



Division: GOVERNANCE AND RISK  
Department: CORPORATE GOVERNANCE AND  
SUSTAINABILITY MANAGEMENT

Effectivity Date: 26 July 2023

TITLE: **POLICY ON THE RESPECT FOR AND PROTECTION OF THE RIGHTS OF PEOPLE**

## 1.0 GENERAL STATEMENT OF THE POLICY

Metro Pacific Tollways Corporation (the “Company”) recognizes its duty and responsibility to respect and protect human rights as contained in the International Bill of Human Rights, and the International Labor Organization’s (ILO) Declaration on the Fundamental Principles and Rights at Work. It is committed in its thrust to become an effective and influential agent in safeguarding human rights as further contained in the Philippine Constitution and such other applicable laws, rules, and regulations.

In line with this commitment, the Company strives to adopt principles and processes that will mitigate and avoid complicity in human rights violations in relation to its operations, its dealings with its partners, suppliers, and contractors and in the production of goods and rendering of services on its own or through its subsidiaries.

## 2.0 SCOPE AND APPLICABILITY

This policy applies to the Company’s directors, officers and employees, its subsidiaries, and whenever applicable, to the transactions and ventures it enters into with third parties. The Company is committed to working with and encouraging its subsidiaries, partners, suppliers, and contractors to uphold the principles laid down in this Policy.

This policy is intended to supplement all applicable laws, rules, regulations, and other applicable policies of the Company. It is not intended to supplant any applicable local laws, rules, and regulations.

## 3.0 DEFINITION

**Human Rights** – are universal legal guarantees which protect the human values of all people – freedom, equality, and dignity. These are basic rights and freedoms inherent to all human beings, regardless of race, sex, nationality, ethnicity, language, religion, sexual orientation, or other personal factor. Human rights include civil and political rights, such as the right to life, liberty, and freedom as well as social, cultural, and economic rights including the right to participate in culture, the right to food, and the right to work and receive an education, as listed for example in the International Bill of Human Rights, and the International Labor Organization’s (ILO) Declaration on the Fundamental Principles and Rights at Work.

**Human Rights Due Diligence** – an ongoing risk management process to identify, prevent, mitigate, and account for how a company addresses its negative human rights impacts.

**Indigenous Peoples’ Rights Act of 1997 (IPRA)** - officially designated as Republic Act No. 8371, is a Philippine law that recognizes and promotes the rights of indigenous cultural communities and indigenous peoples in the Philippines.

**International Bill of Human Rights** - was the name given to UN General Assembly Resolution 217 (III) and two international treaties established by the United Nations. It consists of the Universal Declaration of Human Rights (adopted in 1948), the International Covenant on Civil and Political Rights (ICCPR),

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1966) with its two Optional Protocols and the International Covenant on Economic, Social and Cultural Rights (ICESCR, 1966). The two covenants entered into force in 1976, after a sufficient number of countries had ratified them.

**International Labor Organization (ILO)** - is the international organization under the United Nations which is responsible for developing and overseeing international labor standards. It is the only United Nations agency that brings together representatives of governments, employers, and workers to jointly shape policies/programs promoting decent work for all. The following are the ILO Conventions: The Freedom of Association and Protection of the Rights to Organize Convention, 1948; the Right to Organize and Collective Bargaining Convention, 1949; the Forced Labor Convention, 1930; the Abolition of Forced Labor Convention, 1957; the Minimum Age Convention, 1973; the Worst Forms of Child Labor Convention, 1999; the Equal Remuneration Convention, 1951; and the Discrimination (Employment and Occupation) Convention, 1958

**ILO Declaration on the Fundamental Principles and Rights at Work** – was adopted in 1998 and amended in 2022. It is an expression of commitment by governments and employers' and workers' organizations to uphold basic human values—values that are vital to our social and economic lives. It affirms the obligations and commitments that are inherent in membership of the ILO, namely: (a) freedom of association and the effective recognition of the right to collective bargaining; (b) the elimination of all forms of forced or compulsory labor; (c) the effective abolition of child labor; (d) the elimination of discrimination in respect of employment and occupation; and (e) a safe and healthy working environment.

**ILO Maternity Protection Convention** - under Convention No. 183, all employed women, including those in atypical forms of dependent work, should be covered for pregnancy, childbirth, and their consequences. In particular, persons protected should be entitled to maternity benefits for a minimum period of 14 weeks (including six weeks of compulsory leave after childbirth) at not less than two-thirds of their previous earnings. The medical benefits provided to protected persons must include prenatal, childbirth, and post-natal care. Convention No. 183 also lays down the right to work breaks for breastfeeding, as well as provisions relating to health protection, employment protection, and non-discrimination.

