



**COOPERATIVE ALLIANCE FOR RESPONSIVE ENDEAVOR  
MUTUAL BENEFIT ASSOCIATION, INC.**

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## Whistle Blowing Policy

**“Whistleblowing”** means the reporting by employees / members of suspected misconduct, illegal acts, wrongdoing, unethical activity, corruption, fraud, bullying or failure to act within the Association.

**Objectives:**

- To encourage employees and members who have serious concerns about any aspect of work to come forward and voice their concerns.
- To strengthen the transparency and trust within CARE MBA, Inc.
- To remove unethical behavior in the workplace.
- To protect the identity of the whistleblower against retaliation and harm.

In 2018, CARE MBA, Inc. made an information dissemination and awareness campaign on the Board of Trustees, Management, Staff, MBA Coordinators and Members about the Whistle Blowing Policy. This policy aims to establish protection and knowledge about the rights of members.

Concrete examples are as follows:

<b>Possible Cases</b>	<b>Inform by means of</b>	<b>Action taken by the Appropriate Committee</b>
<p><b>Collection of Contribution</b></p> <ul style="list-style-type: none"> <li>▪ Unremitted contribution of a certain group for at least one year</li> </ul>	<ul style="list-style-type: none"> <li>▪ The whistleblower can inform the Operations Officer of CAREMBA and ask if their Contribution is being remitted (state the whole period)</li> </ul>	<ul style="list-style-type: none"> <li>▪ The whistleblower’s identity won’t be disclosed.</li> <li>▪ CARE MBA will send letter to the Treasurer or President of the Group and invite them for a dialogue</li> <li>▪ After thorough investigation, and verifying the details, the Treasurer or President will return the amount of Contribution to their members or pay it directly to CAREMBA.</li> <li>▪ The members will decide if they will terminate their officers and appoint a new one.</li> </ul>

<b>Possible Cases</b>	<b>Inform by means of</b>	<b>Action taken by the Appropriate Committee</b>
<p><b>Pricing of supplies and materials</b></p> <ul style="list-style-type: none"> <li>▪ Overpricing of supplies and materials</li> </ul>	<ul style="list-style-type: none"> <li>▪ The whistleblower will report it directly to the appropriate CARE MBA Committee, through text, or by using of anonymous email.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The whistleblower's identity will be kept as secret.</li> <li>▪ Evidences are required and proper analysis will be next.</li> <li>▪ After the investigation and the Committee found probable cause, they will send <i>Warning Letter and Letter to Explain</i> to the certain employee.</li> <li>▪ The overpriced amount will be deducted to his/her salary.</li> </ul>
<p><b>Officers and staff behavior</b></p> <ul style="list-style-type: none"> <li>▪ Harassment</li> <li>▪ Bullying</li> <li>▪ Taking credit for someone else's work.</li> <li>▪ Littering.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The whistleblower will report such inappropriate behavior directly to CAREMBA Gen. Manager.</li> </ul>	<ul style="list-style-type: none"> <li>▪ The whistleblower's identity won't be revealed.</li> <li>▪ If happened inside CAREMBA's office, CCTV will be reviewed.</li> <li>▪ The General Manager will talk to the concern employee and will resolve the issue.</li> </ul>

Any misconduct behaviors (*e. g. fraud, corruption, theft, abuse, inappropriate actions, and professional misconduct*) within their Association, they can freely call and give information through our telephone number, 042-373-7789 or they can visit our office anytime located at 39 Ilang-ilang St., Zabalero Subd., Brgy. Gulang-gulang, Lucena City.

Proper validation of reports and maintaining the confidentiality of the whistleblower came after. Appropriate action from our Association will follow if the complaint is validated. Through this policy, CARE MBA, Inc. genuinely secures its members.