operations of the corporation;

#### INFORMATION AND PROFESSIONAL DEVELOPMENT

- a. SGI Philippines Chairman shall be responsible for ensuring that the directors receive accurate, timely, and complete information.
- b. SGI Philippines Chairman shall ensure that the directors continually update their skills, knowledge, and familiarity with the Company's goals an objective in order to fulfil their roles in the Board and/or Board Committees.
- c. SGI Philippines shall provide the necessary resources in developing and updating its director's knowledge and capabilities.
- d. SGI Philippines Corporate Secretary through the Chairman shall be responsible for advising the Board about governance matters.
- e. SGI Philippines Chairman shall ensure that as an integral element of the process of appointing new directors, the company provides an orientation and education program for new recruits to the Board.
- f. SGI Philippines Board of Directors shall ensure that directors, especially nonexecutive directors, have access to independent professional advice at companies' expense to discharge their responsibilities as directors. Committee shall be provided with sufficient resources to undertake their duties.
- g. All SGI Philippines directors shall have access to the advices and services of the Corporate Secretary, who is responsible to SGI Philippines Board of Directors in ensuring that Board procedures are complied with.

#### ACCOUNTABILITY AND AUDIT

#### FINANCIAL REPORTING

The Board responsibility to present a balanced and understandable assessment of the Company's financial position and projects.

- a. SGI Philippines Board of Directors shall ensure that it has a timely and accurate disclosure of all material matters, including the financial condition, performance, ownership, and governance of the Company.
- b. A fair and timely cost-efficient access to relevant information shall be provided to all parties having legitimate interest in SGI Philippines. Key financial information should be readily available to shareholders, policyholders, creditors, and claimants.
- c. SGI Philippines Board of Directors and the senior management level shall receive regular reports on key aspects of the operations of SGI Philippines. This shall include an analysis of premium growth, underwriting performance, investment results, claims management, and credit control,

which could provide a sound basis for assessing and identifying real and potential problems by formulating appropriate policies and strategies thereof.

- d. SGI Philippines Board of Directors shall ensure faithful compliance with the financial and other reportorial requirements under the Insurance Code using a standard format provided by the Insurance Commission.

#### **INTERNAL CONTROL AND RISK MANAGEMENT**

- a. SGI Philippines Board of Directors shall ensure that an effective system of control is in place for safeguarding SGI Philippines's assets.
- b. Major risks facing the Company which are likely to affect the performance and financial condition of the Company (including underwriting risk, reinsurance risk, investment risk, geographical risk, operational risk, and legal risk) and the approach taken by management in dealings with these risks, shall be reported to the Board to enable the latter to effectively address the risk.
- c. SGI Philippines Board of Directors shall ensure that reports accurately reflect the financial condition and the results of corporate operations.
- d. SGI Philippines Board of Directors shall regularly review the system of securing adherence to key internal policies as well as to significant laws and regulations that apply to it. An effective and comprehensive internal audit of the Company's internal control system shall be carried out by independent and competent staff. Audit findings and recommendations shall be reported to the Board and the senior management level of SGI Philippines
- e. SGI Philippines Board of Directors shall protect shareholder's value through adequate financial controls. The Board shall foster and encourage a corporate environment of strong internal control, fiscal accountability, high ethical standards, and compliance with the law and code of conduct.

#### **RELATED PARTY TRANSACTION**

- a. Overlapping interest in the insurance entity shall be disclosed to the Board and any material transaction involving such interests shall be similarly disclosed.
- b. Related-party transactions shall be conducted in terms that are at least comparable to normal commercial practices to safeguard the best interest of the Company, its policyholders, creditors, and claimants. In all cases, provisions of Title 20, Chapter III of the Insurance Code shall be complied with.
- c. Related party transactions shall be disclosed fully to SGI Philippines Board of Directors. Prior Board approval shall be obtained for related party transactions that are material in nature.