**Labor Code of the Philippines** - stands as the law governing employment practices and labor relations in the Philippines. It prescribes the rules for hiring and termination of private employees; the conditions of work including maximum work hours and overtime; employee benefits such as holiday pay, thirteenth month pay, and retirement pay; and the guidelines in the organization and membership in labor unions as well as in collective bargaining.

**Protection of Children Law** - officially designated as Republic Act No. 9231, is an act providing for the elimination of the worst forms of child labor and affording stronger protection for the working child, amending for this purpose Republic Act No. 7610 or the Special Protection of Children Against Abuse, Exploitation and Discrimination Act.

**United Nations Global Compact (UNGC)** - is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with ten universally accepted principles in the areas of human rights, labor, environment, and anti-corruption. The Global Compact exists to assist the private sector in the management of increasingly complex risks and opportunities in the environmental, social



METRO PACIFIC TOLLWAYS

**METRO PACIFIC TOLLWAYS CORPORATION**

5th floor, Tower 1, Rockwell Business  
Center, Ortigas Avenue, Barangay  
Ugong, 1604 Pasig City  
Email: [corporate@mptc.com.ph](mailto:corporate@mptc.com.ph)  
Website: [www.mptc.com.ph](http://www.mptc.com.ph)  
Trunkline: +63 2 894 8700

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and governance realms, seeking to embed markets and societies with universal principles and values for the benefit of all.

**United Nations Guiding Principles (UNGPs) on Business and Human Rights** – are a set of principles implementing the United Nations “Protect, Respect, and Remedy” framework on the issue of human rights. The framework provides the first global standard for preventing and addressing the risk of adverse impacts on human rights linked to business activity. The framework states that companies have a responsibility to comply with all applicable laws, rules, and regulations, and to respect human rights, including in areas where governance standards are poor, and where human rights are not universally respected and further prescribed that companies need to ensure appropriate and effective remedies when human rights are breached.

**United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)** - is a legally non-binding resolution passed in 2007. It delineates and defines the individual and collective rights of Indigenous peoples, including their ownership rights to cultural and ceremonial expression, identity, language, employment, health, education, and other issues. Their ownership also extends to the protection of their intellectual and cultural property.

**Universal Declaration of Human Rights** - was proclaimed by the United Nations General Assembly in 1948. It contains 30 human rights that are expected to be universally respected and protected.

## **4.0 COMMITMENTS**

### **i. Promotion of Safe and Healthy Workplace**

The safety and health of the employees is of paramount importance. The Company is committed to providing and maintaining a conducive, safe, and healthy working environment that is compliant with applicable laws, rules, and regulations pertaining to the physical and psychological well-being of the employees.

The Company likewise provides the necessary provisions for safety whenever employees are engaged in business undertakings outside their regular place of work. And to seek continual improvement, systems and processes are adopted within Company premises for the prevention and mitigation of work-related hazards and exposure to various form of health hazards.

All employees are expected to perform their work in compliance with the health and safety laws, rules, regulations, policies, and procedures. The Company also ensures the employees' right for recovery and leisure time in accordance with local labor laws and related ILO standards.

The thrust of promoting a safe and healthy workplace is not limited to the Company's operations alone as the same principle is being implemented across all networks of the Company's subsidiaries and in carrying out any Company-sponsored initiatives.



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## **ii. Upholding the Rights of Stakeholders and Serving the Communities in Areas of Operations**

The Company is committed to respecting the human rights of the stakeholders the Company interacts with and to serving the communities where the Company operates.

Wherever the Company operates, the Company engages with communities and seek to understand the social, cultural, environmental, and economic implications of our activities, so that we can respond to concerns and work to optimize benefits and reduce negative impacts, both for the local community and for the overall economy. The aim is to ensure through dialogue that the Company is listening to, learning from, and considering the views of stakeholders as the Company conducts its business. The Company believes that local issues are most appropriately addressed at the local level. Where appropriate, the Company engages with a wide range of civil society and stakeholders on human rights issues related to the business. This includes issues in the Company, across the value chain and with various sponsorships, through which we seek to promote respect for human rights.

