

JG SUMMIT HOLDINGS, INC.

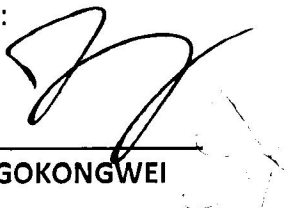
EXECUTIVE COMMITTEE MEETING

September 21, 2018

This is to request for Executive Committee Approval for the following:

Corporate Center Unit:	Corporate Governance Management Systems
CCU Head:	Arlene S. Denzon
For Approval:	<p>This is to seek ExCom approval on the proposed policy on Corporate Environment, Health and Safety (EHS).</p> <p>Thank you.</p>
Supporting Documents:	Corporate Environment, Health and Safety Policy


Endorsed By:



LANCE Y. GOKONGWEI

JG SUMMIT HOLDINGS, INC.
EXCOM DATED: ~~21 SEP 2018~~
APPROVED
SPECIAL CONDITIONS

ATTY. MACEL H. FERNANDEZ-ESTAVILLO
EXCOM SECRETARY

 JG SUMMIT HOLDINGS, INC.	REPORT NO.:	DATE:	NO. OF PAGES:
	CGMS 2018-041 : POLICY AND PROCEDURES	September 18, 2018	1
TO: MR. JAMES L. GO / MR. LANCE Y. GOKONGWEI			
SUBJECT: CORPORATE ENVIRONMENT, HEALTH AND SAFETY (EHS) POLICY			

This seeks your approval for the implementation of enterprise policy on Corporate Environment, Health and Safety (EHS).

Policy Statement:

The Gokongwei Group of Companies ("Company") is committed to protect and preserve the environment and promote the health, safety and welfare of its employees and all its stakeholders by integrating sound Environmental, health and safety management practices in all the aspects the business, compliant with applicable regulatory requirements.

The fundamental objectives of this policy are:

1. To establish the EHS Framework that will guide the Company to undertake all its activities in a manner that protects the environment and promotes the health, safety and welfare of all its stakeholders.
2. To institute processes and practices that will prevent and mitigate both human and economic losses arising from accidents, adverse occupational exposures and environmental events. To create the governance structure and define responsibilities for managing the environment, health and safety of all the stakeholders of the Company.
3. To create the governance structure and define responsibilities for managing the environment, health and safety of all the stakeholders of the Company.
4. To ensure compliance with applicable laws and regulations.

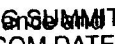
The following are the salient features of the policy:

1. The Company shall develop, implement, maintain, and constantly improve a comprehensive EHS Management System to ensure that the Company's activities operate under a balanced allocation of organizational resources, aimed at achieving the highest level of EHS performance conforming with national and international standards.
2. EHS shall be considered in the:
 - 2.1. Design, management and operation of Company facilities to provide a healthy, safe and environmentally secure workplace for employees and other stakeholders affected by the Company's activities;
 - 2.2. Creation of products throughout its lifecycle (e.g. ensure that these are safe for the intended use, conserve resources and prevent pollution through reuse, reclamation or recycling).
3. Governance Structure:
 - 3.1. The Company created and mandated the Corporate EHS Group to develop consciousness amongst the Company's employees and stakeholders to make EHS a Culture and Way of Life.
 - 3.2. Corporate EHS Council shall be formed with representatives from the Business Units (BUs) pool of EHS Officers.
 - 3.3. Plant Manager, Operations Manager or Building Administrator shall be held accountable for EHS and its implementation in their plant, company, site, building or location.
4. EHS policies and programs shall be communicated to the Company's employees, business partners and other stakeholders to motivate them to develop consciousness in making EHS a Culture and Way of Life.

Thank you.

