

Philippine Crop Insurance Corporation
CODE OF ETHICS

As an integral part of the National Government, the Philippine Crop Insurance Corporation (PCIC) is inherently mandated to be socially responsible, to act and operate as good corporate citizen.

PCIC Directors, Officers and employees are required to abide by ethical policies mandated by this Code and other pertinent laws, rules, and regulations. The protection of the reputation and goodwill of the PCIC is of fundamental importance.

I. NORMS OF CONDUCT

PCIC Directors, officers, and employees are expected to promote a high standard of ethics in public service and be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

The following standards of personal conduct in the discharge and execution of official duties of Directors, officers, and employees shall be observed:

- Commitment to public interest - Always uphold public interest over and above personal interest;
- Professionalism - Perform and discharge duties with the highest degree of excellence, professionalism, intelligence and skill;
- Justness and sincerity - Remain true to the people at all times and act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged;
- Political neutrality - Provide service to everyone without unfair discrimination and regardless of party affiliation or preference;
- Responsiveness to the public - Extend prompt, courteous, and adequate service to the public.
- Nationalism and patriotism - Be loyal to the Republic and to the Filipino people at all times;
- Commitment to democracy - Commit to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds the supremacy of civilian authority over the military; and
- Simple living - Lead modest lives appropriate to their positions and incomes.

In the performance of their duties, all PCIC Directors, officers, and employees are under obligation to:

- Act promptly and/or respond on letters and requests;
- Process documents and papers expeditiously;
- Act immediately on the public's personal transactions; and

- Make documents accessible to the public.

II. PROHIBITED ACTS AND TRANSACTIONS

In addition to acts and omissions of public officials and employees now prescribed in the Constitution and existing laws, the following shall constitute prohibited acts and transactions of any PCIC official and employee and are hereby declared to be unlawful:

- a. Financial and material interest** – Officials and employees shall not, directly or indirectly, have any financial or material interest in any transaction requiring the approval of PCIC.
- b. Outside employment and other activities related thereto** – Officials and employees during their incumbency shall not:
 - (1) Own, control, manage or accept employment as officer, employee, consultant, counsel, broker, agent, trustee or nominee in any private enterprise regulated, supervised or licensed by their office unless expressly allowed by law;
 - (2) Engage in the private practice of their profession unless authorized by the Constitution or law, provided, that such practice will not conflict or tend to conflict with their official functions; or
 - (3) Recommend any person to any position in a private enterprise which has a regular or pending official transaction with PCIC.

These prohibitions shall continue to apply for a period of one (1) year after resignation, retirement, or separation from public office, except in the case of subparagraph (b) (2) above, but the professional concerned cannot practice his profession in connection with any matter before being with PCIC, in which case the one-year prohibition shall likewise apply.

- c. Disclosure and/or misuse of confidential information** – Officials and employees shall not use or divulge, confidential or classified information officially known to them by reason of being with PCIC and not made available to the public, either:
 - (1) To further their private interests, or give undue advantage to anyone; or
 - (2) To prejudice the public interest.

- d. No Gift Policy**

All employees of the PCIC and the members of the Board of Directors, shall not solicit, demand, or accept, directly or indirectly, any gift from any person, group, association, or juridical entity, whether from the public or private

sector, at any time, inside or outside the work premises, where such gift is either:

- Given in the course of their official duties or in connection with any transaction which may be affected by the functions of their office;
- Illegal or in violation of applicable laws, rules and regulations;
- Part of an attempt or agreement to perform or not to perform, in return thereof;
- Intended to influence the action or inaction of directors or employees;
- In exchange for giving unwarranted benefits, advantage or right to any person; and/or
- Used to create the appearance of a conflict of interest.

1. Requirement to Inform – PCIC Directors, Officers and employees are required to professionally inform any individual or organization with any actual or potential business with the PCIC of the "No Gift Policy."

2. Duty of Director, Officers or Employee if Gift is Offered or Given – If any prohibited gift is offered or given to any director, officer or employee, the latter shall politely decline the acceptance of such gift and courteously inform the offer or giver about the PCIC "No Gift Policy".

3. Duty of Director, Officer or Employee if Gift is Inevitably Received – In the event that, despite diligent efforts to refuse acceptance, any gift is inevitably received because it was sent through modes other than personal delivery or the offer or insisted acceptance, the recipient of such gift shall, within twenty-four (24) hours from receipt, report the acceptance thereof and turn-over the gift to the Administrative and Finance Division (AFD) or Property Management and General Services Division (PMGSD), as the case may be, for proper documentation and handling of the gift.

III. CONFLICT OF INTEREST

PCIC Directors, Officers, and employees shall at all times avoid any actual or potential conflict of interest with the Corporation. Each shall also avoid any conduct, or situation, which could reasonably be construed as creating an appearance of a conflict of interest.

Any question about a Director's, Officer's or employee's actual or potential conflict of interest with the Corporation shall be brought promptly to the attention of the Chairman of the Board, who will review the question and determine an appropriate course of action.

IV. RESPECT FOR AND OBEDIENCE TO THE CONSTITUTION AND THE LAW

As public officials and civil servants, PCIC Directors, Officers, and employees shall respect and obey the Constitution, shall comply and cause the Corporation to faithfully and timely comply, with all legal provisions, rules and regulations, and corporate governance standards, applicable to them and to the Corporation in which they serve, and to act within the bounds of the PCIC Charter.

V. OTHER LAWS, RULES, AND REGULATIONS

Laws, rules, and regulations of the Governance Commission for GOCCs, Civil Service Commission, and other government regulatory agencies and the internal issuances of the Corporation relating to the conduct of public officers and employees are deemed incorporated into this Code.

VI. IMPLEMENTATION AND MONITORING

All PCIC Directors, Officers, and employees shall be given a copy of the Code by the Administrative Department (Head Office) or the Administrative and Finance Division (Regional Offices), and a yearly orientation/reorientation shall be conducted. They shall also be required to sign and submit a Code of Conduct Compliance Certificate for monitoring purposes.

PCIC shall conduct seminars and/or workshops regarding values orientation, gender-responsiveness, social responsibility, work ethics, etc. in order to instill to its Directors, Officers and employees the need to comply with the Code of Ethics and other ethical policies as mandated by law, the GCG, the CSC, among others.

Source:

Republic Act No. 6713, Code of Conduct and Ethical Standards for Public Officials and Employees