The Company respects the diversity of indigenous peoples (IPs), as well as other vulnerable and disadvantaged groups, acknowledging the unique and important interests that they have in the land, waters, and environment as well as their history, culture, and traditional ways. This is pursuant to RA 8371 or the Indigenous Peoples' Rights Act and guided by the United Nations Declaration on the Rights of Indigenous Peoples, wherein the Company shall respect the rights of IPs in our areas of operations. The Company recognizes that social and environmental safeguards shall be established and maintained in its operations to protect and preserve their knowledge, cultures, customary laws, traditional practices, and institutions. The Company shall ensure that free, prior, and informed consent from IPs is obtained prior approval of any business activity which may affect their territories, cultural integrity, and right to self-determination. The Company prohibits the use of coercion, intimidation, manipulation, bias, conditions, bribery, or rewards in the process of consultation with the IPs.

## **iii. Upholding the Rights of Children in Business Conduct**

Children's rights in business are not only seen in cases of child labor, but these are also in the working conditions of parents and caregivers, marketing and advertising, and products and services that are safe and healthy for children, environmental practices that protect resources for children and families, and disaster risk preparedness and response that consider a child rights lens.

The Company expresses its commitment to respecting and advancing the human rights of children in the conduct of business, using the operational framework of the UN Guiding Principles on Business and Human Rights.

The Company shall avoid any infringement of children's rights and shall address any adverse child rights impact with which it is involved. This corporate responsibility to **respect** child rights will apply to direct and indirect impacts linked to the Company's business operations, products and services, and business relationships, including employees, suppliers, customers, and other partners. This includes the integration of family-friendly workplace policies that ensure decent working conditions for parents and caregivers, such as provision of living wage, breastfeeding in the workplace, and parental leave which will help support strong early childhood development and will help new parents to better fulfill their personal and professional roles.



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In addition, the Company shall take voluntary actions that seek to **advance** child rights, through core business operations, products and services, strategic social investments and philanthropy, advocacy and public policy engagement, and working in partnership and other collective action.

#### **iv. Prevention of Child Labor, Forced Labor and Human Trafficking**

The Company complies with the local minimum age laws and requirements and strictly prohibits the hiring of underaged individuals for positions and undertakings in which hazardous work is required. Whenever applicable, any employment of a child shall be strictly carried out in accordance with the guidelines, terms, and provisions laid down by applicable laws, rules, and regulations, including but not limited to, the Labor Code of the Philippines and RA 9231 on elimination of the worst forms of child labor.

The Company likewise prohibits the use of all forms of forced labor, including prison labor, indentured labor, bonded labor, military labor, slave labor, and any form of human trafficking. The Company will not engage with organizations that are involved in the same.

#### **v. Respect for Human Dignity and Prevention of Any Form of Discrimination**

The Company expresses commitment to the advancement and well-being of its employees. It is the Company's policy to treat its directors, officers, employees, and external business partners fairly and without discrimination. The Company is committed to providing equal opportunity and shall not tolerate all forms of workplace and gender-based discrimination and harassment, including disrespectful or inappropriate behavior, unfair treatment, or retaliation of any kind, towards its directors, officers, employees, applicants, and external business partners.

The Company is committed to maintaining a workplace that is free from harassment, violence, intimidation, coercion, undue force, or other unsafe or disruptive conditions, due to internal or external threats, on the basis of race, sex, color, national or social origin, ethnicity, religion, age, disability, sexual orientation, gender identification or expression, political opinion, or any other status protected by applicable laws, rules, and regulations. In recruitment, hiring, placement, development, training, compensation, and advancement, the Company strictly adheres to a policy of basing decisions solely on qualifications, performance, skills, and experience.

Adequate security safeguards shall be provided, as needed, and are maintained with respect for privacy and human dignity. The Company shall establish governance controls and secure information security systems which sufficiently protect the collected personal information of prospective, active, and separated directors, officers, and employees, on-the-job trainees, customers, suppliers, and external business partners.

In line with its commitment to promote a positive regard to the inherent worth of every person, the Company will invest in education and corporate programs to maintain and improve the employees' long-term employability. Likewise, the Company strives to ensure that employees, regardless of gender and civil status, are fairly compensated with wages and benefits that meet or exceed the legally required



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5th floor, Tower 1, Rockwell Business  
Center, Ortigas Avenue, Barangay  
Ugong, 1604 Pasig City

Email: [corporate@mptc.com.ph](mailto:corporate@mptc.com.ph)  
Website: [www.mptc.com.ph](http://www.mptc.com.ph)  
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minimum and are given equal opportunities for advancement that will enable them to take care of their families.

