



BUSINESS CONDUCT & ETHICS

Business Conduct & Ethics	Directors	Senior Management	Employees
(a) Conflict of Interest	Directors, Senior Management and Employees shall avoid any activity and interest that could influence, or appear to be influenced, by personal or family interests that could significantly affect the objective or effective performance of duties and responsibilities in the Company.		
(b) Conduct of Business and Fair Dealings	Directors, Senior Management and Employees shall maintain high standards of morality, integrity, professionalism and general good character in the conduct of their daily activities.		
(c) Receipt of gifts from third parties	Directors, Senior Management and Employees are enjoined to avoid the receipt of gifts from third parties which would influence the employee to compromise the best interests of the Company and contrary to law, the giver's own policies and PCPPI's policies.		
(d) Compliance with Laws & Regulations	Directors, Senior Management and Employees shall uphold right conduct and shall personally adhere to the norms and restrictions imposed by applicable laws, rules and regulations.		
(e) Respect for Trade Secrets/Use of Non-public Information	Unless authorized or legally mandated, Directors, Senior Management and Employees shall maintain and safeguard the confidentiality of any information entrusted by the Company and other parties with whom the Company relates.		
(f) Use of Company Funds, Assets and Information	Directors, officers and employees shall use company property and resources, including company funds, equipment, supplies and software, and company information and time responsibly and efficiently and only for legitimate business purposes. They shall safeguard company funds and other assets from loss, damage, misuse and theft.		
(g) Employment & Labor Laws & Policies	The Company has an Manual of Policies and Procedures which provides for employee rights and obligations and sets policies on employee-related matters and are consistent with and in accordance with relevant provisions of the Labor Code.		

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(h) Disciplinary action	The Company has a Code of Conduct and Ethics and any Director, officer and employee who commits a violation shall be subject to disciplinary action (including termination) and other appropriate actions.		
(i) Whistle Blower	A Director, Senior Management or Employee can “Speak Up” through a Speak-Up Line Unit via phone or email, the numbers and address of which are appropriately advertised internally.		
(j) Conflict Resolution	<p>The Audit Committee will handle resolution of reported illegal or unethical behavior involving Senior Management or any Board Member. The Audit Committee may ask assistance from Internal Audit and Human Resources Department (HRD) to conduct investigation of subject illegal acts or activities to further support subject reports and findings.</p> <p>The HRD handles the resolution of reported illegal or unethical behavior involving an employee in accordance with the Company’s policies and procedures.</p>		