

Philippine Crop Insurance Corporation  
**WHISTLEBLOWING POLICY**

**Statement of Policy**

It is the policy of PCIC to:

- A. Require its Directors, officers, and all its employees to abide by the ethical standards and policies mandated by law and the Governance Commission for GOCCs (GCG);
- B. Encourage a whistleblower to report any illegal, improper, and/or unethical conduct or activity, whether actual, suspected or potential, that they became aware of at their workplace or in connection with their work;
- C. Provide an environment that enables its people to raise genuine and legitimate concerns internally;
- D. Conduct a speedy, in-depth, and impartial investigation on the alleged/reported illegal, improper, and/or unethical conduct and take appropriate corrective action thereon; and
- E. Guarantee that the whistleblower who, in good faith and with reasonable ground, disclosed a breach of law or ethical standards, or any individual who cooperates in the investigation of such violation, will be protected against discrimination, harassment, retaliation, threat, or any other adverse/detrimental employment consequences.

**Purpose**

The purpose of this Whistleblowing Policy is to encourage and enable any concerned individual to report and provide information, anonymously if he/she wishes to, on any act or omission of the Directors, officers, and employees of PCIC that are illegal, fraudulent, unethical, and/or against good governance principles, public policy, morals, and sound business practices.

**Scope**

Whistleblowers may report actual/suspected/potential acts or omissions committed or to be committed by PCIC Directors, officers, and employees which involve violations of the following laws, rules, and regulations:

- A. Ethical Standards and/or Good Governance principles enshrined in the PCIC Manual on Corporate Governance;
- B. R.A. No. 6713, "Code of Conduct and Ethical Standards for Public Officials and regulations";
- C. R.A. No. 3019, "Anti-Graft and Corrupt Practices Act";
- D. R.A. No. 7080, as amended, "The Plunder Law";
- E. Book II, Title VII, Crimes Committed By Public Officers, The Revised Penal Code;
- F. Executive Order (E.O.) No. 292, s. 1987, "Administrative Code of 1987";

- G. R.A. No. 10149, the GOCC Governance Act of 2011;
- H. GCG M.C. No. 2012-05, "Fit and Proper Rule";
- I. GCG M.C. No. 2012-06, "Ownership and Operations Manual Governing the GOCC Sector";
- J. GCG M.C. No. 2012-07, "Code of Corporate Governance for GOCCs";
- K. Violations of the Charter of PCIC; and
- L. Other GCG Circular and Orders, and applicable laws and regulations.

### **Reporting Channels**

Individuals, especially PCIC employees, who are aware of any actual/suspected/potential act or omission that is illegal and/or unethical have a responsibility to report such acts to the PCIC Integrity Monitoring Committee thru the Office of the General Counsel.

Whistleblowers may submit their whistleblowing reports through the following channels:

Electronic Mail (E-Mail)	:	<a href="mailto:whistleblower@pcic.gov.ph">whistleblower@pcic.gov.ph</a>
Mail	:	Office of the General Counsel 7/F, NIA Building A., NIA Complex EDSA, Diliman, Quezon City
Telephone	:	(02) 441-1323

### **Reporting Details**

Whistleblower reports/complaints should include the following information:

- A. Name and position of the Director/officer/employee being reported;
- B. Details of the allegation/s;
  - 1. Alleged act or omission being complained; and
  - 2. The laws, rules, or regulations being violated.
- C. Other relevant information and supporting document/s, if any; and
- D. Personal details of the whistleblower if he/she wishes to disclose his/her identity;

A whistleblower may still report a case without disclosing his/her identity provided that the details and other relevant information pertaining to the report/complaint are disclosed.

### **Confidentiality**

PCIC will ensure the confidentiality of the identity of the whistleblower and the details and other information being disclosed. However, such disclosure may be necessary in order to have a successful investigation and/or if it is required by law.

Whistleblowers should also be warned against telling others that he/she filed a whistleblowing report/complaint in order not to jeopardize the investigation and his/her safety.

### **Protection of a Whistleblower**

Whistleblowers who, in good faith and with reasonable grounds, submit whistleblowing reports and any individual who cooperates in the investigation of a report/complaint shall not suffer from discrimination, harassment, retaliation, threat, or any other adverse/detrimental employment consequences. Any person who retaliates against a whistleblower or said individual shall be subject to disciplinary action (including dismissal from the service). PCIC shall extend all possible assistance to the whistleblower and said individual under the law.

### **Untrue Allegations**

If a whistleblower makes allegations that are found to be false, fabricated or malicious, legal action may be taken against him/her.

### **Report Updates**

Whistleblowers who disclosed themselves will be given regular updates on the status of their whistleblowing report. They will also be notified on the outcome of the investigation.