

## CLARK INTERNATIONAL AIRPORT CORPORATION WHISTLEBLOWING POLICY

- 1) **STATEMENT OF POLICY.** The Clark International Airport Corporation (CIAC) shall promote transparency, accountability and responsibility in the conduct of its operations with utmost degree of professionalism and effectiveness.

The Directors, Officers and Employees of CIAC shall conduct the affairs, operations and business of the Corporation in full compliance with applicable laws, rules and regulations. As public servants, the Directors, Officers and Employees shall exemplify the behaviour and professional demeanour consistent with such laws, rules, regulations, policies and procedures.

CIAC shall also promote a reporting mechanism that would encourage employees or external parties to report serious misconduct and unethical work habit; without fear of reprisal, discrimination or adverse consequences.

- 2) **PURPOSE.** The purpose of this policy is to enable any concerned individuals to report and provide information, anonymously if opted to, and testify on matters involving acts and omissions of the CIAC Directors, Officers and Employees that are illegal, unethical, contrary to good governance principles, public policy and morals, promoting unsound and unhealthy business practices, and are grossly disadvantageous to the corporation.
- 3) **COVERAGE.** This policy shall be applicable to all CIAC Directors, Officers and Employees including those occupying co-terminus or contractual positions.
- 4) **REPORTABLE CONDITIONS.** Whistleblowers may report to the CIAC such acts or omissions that are illegal, unethical, contrary to good governance principles, public policy and morals, promoting unsound and unhealthy business practices, and are grossly disadvantageous to the CIAC, such as, but not limited to:

- (a) Abuse of Authority;
- (b) Bribery;
- (c) Conflict of Interest;
- (d) Destruction/Manipulation of Records;
- (e) Fixing;
- (f) Inefficiency;
- (g) Making False Statements;
- (h) Malversation;
- (i) Misappropriation of Assets;
- (j) Misconduct;



- (k) Money Laundering;
- (l) Negligence of Duty;
- (m) Nepotism;
- (n) Plunder;
- (o) Receiving a Commission;
- (p) Solicitation of Gifts;
- (q) Taking Advantage of Corporate Opportunities;
- (r) Undue Delay in Rendition of Service;
- (s) Undue Influence; and
- (t) Violation of Procurement Laws

Whistleblowers may also report such acts or omissions that otherwise involve violations of the following laws, rules and regulations:

- (a) R.A. No. 6713, “Code of Conduct and Ethical Standards for Public Officials and Employees”;
- (b) R.A. No. 3019, “Anti-Graft and Corrupt Practices Act”;
- (c) R.A. No. 7080, as amended, “The Plunder Law”;
- (d) Book II, Title VII, “Crimes Committed by Public Officers, The Revised Penal Code”;
- (e) Executive Order (E.O) No. 292, s. 1987, “Administrative Code of 1987”;
- (f) R.A. No. 10149, the “GOCC Governance Act of 2011”;
- (g) GCG M.C. No. 2012-05, “Fit and Proper Rule”;
- (h) GCG M.C. No. 2012-06, “Ownership and Operations Manual Governing the GOCC Sector”;
- (i) GCG M.C. No. 2012-07, “Code of Corporate Governance for GOCCs”;
- (j) Violations of the Charter of the GOCC;
- (k) Sexual harassment contemplated under RA No. 7877, otherwise known as the “Anti-Sexual Harassment Act of 1995”, RA No. 11313, otherwise known as the “Safe Spaces Act”, 2017 RACCS, other relevant CSC Circulars, and applicable laws and regulations; and,
- (l) Other GCG Circulars and Orders, and applicable laws and regulations.

- 5) CIAC WHISTLEBLOWING WEB PORTAL.** The CIAC shall establish a whistleblowing web portal at the corporation’s official website (<https://ciac.gov.ph>) which shall serve as its primary reporting channel for whistleblowers. This reporting channel is an online-based platform by which whistleblowers may securely submit reports electronically while at the same time ensuring their anonymity and the confidentiality of their reports. Whistleblowers are encouraged to utilize this online reporting channel.

6) **ALTERNATIVE REPORTING CHANNELS.** Whistleblowers may also submit whistleblowing reports to the CIAC through the following alternative reporting channels:

- (a) Face-to-Face Meeting: with CIAC Officers and Employees
- (b) Email: [publicaffairs@ciac.gov.ph](mailto:publicaffairs@ciac.gov.ph)
- (c) Mail: Corporate Office Building, Civil Aviation Complex, Clark Freeport Zone, Pampanga, Philippines 2023
- (d) Telephone: (+63) 45 599-2888 to 97

7) **CONFIDENTIALITY.** Except when the whistleblower does not invoke anonymity and/or confidentiality when invoking this policy the CIAC shall ensure confidentiality of all information arising from whistleblowing reports submitted pursuant to this Policy. It shall treat all reports, including the identity of the whistleblower and the person/s complained of, in a confidential and sensitive manner. The identity of the whistleblower will be kept confidential, unless compelled by law or the Courts to be revealed, or unless the whistleblower authorized the release of his/her identity.