ARLENE S. DENZON

VP-Corporate Governance and
Management Services (CGMS)



 JG SUMMIT HOLDINGS, INC. EXCOM DATED 21 SEP 2018 APPROVED SPECIAL CONDITIONS _____ ATTY. MACEL H. FERNANDEZ-ESTAVILLO EXCOM SECRETARY
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FRANCISCO M. DEL MUNDO

CFO & SVP, JGSHI, Subsidiaries and Affiliates

CESAR V. CAMAONGAY

GM-Corporate EHS Group

 POLICY AND PROCEDURE 			
Group	GOKONGWEI GROUP OF COMPANIES	Document No.	Page 1 of 6
Company	ALL COMPANIES	Reference (Old Doc.) No.	Revision No.
Business Unit	ALL BUSINESS UNITS	Business Unit No.	Document/Revision Date
Chapter	GOVERNANCE	Effectivity	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">28 August 2018 JG SUMMIT HOLDINGS, INC. EXCOM DATED: <u>21 SEP 2018</u> APPROVED SPECIAL CONDITIONS EXECUTIVE COMMITTEE EXCOM SECRETARY</p> </div>
Section	HEALTH, SAFETY AND WELFARE	Decided by:	
Subject	CORPORATE ENVIRONMENT, HEALTH, AND SAFETY (EHS) POLICY		

POLICY STATEMENT

The Gokongwei Group of Companies ("Company") is committed to protect and preserve the environment and promote the health, safety and welfare of its employees and all its stakeholders by integrating sound Environmental, health and safety management practices in all the aspects the business, compliant with applicable regulatory requirements.

OBJECTIVES

1. To establish the EHS Framework that will guide the Company to undertake all its activities in a manner that protects the environment and promotes the health, safety and welfare of all its stakeholders.
2. To institute processes and practices that will prevent and mitigate both human and economic losses arising from accidents, adverse occupational exposures and environmental events.
3. To create the governance structure and define responsibilities for managing the environment, health and safety of all the stakeholders of the Company.
4. To ensure compliance with applicable laws and regulations.

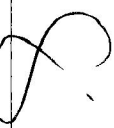
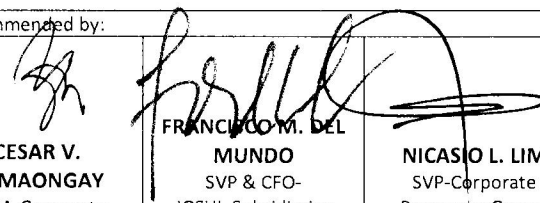

SCOPE AND COVERAGE

This policy applies to:

1. All employees, regardless of employment status and contractors or visitors authorized to enter the Company premises;
2. All activities, operations and services of the Company.

DEFINITION OF TERMS

1. **Environmental, Health and Safety (EHS) Officer** – refers to the employee responsible for all aspects of an organization's compliance with occupational safety and health, and environmental laws and regulations.
2. **First Aid Case (FAC)** – refers to an adequate, immediate and necessary medical attendance or remedy given in case of injury or sudden illness suffered by a worker.

Prepared by:		Recommended by:		Agreed by:	
					
CESAR V. CAMAONGAY GM, Corporate EHS Group	FRANCISCO M. DEL MUNDO SVP & CFO- JGSHI, Subsidiaries and Affiliates	NICASIO L. LIM SVP-Corporate Resources Group, JGSHI			
CEHS	CGMS			JAMES L. GO Chairman, JGSHI	

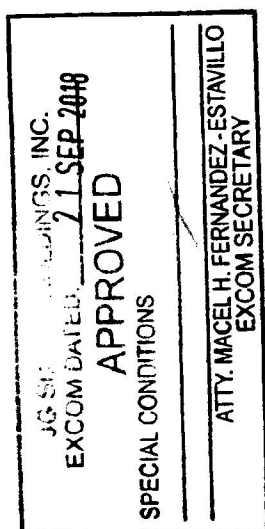


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HOLDINGS, INC.