#### **RELATIONS WITH SHAREHOLDERS**

##### **A. DIALOGUE WITH SHAREHOLDERS**

- a. SGI Philippines Chairman shall ensure that the views of shareholders are communicated to the Board.
- b. SGI Philippines Chairman shall discuss governance and strategies with major shareholders
- c. Non-executive directors shall be offered the opportunity to attend meetings with major shareholders and shall be expected to attend when requested by major shareholders
- d. The senior independent director shall attend sufficient meetings with major shareholders to listen to their views in order to develop a balanced understanding of the issues and concerns of major shareholders.

## **CONSTRUCTIVE USE OF THE AGM (ANNUAL GENERAL MEETING)**

- a. SGI Philippines Board of Directors shall use the AGM or Annual Stockholder's Meeting to communicate with investors and encourage their participation.
- b. SGI Philippines shall count all proxy votes and, except where a poll is called, shall indicate the level of proxies lodged on each resolution, and the balance for and against the resolution and the number of abstentions, after it has been dealt with on a show of hands.
- c. SGI Philippines ensures that votes cast are properly received and recorded
- d. SGI Philippines Board of Directors proposes a separate resolution at the AGM on each material issue (i.e., reports, accounts)
- e. SGI Philippines Chairman, directors, and members of the Audit shall be present at the AGM to answer questions.
- f. Notices, annual reports including the latest Annual Financial Statements of SGI Philippines shall be given to stockholders at least two (2) weeks prior to the AGM.

## **PUBLIC ACCOUNTABILITY**

As custodian of public funds, the Company and its intermediaries shall ensure that their dealings with the public are always conducted in a fair, honest, and equitable manner.

- a. Officers of SGI Philippines shall avoid conflicts of interest.
- b. They shall not engage in any unfair or deceptive acts or conduct that constitute unfair trade practices detrimental to policyholders and claimants.

## **ALTERNATIVE DISPUTE RESOLUTION**

- a. To the extent that it may serve the best interests of the Company, intra-corporate disputes shall be resolved in an amicable and effective manner to prevent excessive litigation and to foster prompt, economical, amicable, and the effective resolution of such disputes.
- b. For purposes of this section, an intra-corporate dispute shall be defined as:
  - a. Any dispute involving the following parties: (a) Between the Company and its stockholders; or (b) Between the Company and its officers; and
  - b. The dispute pertains to the enforcement of any of the parties' rights and obligations arising from the Corporation Code of the Philippines, the Company's Articles of Incorporation, the Company's By-Laws, or this Manual.
- c. Any such dispute may, at the first instance, be brought by a concerned party to the attention of the Corporate Secretary for appropriate reply and/or settlement.
- d. Failing settlement at the level of the Corporate Secretary, the aggrieved party may resort to mediation as follows:
  - a. If mediation is resorted to, the panel shall consist of three (3) mediators. The parties may each choose one member of the panel from Management or from the executive officers of the Company. The third member of the panel shall be chosen by the two mediators.
  - b. Parties are free to agree on the place of mediation provided the same shall be convenient and appropriate to all parties.
  - c. All information obtained through mediation shall be considered privileged and confidential, unless otherwise waived by both parties and their witnesses, if any.

- d. The result of mediation shall be reported to the Board. Should the mediation fail, the parties are free to enforce their rights in the proper courts of law.
  - e. In the event of mediation, it shall be entered into voluntarily and in good faith. By entering into mediation, neither of the parties waive their respective statutory or other legal rights.
- e. Nothing herein shall prevent any party (including the Company) from terminating discussions for amicable settlement or mediation in favor of pursuing other remedies provided by law.

# SUSTAINABILITY REPORT 2025

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## **Our Stakeholders**

Manage our risks and opportunities to benefit our customers and internal stakeholders as well as to operate in an ethical manner.

## **Our Environment**

Reduce carbon footprint and waste by actively managing resources and supporting activities that drive positive impact to our environment.



# SUSTAINABILITY REPORT 2025

## Our People

Invest in the health and well-being of our team and continue building a diverse and inclusive workplace.

## Our Communities

Create measurable social impact by investing in livelihood projects and community outreach programs that support our communities' welfare.



