

 <p>LBP RESOURCES AND DEVELOPMENT CORPORATION 24TH Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	ADMINISTRATIVE MANUAL	Class Code: D
		Reference Code:
	Chapter 16: Conflict of Interest	OM-ADM-16.0
		Revision Number:
		00
		Date: Effective
		Nov. 20, 2018
		Page 1 of 1

1601 General

No officer and employee of LBRDC shall engage or venture in any activity, which will directly or indirectly compete with LBRDC's line/s of business.

1602 Performance of LBRDC Duties

No one on the service of LBRDC shall devote to private purposes any portion of time due to the Company nor shall any outside activities interfere with the performance of Company duties.

1603 Gifts

All officers and employees are expected to act with integrity and good judgment and to recognize that the acceptance of personal gifts from those doing business or seeking to do business with the Company, even when lawful, may give rise to legitimate concerns about favoritism depending on circumstances.

1604 Financial Conflict of Interest

An officer or employee of the Company and his relatives up to third degree of consanguinity or affinity may not make or participate in the decision making if there exists a financial conflict of interest. This is also applicable to all Directors, Officers, Stockholders, and Related Interest (DOSRI) parties of LBRDC.

1605 Employee- Vendor and LBRDC- Vendee Relationship

It is the policy of LBRDC to separate the employee's Corporate and private interest and to safeguard the Company and the employees from charges of favoritism in acquisition of goods and services. Goods or services shall not be purchased from an employee or near relative of the employee unless there is a specific determination that the goods or services are not available otherwise.