POLICY AND PROCEDURE



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GENERAL POLICIES

- Lost Time Accident (LTA) or Loss Time Incident (LTI)** – refers to an incident that resulted to an injury sufficiently serious that one or more days or shifts are lost as a result.
 - Medical Treatment Case (MTC)** – refers to an incident that does not result to a disabling injury, but requires medical treatment of any kind.
 - Pollution Control Officer** – refers to a technical person competent in pollution control and environmental management, performing the duties and responsibilities in a particular establishment and officially accredited by the Environmental Management Bureau (EMB) Regional Office to perform such responsibilities.
 - Work Environment Measurement (WEM)** – refers to a branch of Industrial Hygiene aimed at evaluating levels of workers' exposures from various physical and chemical hazards emanating from workplace operations and recommend appropriate control measures for the improvement of the working environment.
 - Safety Officer** – refers to an employee/worker trained and tasked to implement occupational safety and health programs in the workplace in accordance with the provisions of the standards.
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- The Company shall develop, implement, maintain, and constantly improve a comprehensive EHS Management System to ensure that the Company's activities operate under a balanced allocation of organizational resources, aimed at achieving the highest level of EHS performance conforming with national and international standards.
 - EHS management procedures and practices shall be integrated in all aspects of the business to ensure the health and safety of all stakeholders while conserving an...

Prepared by:		Recommended by:		Agreed by:	
CESAR V. CAMAONGAY GM, Corporate EHS Group	FRANCISCO M. DEL MUNDO SVP & CFO- JGSHI, Subsidiaries and Affiliates	NICASIO L. LIM SVP-Corporate Resources Group, JGSHI	LANCE Y. GOKONGWEI President & CEO, JGSHI	JAMES L. GO Chairman, JGSHI	



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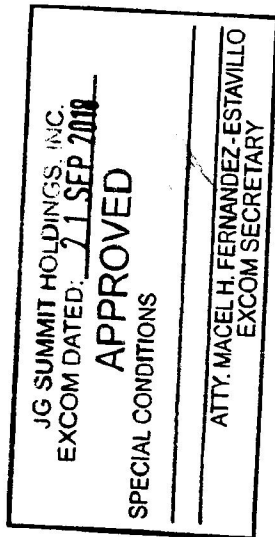
POLICY AND PROCEDURE

ROBINSONS RETAIL
HOLDINGS, INC.

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enhancing resources for future generation.

3. All levels of the Company's organization shall be accountable for the delivery of the highest level of EHS performance, starting with the Chairman, President, Chief Executive Officer and Business Unit General Managers (BU GM).
4. Sound risk management processes shall be employed to set the Company's EHS direction and implement programs and processes to achieve these goals and direction.
5. Sufficient and reasonable resources shall be provided to develop and deliver the Company's EHS goals and plans.
6. EHS shall be considered in the:
 - 6.1. Design, management and operation of Company facilities to provide a healthy, safe and environmentally secure workplace for employees and other stakeholders affected by the Company's activities;
 - 6.2. Creation of products throughout its lifecycle (e.g. ensure that these are safe for the intended use, conserve resources and prevent pollution through reuse, reclamation or recycling).
7. Potential safety and health hazards inherent in materials, intermediates, wastes and products manufactured, formulated, packaged, or transported shall be continuously identified so specific protective measures necessary to control or minimize such hazards can be implemented.
8. Facilities shall be periodically inspected to identify and correct conditions that may cause injury, work disruption or property damage.
9. EHS policies and programs shall be communicated to the Company's employees, business partners and other stakeholders to motivate them to develop consciousness in making EHS a Culture and Way of Life.



Prepared by:		Recommended by:			Agreed by:	
CEHS	CGMS	CESAR V. CAMAONGAY GM, Corporate EHS Group	FRANCIS M. DEL MUNDO SVP & CFO- JGSHI, Subsidiaries and Affiliates	NICASIO L. LIM SVP-Corporate Resources Group, JGSHI	LANCE Y. GOKONGWEI President & CEO, JGSHI	JAMES L. GO Chairman, JGSHI



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10. All employees shall be:

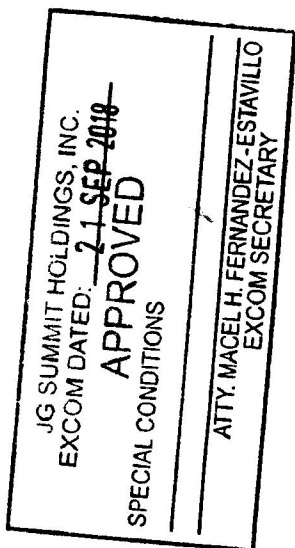
- 10.1. Made aware of their roles and responsibilities in relation to this EHS Policy and shall be advised that EHS will be considered in their performance appraisal;
- 10.2. Placed in jobs consistent with their abilities and training to perform their work safely;
- 10.3. Educated and trained to develop and maintain competency to perform their work safely;
- 10.4. Provided with proper materials, tools, equipment and personal protection' equipment as required;
- 10.5. Informed of foreseeable hazards to their safety and health, if working with exposure to chemical, biological or physical agents;
- 10.6. Held responsible to immediately report their immediate superior any health, safety and environmental hazards, accidents and near miss incidents.