## Supporting Sustainable Development Goals (SDGs)

Through our sustainability strategy, we are able to contribute towards seven SDGs:

Good Health & Well-Being

Quality Education

Gender Equality

Affordable and Clean Energy

Decent Work & Economic Growth

Industry Innovation and Infrastructure

Climate Action

# SGI Philippines Policies

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## ALCOHOL-FREE WORKPLACE POLICY AND PROGRAM

The SGI Philippines General Insurance Company, Inc. adopts this alcohol-free workplace policy and program to ensure a safe and healthful workplace. In this regard, all employees shall abide by the terms and conditions of this policy.

### I. ALCOHOL PROHIBITED

The company explicitly prohibits the following:

1. Use, possession, solicitation or sale of alcohol in the workplace; or
2. Impairment or under the influence of alcohol which may cause/causing adverse effect on employee's work performance, safety of co-employees or Company's reputation.

### II. DEFINITION OF TERMS

1. Assessment Team- A group of persons composed of occupational safety and health personnel, human resource manager, employer's representative and employees' representative who are trained to address all aspects of prevention.
2. Cause Testing- A form of alcohol-test assessment conducted by the Company when an employee is suspected to be under the influence of alcohol. The Company request its suspected employee to submit himself to alcohol test.
3. "Involved in an on-the-job accident or injury - An accident of any person within the workplace immediately or proximately caused by the employee under the influence of alcohol.
4. Near Miss- An incident which could have led to any injury or fatality of employees and/or considerable damage to the employer had it not been curtailed.
5. Post-Accident Testing- A form of alcohol-test assessment conducted by the Company to those employees involved in an on-the-job accident or injury.
6. Random Testing- A form of alcohol test assessment conducted by the Company Employees may be selected at random for alcohol testing at any interval determined by the company.
7. Workplace – Any office or property owned, leased or operated by the Company or at any other place where an employee performs work for the Company.

### III. PREVENTIVE MEASURES

SGI Philippines General Insurance Company, Inc. shall post in conspicuous place and notify in writing all its employees of this policy and shall establish an alcohol-free workplace policy awareness program. The contents of such awareness program are as follows:

1. Dangers involved in the use, possession, solicitation or sale of alcohol in the workplace;
2. Policy of maintaining an alcohol-free workplace;
3. Available employee assistance program; and
4. Imposable penalties for employees found guilty for violation of alcohol-free workplace policy.

## IV. TESTING PROCEDURE

### Cause-Test

1. If an employee's demeanour caused the Company to suspect that he is using, possessing, soliciting or selling alcohol in the workplace, the latter will request the former to submit himself to a cause-test. If the employee objects to subject himself to cause-test, he must state his objection and the reason thereof in writing. The Company shall immediately decide whether the ground for objection is valid or not. Should the Company found that the objection is not valid and the employee still refused to submit himself to the cause-test, the refusal will be considered as a ground for disciplinary action; and
2. If the cause-test showed a positive result, the employee will be referred to the assessment team for further examination. However, if the employee still disagrees with the result of the assessment team, he will be subjected to another alcohol testing at the nearest medical facility.

### Post Accident-Test

1. If an accident or a near miss has been immediately or proximately caused by employees engaged in using possessing, soliciting or selling alcohol in the workplace, all employees involved in the on-the-job accident shall be subjected to a post-accident test. If the employee objects to subject himself to cause-test, he must state his objection and the reason thereof in writing. The Company shall immediately decide whether the ground for objection is valid or not. Should the Company found that the objection is not valid and the employee still refused to submit himself to the cause-test, the refusal will be considered as a ground for disciplinary action; and
2. If the cause-test showed a positive result, the employee will be referred to the assessment team for further examination. The findings of the assessment team shall be considered final.

### Random Test

1. At any time during the working hours, the Company may conduct a random alcohol test with its employees as the company sees fit. If the employee objects to subject himself to cause-test, he must state his objection and the reason thereof in writing. The Company shall immediately decide whether the ground for objection is valid or not. Should the Company found that the objection is not valid and the employee still refused to submit himself to the cause-test, the refusal will be considered as a ground for disciplinary action; and
2. If the cause-test showed a positive result, the employee will be referred to the assessment team for further examination. However, if the employee still disagrees with the result of the assessment team, he will be subjected to another alcohol testing at the nearest medical facility.