8) **PROTECTION OF A WHISTLEBLOWER AGAINST RETALIATORY ACTS.** Retaliatory acts against whistleblowers who submit whistleblowing reports in good faith shall not be tolerated by the CIAC which shall extend all possible assistance to the whistleblower under the law and given the circumstances. Such retaliatory acts may include:

- (a) Discrimination or harassment in the workplace;
- (b) Demotion;
- (c) Reduction in salary or benefits;
- (d) Termination of contract;
- (e) Evident bias in performance evaluation; or
- (f) Any acts or threats that adversely affect the rights and interests of the whistleblower.

9) **UNTRUE ALLEGATIONS.** If a whistleblower makes allegations that are determined to be fabricated or malicious falsehoods, and/or he/she persists in making them, legal action may be taken against him by the CIAC.

10) **HANDLING OF WHISTLEBLOWING REPORTS.**

**10.1 Filing of Whistleblowing Reports.** All whistleblowing reports must be submitted to the CIAC through the whistleblowing web portal at the CIAC website <https://ciac.gov.ph> or through any of the Alternative Reporting Channels identified in paragraph 6 of this Policy.

**10.2 Investigation by the CIAC Administrative Committee and/or Committee on Decorum and Investigation.** All whistleblowing reports will be evaluated and investigated by the CIAC Administrative Committee (AdCom), except for cases under paragraph 4, item “(k – RA No. 7877 and RA No. 11313)” of this Policy, which will be handled and investigated by the Committee on Decorum and Investigation (CODI). The said committees reserves their right to



disregard reports that are vague, ambiguous, patently without merit, or are simply made with malicious intent to tarnish the name and reputation of the person/s complained of.

The CIAC AdCom and CODI shall have the primary task of implementing the provisions of this Policy and investigating all whistleblowing reports submitted pursuant thereto.

The CIAC AdCom and CODI are hereby authorized to promulgate such regulations and protocols that will facilitate the full implementation of this policy.

## **11) CIAC ACTION ON WHISTLEBLOWING REPORTS.**

- 11.1** In case the respondent is an Assistant Vice President, Manager, Assistant Manager, Supervisor or Rand-and-File Employee of CIAC, the Adcom/CODI shall submit its report to the MANCOM who shall either dismiss the case for want of palpable merit or enforce the appropriate sanctions against the respondent.
- 11.2.** In case the respondent is a Vice President, the AdCom/CODI shall submit its report to the MANCOM who shall review and endorse the same to the Board of Directors who may either dismiss the case for want of palpable merit or enforce the appropriate sanctions against the respondent.
- 11.3** In case the respondent is a member of the Board of Directors, the AdCom/CODI report shall be coursed through the MANCOM and submit it to the Board of Directors who shall either dismiss the case for want of palpable merit or endorse it to the DOTr Secretary for appropriate action.

## **12) DUTY OF CONCERNED CIAC DEPARTMENTS AND COMMITTEES.**

- 12.1** The CIAC MIS/GIS Department is hereby directed to establish until December 31, 2023 a whistleblowing portal at the CIAC website.
- 12.2** The AdCom and CODI may recommend appropriate systems, working environment, and regulations that would promote whistleblowing, as well as the protection of whistleblowers against retaliatory actions mentioned in paragraph 8 of this Policy.
- 12.3** The CIAC Human Resources Department shall include in the organization's Citizens Charter the handling of whistleblowing reports and complaints.
- 12.4** The AdCom and CODI shall resolve the whistleblowing reports or complaints within the periods prescribed by relevant issuances or orders and as provided in the CIAC Citizens Charter.
- 12.5** The CIAC Human Resources Department shall administer a satisfaction survey for the handling of whistleblowing reports and complaints and submit



the survey forms to the Management Systems Improvement Division of the Strategy and Corporate Management Department.

**12.6** The CIAC Human Resources Department shall prepare and submit to the GCG-Office of the General Counsel, Integrity Division an annual report certified by the Governing Board, that contains the following:

- (a) Rules in Handling Whistleblowing Reports or Complaints were institutionalized or if processes are already in place, if the same were subjected to modifications;
- (b) Summary of all whistleblowing reports received by the GOCC;
- (c) Summary of the actions taken thereon;
- (d) Results of the corresponding CSS;
- (e) Percentage of reports resolved within the prescribed period, percentage of reports resolved outside the prescribed period, and percentage of reports that remain unresolved;
- (f) Copies of the reports and complaints, relevant letters and memoranda, evidence of administration of the CSS, and other pertinent documents.

**13) SEPARABILITY CLAUSE.** In case any provision in this Policy shall be declared invalid, illegal, unenforceable, or inconsistent with the GCG Memorandum Circular on Whistleblowing, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired.

**14) EFFECTIVITY CLAUSE.** This Policy shall take effect immediately upon publication in the CIAC website.