11. Suppliers and business partners shall be selected with consideration of their ability to run a safe and environmentally responsible operation.

12. The Company shall monitor and evaluate EHS performance through periodic management reviews and shall strive for the continues improvement of its EHS management systems and the environmental quality of its products, services, and processes.

13. The Company shall ensure compliance with applicable EHS laws and regulations. *Please refer to APP.05.*

14. Periodic audits shall be performed to check compliance with this policy and the related laws and regulations.



Prepared by:		Recommended by:		Agreed by:	
CESAR V. CAMAONGAY GM, Corporate EHS Group	FRANCISCO M. DEL MUNDO SVP & CFO- JGSHI, Subsidiaries and Affiliates	NICASIO L. LIM SVP-Corporate Resources Group, JGSHI	LANCE Y. GOKONGWEI President & CEO, JGSHI	JAMES L. GO Chairman, JGSHI	



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ROBINSONS RETAIL
HOLDINGS, INC.

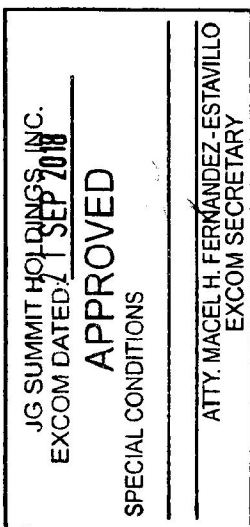
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Subject	CORPORATE ENVIRONMENT, HEALTH, AND SAFETY (EHS) POLICY		

GOVERNANCE



Corporate EHS Group

EHS Organization

- The Company created and mandated the Corporate EHS Group to develop consciousness amongst the Company's employees and stakeholders to make EHS a Culture and Way of Life.
- Corporate EHS Council shall be formed with representatives from the Business Units (BUs) pool of EHS Officers. *Please refer to APP.01.*
- Plant Manager, Operations Manager or Building Administrator shall be held accountable for EHS and its implementation in their plant, company, site, building or location.
- Compliant with the applicable laws and regulations (*Please refer to APP.05*), each BU shall appoint:
 - EHS Officers in every work place, plant, location, site, and office buildings, malls, etc. where people work;
 - Occupational Health Practitioners such as an Occupational Health Physician (OHP), Occupational Health Nurse (OHN), and First Aid Providers (FAP)
 - Pollution Control Officer (PCO) accredited by the Department of Environment and Natural Resources (DENR) in every plant, site, building or location, where and when the provisions of Presidential Decree 984 or the Pollution Law of the Philippines is applicable.
- EHS Officers shall:
 - Have functional reporting obligation to the *Corporate EHS Group* in terms of the performance monitoring, compliance with the corporate EHS SOPs and other relevant EHS programs and procedures;
 - Report directly to the Plant Manager, Operations Manager or Building Administrator and shall be responsible for the formulation and implementation of the EHS policy.



Prepared by:		Recommended by:		Agreed by:	
CESAR V. CAMAONGAY	CESAR V. CAMAONGAY	FRANCISCO M. DEL MUNDO	FRANCISCO M. DEL MUNDO	NICASIO L. LIM	NICASIO L. LIM
GM, Corporate EHS Group	GM, Corporate EHS Group	SVP & CFO- JGSHI, Subsidiaries and Affiliates	SVP & CFO- JGSHI, Subsidiaries and Affiliates	SVP-Corporate Resources Group, JGSHI	SVP-Corporate Resources Group, JGSHI
LANCE Y. GOKONGWEI	LANCE Y. GOKONGWEI	JAMES L. GO	JAMES L. GO	JAMES L. GO	JAMES L. GO
President & CEO, JGSHI	President & CEO, JGSHI	Chairman, JGSHI	Chairman, JGSHI	Chairman, JGSHI	Chairman, JGSHI