## V. CONFIDENTIALITY

The SGI Philippines General Insurance Company, Inc. shall observe at all times confidentiality of the results relative to alcohol tests done to employees.

## VI. TREATMENT, REHABILITATION AND REFERREAL

The Assessment Team shall determine whether or not an employee found addicted to alcohol would need referral for treatment and/or rehabilitation in a Department of Health-Accredited Center. This benefit is only given to employees who seek help from the assessment team.

## VII. MONITORING AND EVALUATION

The implementation of the alcohol-free workplace policy and program shall be monitored and evaluated periodically by the Assessment Team to ensure that the goal of an alcohol-free workplace is met.

## VIII. DISCIPLINARY ACTION

1. Failure to submit to cause-test, post-accident test, random-test, or alcohol test by a nearest medical facility shall be a ground for a disciplinary action with a penalty of one (1) month suspension without pay;
2. If an employee found guilty for violation of any of the acts prohibited under paragraph I of this policy shall be subjected to a disciplinary action with a penalty of one (1) month suspension without pay; or
3. If an employee found to have been guilty for violation of this policy, repeatedly violated the provisions thereof shall be subjected to a disciplinary action with a penalty of three (3) months suspension or dismissal from service.

## IX. EFFECTIVITY

This company policy is effective immediately to all employees.

# SGI Philippines Policies

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## DRUG-FREE WORKPLACE POLICY AND PROGRAM

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), SGI Philippines General Insurance Company, Inc. hereby adopts the following policies and programs to achieve a drug-free workplace:

### COMPANY POLICY ON DRUG-FREE WORKPLACE

SGI Philippines General Insurance Company, Inc. explicitly prohibits:

- 1) The use, possession, solicitation for, or sale of dangerous drugs on company premises or while performing an assignment.
- 2) 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.
- 3) 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.
- 4) 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.

### COMPANY PROGRAM ON DRUG-FREE WORKPLACE

#### 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) SGI Philippines General Insurance Company, Inc. designates the network of Carehealth Plus as a duly accredited drug testing center by the Department of Health (DOH), as its authorized drug testing laboratory.
- 3) SGI Philippines General Insurance Company, Inc. 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) SGI Philippines General Insurance Company, Inc. 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 SGI Philippines General Insurance Company, Inc.

#### 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, SGI Philippines General Insurance Company, Inc. 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.

#### ADVOCACY, EDUCATION AND TRAINING

SGI Philippines General Insurance Company, Inc. 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.

1. 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:
  - a. Salient features of R.A. 9165;
  - b. Adverse effects of abuse and/or misuse of dangerous drugs on the person, workplace, family and the community;
  - c. Preventive measures against drug abuse; and

- d. Steps to take when intervention is needed, as well as available services for treatment and rehabilitation.
2. To encourage all officers and employees to lead a healthy lifestyle while at work and at home, SGI Philippines General Insurance Company, Inc. 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.

## ROLES, RIGHTS AND RESPONSIBILITIES OF EMPLOYER AND EMPLOYEES

1. SGI Philippines General Insurance Company, Inc. 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. SGI Philippines General Insurance Company, Inc. 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.

## 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.

## MONITORING AND EVALUATION

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.

## EFFECTIVITY

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.

# SGI Philippines Policies

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## WORKPLACE POLICY AND PROGRAM ON HEPATITIS B

SGI Philippines General Insurance Company, Inc. 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

SGI Philippines General Insurance Company, Inc. 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

- a) Coverage. All employees regardless of employment status may avail of hepatitis B education services for free;
- b) Hepatitis B shall be conducted through distribution and posting of IEC materials and counselling and/ or lectures; and
- c) Hepatitis B education shall be spearheaded by SGI Philippines General Insurance Company, Inc. Medical Clinic in close coordination with the health and safety committee.

#### B. Preventive Strategies

- a) All employees are encouraged to be immunized against Hepatitis B after securing clearance from their physician.
- b) Workplace sanitation and proper waste management and disposal shall be monitored by the health and safety committee on a regular basis.
- c) Personal protective equipment shall be made available at all times for all employees; and
- d) Employees will be given training and information on adherence to standards or universal precautions in the workplace.

