

**ADMINISTRATIVE ORDER NO. 141***Series of 2018***REVISED GUIDELINES ON INTERNAL WHISTLEBLOWING AND REPORTING****A. RATIONALE/OBJECTIVES**

LBP Executive Order (EO) No. 043, series of 2010, *Guidelines on Internal Whistleblowing and Reporting*, is hereby amended to:

1. Support the Bank's commitment to uphold the highest standards of ethics and excellence among its employees;
2. Promote good governance at all levels of the organization pursuant to the Code of Conduct for LANDBANK Employees and similar applicable issuances;
3. Enable any concerned employee or individual to report and provide information, anonymously if he/she wishes, and even testify on matters involving the actions or omissions of LANDBANK Board of Directors and employees, that are illegal, unethical, violate good governance principles, are against public policy and morals, promote unsound and unhealthy business practices, and are grossly disadvantageous to the Bank and/or the Government;
4. Encourage whistleblowing by providing protection and assistance to Bank employees who voluntarily disclose their knowledge or give evidence about such actions or omissions; and
5. Fully comply with the provisions of Memorandum Circular (MC) No. 2016-02, *Revised Whistleblowing Policy for the GOCC Sector*, issued by the Governance Commission for Government Owned or Controlled Corporations (GCG) on April 22, 2016, as a Good Governance Condition for the grant of Performance Based-Bonus and Performance-Based Incentives starting 2017.

B. COVERED PERSONNEL

1. These guidelines shall cover all the LANDBANK Board of Directors and employees, whether permanent, temporary, co-terminus or directly-hired contractual.
2. Service company workers deployed in the Bank shall be covered by a separate policy on the subject as provided for in their service agreement with the Bank.

C. DEFINITION OF TERMS

1. **Graft and corruption** are defined as follows:
 - 1.1 **Graft** refers to the acquisition of gain or advantage by dishonest, unfair or sordid means, especially through the abuse of his/her position or influence.
 - 1.2 **Corruption** involves behavior on the part of officials in the public sector in which they improperly and unlawfully enrich themselves, or those close to them, by the misuse of the public power entrusted to them.
2. **Protected disclosure** refers to a deliberate and voluntary giving of information by a Bank employee or individual, whether written or verbal, of an actual or suspected acts or omissions committed by any Bank employee, group of Bank employees or Department/Unit.
3. **Relatives** shall refer to any and all persons related to a Board of Director or Bank employee within the fourth civil degree of consanguinity or affinity including bilas, inso and balae.
4. **Reporting Channels** shall refer to online-based platforms, face-to-face meetings, telephone calls, e-mail, mail, fax, and other similar media where any concerned individual can report and provide information (orally, in writing, or electronically), anonymously if he/she desires. Details/procedure can be seen under item D.1 hereof.
5. **Retaliatory action** refers to negative or obstructive responses or reactions to a disclosure of acts of misdeed including, but not limited to, administrative or criminal proceedings commenced or pursued, reprisals or threats against the whistleblower and/or those Bank employees supporting him/her or any of the whistleblower's relatives, such as, but not limited to forcing or attempting to force any of them to resign, retire or transfer, giving negative performance appraisals or evident bias in performance evaluation, discrimination or harassment in the workplace, demotion, reduction in salary or benefits, fault-finding, undue criticism, alienation, blacklisting and any acts or threats that adversely affect the rights and interests of the whistleblower.
6. **Whistleblower** refers to a Bank employee or individual or group of Bank employees/individuals who disclose a reportable condition as defined in these guidelines.
7. **Whistleblowing** is the disclosure of and/or giving of evidence to information that a whistleblower reasonably believes constitutes actions or omissions that are illegal, unethical, violate good governance principles, are against public policy and morals, promote unsound and unhealthy business practices, and are grossly disadvantageous to the Bank and/or the Government.