 POLICY AND PROCEDURE  ROBINSONS RETAIL HOLDINGS, INC.			
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Subject	CORPORATE ENVIRONMENT, HEALTH, AND SAFETY (EHS) POLICY	EXECUTIVE COMMITTEE	

5.3. Attend the EHS Council meetings and provide contribution, as may be assigned.

APPENDICES

APP.01 – Governance Structure
 APP.02 – EHS Framework
 APP.03 – Responsibilities
 APP.04 – List of Required Standard Operating Procedures
 APP.05 – Applicable Laws and Regulations

POLICY VIOLATION



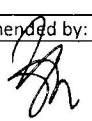
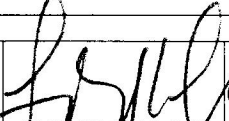


Any violation of this policy shall be dealt with in accordance with the appropriate provision of the Offenses Subject to Disciplinary Action (OSDA).



EFFECTIVITY CLAUSE

This policy shall take effect upon approval and shall continue to be in full force unless superseded by new policies and guidelines.

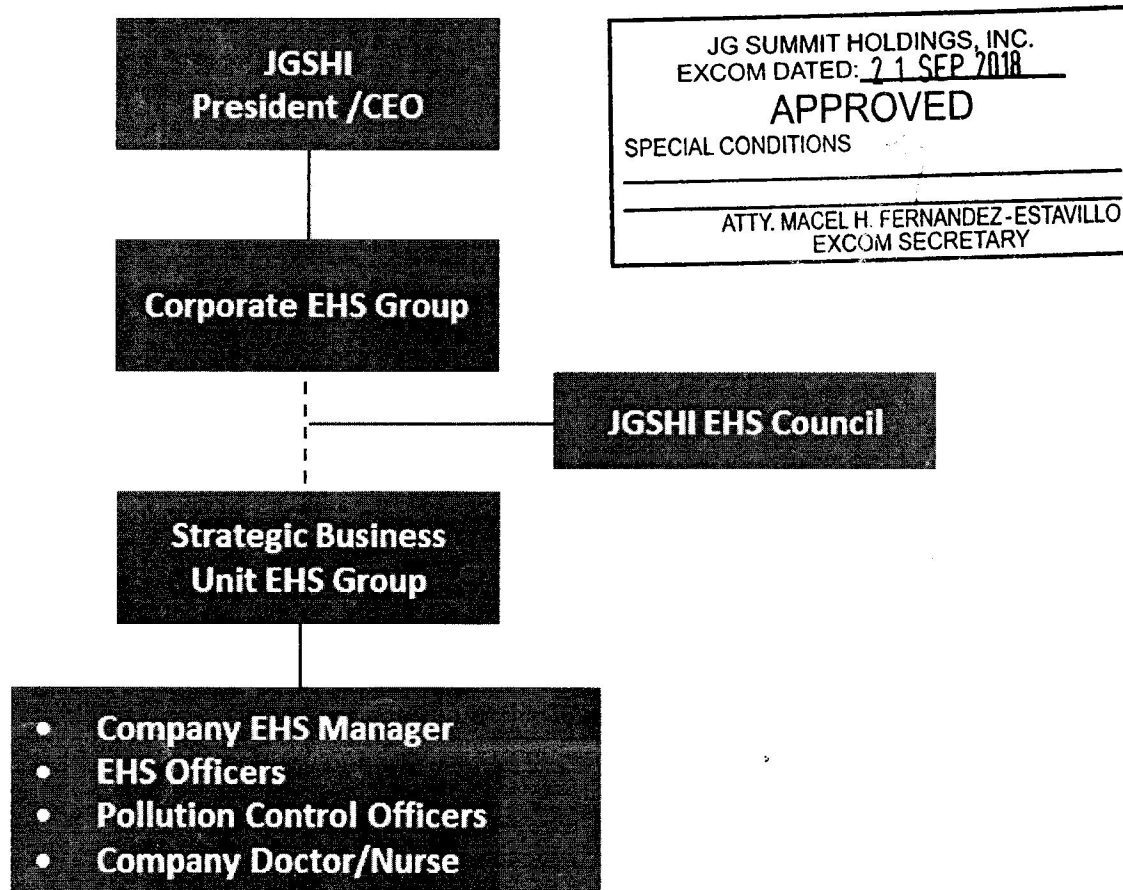
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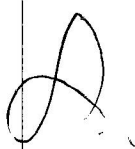