### III. Social Policy

#### 1) Non-discriminatory Policy and Practices

- A. 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.
- B. 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.

#### 2) 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.

#### 3) Work-Accommodation and Arrangement

- A. The company shall take measures to reasonably accommodate employees who are Hepatitis B positive or with Hepatitis B - related illnesses.
- B. 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.

#### 4) Screening, Diagnosis, Treatment and Referral to Health Care Services

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

#### 5) 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

#### 1) 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 adhere 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.

## **2) 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 immediately and shall be made known to all employees.

# SGI Philippines Policies

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## HIV/AIDS WORKPLACE POLICY AND PROGRAM

In conformity with Republic Act No. 8504 otherwise known as the Philippine AIDS Prevention and Control Act of 1998 which recognizes workplace-based programs as a potent tool in addressing HIV/AIDS as an international pandemic problem, this company policy is hereby issued for the information and guidance of the employees in the diagnosis, treatment and prevention of HIV/AIDS in the workplace.

This policy is also aimed at addressing the stigma attached to HIV/AIDS and ensures that the workers' right against discrimination and confidentiality is maintained.

### I. IMPLEMENTING STRUCTURE

The SGI Philippines General Insurance Company, Inc. HIV/AIDS Program shall be managed by its health and safety committee consists of representatives from the different divisions and departments.

### II. BASIC INFORMATION ON HIV/AIDS

#### What is HIV/AIDS?

It is a disease caused by a virus called HIV (Human Immunodeficiency Virus). This virus slowly weakens a person's ability to fight off other diseases by attaching itself to and destroying important cells that control and support the human immune system.

#### How HIV/AIDS is transmitted?

- 1) Unprotected sex with an HIV infected person;
- 2) From an infected mother to her child ( during pregnancy, at birth through breast feeding);
- 3) Intravenous drug use with contaminated needles;
- 4) Transfusion with infected blood and blood products; and
- 5) Unsafe, unprotected contact with infected blood and bleeding wounds of an infected person.

#### Is there a cure?

No. However, there are antiretroviral drug combinations that are available when properly used, result in prolonged survival of people with HIV. **Holistic care** of people living with HIV-AIDS and comprehensive treatment of opportunistic infections also dramatically improve quality of life.

### III. COVERAGE

This Program shall apply to all employees regardless of their employment status.

### IV. GUIDELINES

#### A. Preventive Strategies

1. Conduct of HIV-AIDS Education

a. Who will conduct?

The HR of SGI Philippines General Insurance Company, Inc. in coordination with the Health and Safety Committee shall conduct HIV-AIDS education to all employees for free. This shall also form part of the orientation of newly hired employees. The standardized information package developed by the Department of Labor and Employment (DOLE) may be used for this purpose.

b. How will it be conducted?

The HIV-AIDS education will be conducted through distribution and posting of IEC materials, emails, lectures, counselling and training and information on adherence to standard or universal precautions in the workplace

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

a. Screening for HIV as a prerequisite to employment is not mandatory.

b. The company shall encourage positive health seeking behavior through Voluntary Counseling and Testing.

c. The company shall establish a referral system and provide access to diagnostic and treatment services for its workers. Referral to Social Hygiene Clinics of LGU for HIV screening shall be facilitated by the company's medical clinic staff.

d. The company shall likewise facilitate access to livelihood assistance for the affected employee and his/her families, being offered by other government agencies.

**B. SOCIAL POLICY**

**1. Non-discriminatory Policy and Practices**

a. Discrimination in any form from pre-employment to post-employment, including hiring, promotion or assignment, termination of employment based on the actual, perceived or suspected HIV status of an individual is prohibited.

b. Workplace management of sick employees shall not differ from that of any other illness.

c. Discriminatory act done by an officer or an employee against their co-officer or co-employee shall likewise be penalized.