The Company is committed to fostering a supportive environment for all employees and their families, including new parents and their children. We support gender equality and diversity and recognize that every family is unique. The Company supports the employees in their parental responsibilities and respects the decisions they make for their families. All parents have the right to return to the same or to a similar position following the end of the parental leave. The Company will not discriminate or retaliate against an employee for taking their parental leave. Pregnant or nursing employees shall not perform work that is prejudicial to their health or that of their child. The job content and working environment of pregnant or nursing employees shall be adapted to the extent possible to preserve their health or that of their baby. The Company will continue to support the key principles set out by the International Labor Organization (ILO) Maternity Protection Convention (No. 183), which is one of the most significant established tools to support gender equality and promote breastfeeding in the workplace. Female employees are entitled to reasonable daily breaks or a daily reduction of work hours to breastfeed or express milk. Breastfeeding rooms will enable female employees to either breastfeed or express milk during working hours in a secure and relaxing environment. Each Company facility with more than 50 employees will make available and accessible a room or space conducive to breastfeeding. The Company is dedicated to being a family-friendly employer and is confident that this Policy will further enhance our existing commitments to be an equal-opportunity employer that values and embraces diversity.

The Company is committed to championing women and recognizes their role as catalysts for creating healthier individuals, communities, and a better world. The goal is to ensure women feel supported, valued, and respected. Stressing the importance of remaining in education and providing literacy and numeracy courses are all part of the Company's efforts to support women, their families, and wider communities. Achieving a gender-balanced organization is a continued focus of the Company. The Company will be actively creating a gender-balanced leadership including in the most senior executive posts and will continue to prioritize it across the Company on the path to gender parity.

Laws, rules, and regulations relating to pay, employment benefits, hours of work, time off, leaves of absence, and other terms and conditions of employment vary from country to country.

The Company respects the right of employees to freely form or join employee associations without fear of discrimination by, intimidation or reprisal from the Company. In addition, the employees shall have the right to bargain collectively on matters authorized and covered by labor laws, rules and regulations. Whenever applicable, the Company shall hold and maintain constructive and efficient dialogue with the employees.

The Company shall ensure full compliance with all applicable employment-related laws, rules, and regulations, and this will be ensured through the Company's HR processes and governance.



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## **5.0 GOVERNANCE, DUE DILIGENCE, AND REMEDIATION**

Recognizing the United Nations Guiding Principles of Business and Human Rights, we are striving to conduct human rights due diligence. Considering the impacts human rights violation can cause, we will prioritize appropriate actions to identify, prevent, or mitigate those impacts in our value chains.

The Board, through the Governance and Risk Committee, is responsible for ensuring adherence to these commitments. The responsibility for implementation is delegated to the Management which includes ensuring that any breaches of the policy are investigated and will engage in appropriate remediation processes in cooperation with other unit and/or stakeholders. Corporate Governance, Sustainability Management, and Human Resources and Administration shall work together in identifying and providing the officers and employees the necessary training, learning programs and tools related to compliance with this Policy. Human Resources and Administration shall facilitate or oversee the conduct of the necessary administrative investigation, with the assistance of Internal Audit and/or Legal, and monitor imposition of corresponding disciplinary actions, for confirmed violations of this Policy and its corresponding sanction under the Code of Commitment and related CG Policies. The Chief Governance and Risk Officer is responsible for overseeing the overall implementation and the communication of results on progress and impact to the Board on a regular basis.

## **6.0 REPORTING CHANNELS**

The Company encourages open and honest communications among all its employees and its external business partners, and it is the Company's firm commitment to follow all the applicable labor and employment laws, rules, and regulations wherever it operates. The Company has an existing Whistleblowing Policy, thus, if anyone hears information suggesting that conduct by any of its employee, officer, director, and/or its external business partner is in violation of this Policy, it should be reported in good faith to the respective immediate superior, the Corporate Governance Office, the Human Resources Department, the Internal Audit, or the Legal Department for appropriate action.

An objective investigation will be conducted upon receipt of relevant information. If an investigation concludes that a prohibited conduct has occurred, appropriate sanction commensurate with the facts of the investigation will be taken.

The Company strictly prohibits retaliation against anyone who, in good faith, reports violations or participates in an investigation, even if the investigation does not ultimately prove the concerns. Dishonest, bad faith, or otherwise abusive reports are prohibited.

## **7.0 REVIEW AND UPDATING**

This Policy shall be periodically reviewed and updated if necessary to ensure it remains effective and relevant. Any amendment, alteration or variation shall have been approved by resolutions of the Board of Directors.



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## **8.0 APPROVAL**

This Policy was approved by the Governance and Risk Committee on July 26, 2023 and was presented to the Board for approval.

Endorsed by:

[Signed]  
**Artemio V. Panganiban**  
Chairman, Governance and Risk Committee

Approved by:

[Signed]  
**Manuel V. Pangilinan**  
Chairman of the Board