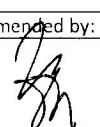
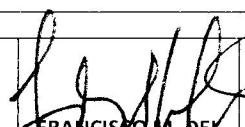


JG SUMMIT HOLDINGS, INC. EXCOM DATED: <u>21 SEP 2018</u> APPROVED SPECIAL CONDITIONS ATTY. MACEL H. FERNANDEZ-ESTAVILLO EXCOM SECRETARY



Prepared by:		Recommended by:		Agreed by:	
					
CESAR V. CAMAONGAY GM, Corporate EHS Group	CEHS	FRANCISCO M. DEL MUNDO SVP & CFO- JGSHI, Subsidiaries and Affiliates	CGMS	NICASIO L. LIM SVP-Corporate Resources Group, JGSHI	LANCE Y. GOKONGWEI President & CEO, JGSHI
					JAMES L. GO Chairman, JGSHI

 JG SUMMIT HOLDINGS, INC.		POLICY AND PROCEDURE		 ROBINSONS RETAIL HOLDINGS, INC.	
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Chapter	GOVERNANCE	Effectivity			
Section	ENVIRONMENT, HEALTH AND SAFETY	Decided by: EXECUTIVE COMMITTEE			
Subject	GOVERNANCE STRUCTURE- CORPORATE ENVIRONMENT, HEALTH, AND SAFETY POLICY				

Following is the Company's Corporate EHS Governance Structure:



Prepared by:		Recommended by:		Agreed by:	
					
CEHS	CGMS	CESAR V. CAMAONGAY GM, Corporate EHS Group	FRANCISCO M. DEL MUNDO SVP & CFO- JGSHI, Subsidiaries and Affiliates	NICASIO L. LIM SVP-Corporate Resources Group, JGSHI	LANCE T. GOKONGWEI President & CEO, JGSHI
					JAMES L. GO Chairman, JGSHI

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Section	ENVIRONMENT, HEALTH AND SAFETY	Decided by:	
Subject	FRAMEWORK - CORPORATE ENVIRONMENT, HEALTH, AND SAFETY POLICY	EXECUTIVE COMMITTEE	

Following are the Corporate EHS Framework that will help the Company drive EHS as a Way of Life:



Regulatory Compliance

- Validation and monitoring of EHS Compliance to legal requirements with DOLE, DOH, BFP, DENR-EMB, LLDA
- Network with EHS partners for sustainability programs & projects



Clearly Defined Strategy

- Structure – Clear roles of all stakeholders.
- Systems and Processes – Reporting protocols.
- Site assessment
- Work Environment Measurement
- Incident Reporting
- Education – Mentoring EHS Officers on programs & controls to implement to prevent issues.



Developing the Standards

- Alignment of EHS standards and metrics.
- Establish a common EHS framework for JGS.
- EHS Council Meeting and Summit.
- EHS Recognition & Awards.




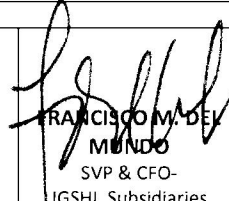




Monitoring the Metrics

- Monthly monitoring of EHS performance on LTA, MTC, FAC, water; waste for water, air and land ; electricity and fuel.
- Site visit, inspection and audit.
- EHS Training

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JG SUMMIT HOLDINGS, INC. EXCOM DATED: 21 SEP 2018	
APPROVED	
SPECIAL CONDITIONS	
ATTY. MACEL H. FERNANDEZ-ESTAVILLO EXCOM SECRETARY	

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CEHS	CGMS	CESAR V. CAMAONGAY GM, Corporate EHS Group	FRANCISCO M. DEL MUNDO SVP & CFO- JGSHI, Subsidiaries and Affiliates	NICASIO L. LIM SVP-Corporate Resources Group, JGSHI	LANCE Y. GOKONGWEI President & CEO, JGSHI
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