**2. Confidentiality/Non-Disclosure Policy**

a. Access to personal data relating to a worker's HIV status shall be bound by the rules of confidentiality consistent with provisions of R.A. 8504 and the ILO Code of Practice.

b. Job applicants and workers shall not be compelled to disclose their HIV/AIDS status and other related medical information.

c. Co-employees shall not be obliged to reveal any personal information relating to the HIV/AIDS status of fellow workers.

**3. Work-Accommodation and Arrangement**

a. The company shall take measures to reasonably accommodate employees with AIDS related illnesses.

- b. Agreements made between the company and employee's representatives shall reflect measures that will support workers with HIV/AIDS through flexible leave arrangements, rescheduling of working time and arrangement for return to work.

#### **IV. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEES**

##### **A. Employer's Responsibilities**

1. The Company, together with employees/ labor organizations, company focal personnel for human resources, safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on HIV/AIDS.
2. Provide information, education and training on HIV/AIDS for its workforce.
3. Ensure non-discriminatory practices in the workplace and that the policy and program adhere to existing legislations and guidelines.
4. Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.
5. The Company, through its Human Resources Department, shall see to it that their company policy and program is adequately funded and made known to all employees.
6. The Health and Safety Committee, together with employees/ labor organizations shall jointly review the policy and program and continue to improve these by networking with government and organizations promoting HIV prevention.

##### **B. Employees' Responsibilities**

1. The employee's organization shall undertake an active role in educating and training their members on HIV prevention and control. Promote and practice a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose workers to increased risk of HIV infection.
2. Employees shall practice non-discriminatory acts against co-employees.
3. Employees and their organization shall not have access to personnel data relating to a worker's HIV status.
4. Employees shall comply with universal precaution and preventive measures.

#### **V. IMPLEMENTATION AND MONITORING**

The Safety and Health Committee or its counterpart shall periodically monitor and evaluate the implementation of this Policy and Program.

#### **VI. EFFECTIVITY**

This Policy shall take place effective immediately and shall be made known to every employee.

# SGI Philippines Policies

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## SEXUAL HARRASMENT POLICIES AND PROCEDURES

Pursuant to the provisions of Section 4, Republic Act No. 7877, *An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and For Other Purposes*, the following policies and procedure are hereby issued by **SGI PHILIPPINES GENERAL INSURANCE COMPANY, INC.** to prevent sexual harassment in its workplace and to provide the procedure for the resolution, settlement and/or disposition of sexual harassment cases.

### I. COMPANY POLICY AGAINST SEXUAL HARASSMENT

SGI Philippines General Insurance Company, Inc. believes that employees should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship. No employee, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, debilitates morale and, therefore, interferes with work effectiveness. Such behavior may be in the form of unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.

SGI Philippines General Insurance Company, Inc. will not tolerate any behavior that amounts to sexual harassment and any officer or employee found to have committed sexual harassment shall be subjected to disciplinary action, up to and including dismissal.

#### A. DEFINITION OF SEXUAL HARASSMENT

SGI Philippines General Insurance Company, Inc. has adopted, and its policy is based on, the definition of sexual harassment set forth in Section 3 of R.A. 7877. It provides that sexual harassment in workplace is committed by an employer, employee, manager, supervisor, agent of the employer, or any other person who, having authority, influence or moral ascendancy over another in a work environment, demands, requires or otherwise requires any sexual favor from the other, regardless of whether the demand, requests or requirement for submission is accepted by the object of said Act.

In a work-related or employment environment, sexual harassment is committed when:

1. The sexual favor is made as a condition in the hiring or in the employment, re-employment, or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
2. the above acts would impair the employees' rights or privileges under existing labor laws; or
3. the above acts would result in an intimidating, hostile, or offensive environment for the employee.

## **B. WHERE SEXUAL HARASSMENT IS COMMITTED**

Sexual harassment may be committed in any work or training environment. It may include, but are not limited to the following:

1. In or outside the office building or training site;
2. at office or training-related social functions;
3. in the course of work assignments outside the office;
4. at work-related conferences, studies or training sessions; or
5. during work related travel.

## **C. FORMS OF SEXUAL HARASSMENT**

Sexual harassment may be committed in any of the following forms:

1. Overt sexual advances;
2. Unwelcome or improper gestures of affection;
3. Request or demand for sexual favors including but not limited to going out on dates, outings, or the like for the same purpose;
4. Any other act or conduct of a sexual nature or for purposes of sexual gratification which is generally annoying, disgusting or offensive to the victim.

## **D. WHAT IS NOT SEXUAL HARASSMENT**

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

## **E. EMPLOYER'S RESPONSIBILITY**

SGI Philippines General Insurance Company, Inc. undertakes to provide its officers and employees a work environment free of sexual harassment by management personnel, by co-workers and by others with whom officers and employees must interact in the course of their employment in SGI Philippines General Insurance Company, Inc. Sexual harassment is specifically prohibited as unlawful and as a violation of SGI Philippines policy. SGI Philippines General Insurance Company, Inc. is responsible for preventing sexual harassment in the workplace, for taking immediate corrective action to stop sexual harassment in the workplace and for promptly investigating any allegation of work-related sexual harassment.

## **II. PROCEDURES ON SEXUAL HARASSMENT CASES**

### **A. COMPLAINT PROCEDURE**

Any officer or employee, who experiences or witnesses any act of sexual harassment in the workplace, shall report the same immediately to the Committee on Decorum and Investigation. They may also report acts of sexual harassment to any other member of SGI Philippines management or ownership. All allegations of sexual harassment will be quickly investigated. To the extent possible, the identity of the officer or employee shall remain confidential and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, all parties will be informed of the outcome of the investigation.

A Committee on Decorum and Investigation shall be constituted and shall be composed of the management and the employees' representative to receive complaints, investigate and hear sexual harassment cases. The Committee shall develop its own rules in the settlement and disposition of sexual harassment cases. The Committee shall also develop and implement programs to increase understanding and awareness about sexual harassment.

#### **B. RETALIATION**

SGI Philippines General Insurance Company, Inc will permit no employment-based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.

#### **C. WRITTEN POLICY**

All officers and employees of SGI Philippines General Insurance Company, Inc shall receive a copy of SGI Philippines sexual harassment policy upon assumption of their respective offices. If at any time an officer of employee would like another copy of the policy, please contact the Office of the Committee on Decorum. If SGI Philippines General Insurance Company, Inc. should amend or modify its sexual harassment policy, all officers and employees will receive an individual copy of the amended or modified policy.

# SGI Philippines Policies

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## **SMOKE-FREE WORKPLACE POLICY AND PROGRAM**

Pursuant to Section 6 of Republic Act No. 9211 which specifically prohibits indoor smoking and protects people against second hand smoke, this company policy is hereby issued to protect its employees and clients against the hazard brought about by smoking.

Smoke-free workplaces protect non-smokers from the dangers of secondhand smoke and also encourage staff to either quit smoking or reduce their cigarette consumption. Successful implementation of this policy will depend on both the management and employees' support.

### **I. PREVENTIVE STRATEGIES**

SGI Philippines General Insurance Company, Inc. shall notify all employees of this policy and shall establish a smoke-free workplace policy awareness program. This will also be a part of orientation for newly-hired employees. A **"NO SMOKING SIGN"** shall be conspicuously displayed at floor areas which were designated as a NO SMOKING AREA. The roof top and the parking area are the only areas in the office in which employees will be allowed to smoke.

Capacity building for speakers' bureau, counsellors and the general workers population will be part of staff development program of the company.

The ill-effects of smoking will be discussed during the training/orientation of employees which will be spearheaded by the Health and Safety Committee.

### **II. IMPLEMENTATION**

Worksite smoking policies aim mainly to protect non-smokers from Environmental Tobacco Smoke, (ETS), while the objective of worksite cessation program is to help employees who do smoke to give up the habit. The use of support groups of former smokers, HRDS staff, and medical staff that may act as educators/counsellors and support for workers to enable them in their wish of quitting the habit. Programs should be coordinated with managed-care providers' offerings of tobacco assessment and counselling. Internally, physical activity, nutrition, and stress management will assist smokers to quit and to stay abstinent.

Networking with health professionals, experts and organizations with the same advocacy is also being encouraged to create a partnership of sort. This may lead to better program implementation as their best practices may be replicated.

Strengthening workers participation may encourage ownership of the program. Team Leaders per Department maybe assigned, he/she may assign secret marshals who would monitor the no smoking policy in their workplaces. Team leaders would also monitor the smoker's diary (mandatory to smokers enrolled in the program) and the progress of the implementation of the smoking program in their office.

Employees who wish to quit smoking shall be referred by the committee to DOH accredited smoking cessation clinics.

### **III. MONITORING AND EVALUATION**

The implementation of the smoke-free workplace policies and programs shall be monitored and evaluated periodically by the employer to ensure that the goal of an alcohol-free workplace is met. The Health and Safety Committee or other similar Committee shall be tasked for this purpose.

### **IV. EFFECTIVITY**

All concerned shall comply with all the provisions of this company policy effective immediately.

# SGI Philippines Policies

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## WORKPLACE POLICY AND PROGRAM ON TUBERCULOSIS (TB) PREVENTION AND CONTROL

SGI Philippines General Insurance Company, Inc. 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.

### PURPOSE

To address the stigma attached to TB and to ensure that the worker's right against discrimination, brought by the disease, is protected.

To facilitate free access to anti-TB medicines of affected employees through referrals.

### I. IMPLEMENTING STRUCTURE

SGI Philippines General Insurance Company, Inc. TB Program shall be managed by its health and safety committee consists of representatives from the different divisions and departments.

### II. COVERAGE

This Program shall apply to all employees regardless of their employment status.

### III. GUIDELINES

#### A. Preventive Strategies

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

1. TB education shall be conducted by the SGI Philippines General Insurance Company, Inc. through HR, in close coordination with the health and safety committee, through distribution and posting of IEC materials and counselling and/ or lectures.
2. Engineering measures such as improvement of ventilation, provision for adequate sanitary facilities and observance of standard for space requirement (avoidance of overcrowding) shall be implemented.

##### 2. 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. The company shall make arrangements with the nearest Direct Observed Treatment (DOT) facility.
2. The company's adherence to the DOTS guidelines on the diagnosis and treatment is highly encouraged.

#### B. MEDICAL MANAGEMENT

1. The company shall adopt the 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. The company shall at the minimum refer employees and their family members with TB to private or public DOTS centers.

## **C. SOCIAL POLICY**

### **1. Non-discriminatory Policy and Practices**

1. There shall be no discrimination of any form against employees from pre to post employment, including hiring, promotion, or assignment, on account of their TB status. (ILO C111)
2. 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 medically fit.

### **2. Work-Accommodation and Arrangement**

1. Agreements made between the company and employee's representatives shall reflect measures that will support workers with TB through flexible leave arrangements, rescheduling of working time and arrangement for return to work.
2. The employee may be allowed to return to work with reasonable working arrangements as determined by the Company 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 his/her duty.

## **V. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEES**

### **A. Employer's Responsibilities**

1. The Employer, together with workers/ labor organizations, company focal personnel for human resources, safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on TB.
2. Provide information, education and training on TB prevention for its workforce.
3. Ensure non-discriminatory practices in the workplace.
4. Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.
5. The Employer, through its Human Resources Department, shall see to it that their company policy and program is adequately funded and made known to all employees.
6. The Health and Safety Committee, together with employees/ labor organizations shall jointly review the policy and program and continue to improve these by networking with government and organizations promoting TB prevention.

## **B. Employees' Responsibilities**

1. The employee's organization is required to undertake an active role in educating and training their members on TB prevention and control.
2. Employees shall practice non-discriminatory acts against co-workers.
3. Employees and their organization shall not have access to personnel data relating to a worker's TB status.
4. Employees shall comply with universal precaution and the preventive measures.

## **V. IMPLEMENTATION AND MONITORING**

The Safety and Health Committee or its counterpart shall periodically monitor and evaluate the implementation of this Policy and Program.

## **VI. EFFECTIVITY**

This Policy shall take place effective immediately and shall be made known to every employee.