 INTEGRATED MANAGEMENT SYSTEM	PROCEDURE	Department	EXECUTIVE OFFICE
	RELATED PARTY TRANSACTION POLICY	Doc No.	c/o Doc Control
		Approval Date	03 May 2018
		Effective Date	03 May 2018
		Revision No.	00

REVISION HISTORY		
Rev. No.	Effective Date	Details of Revision
00		Initial Release

1. INTRODUCTION

This policy aims to define related party relationships and transactions and set out the guidelines, categories and thresholds that will govern the review, approval and ratification of these transactions by the Board of Directors (Board) or Shareholders to ensure that related party relationships have been accounted for and disclosed in accordance with International Accounting Standard 24 on Related Party Disclosures.

2. STATEMENT OF POLICY

This Policy requires that all related party transactions between Eagle Cement Corporation (the "Corporation"), its subsidiaries, affiliates and other related entities or persons (as defined on item 3) are made on an arm's length basis.

In accordance with the Charter of Board of Directors, the Audit Committee (the "Committee") is responsible to oversee and review the propriety of Related Party Transactions (RPTs) and their required reporting disclosures.

3. DEFINITIONS


3.1 Related party- a person or entity that is related to the entity that is preparing its financial statements, also referred to herein as the 'reporting entity'.

- a. A person or a close member of that person's family is related to a reporting entity if that person:
 - i. has control or joint control over the reporting entity;
 - ii. has significant influence over the reporting entity; or
 - iii. is a member of the key management team of the reporting entity or of a parent of the reporting entity.

- b. An entity is related to a reporting entity if it has control or significant influence over the reporting entity and any of the following conditions apply:
 - i. The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others);
 - ii. One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member);

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- iii. Both entities are joint ventures of the same third party.
- iv. One entity is a joint venture of a third entity and the other entity is an associate of the third entity;
- v. The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity;
- vi. The entity is controlled or jointly controlled by a person identified in 3.1.a above;
- vii. A person identified in 3.3.1.a.i. above has significant influence over the entity or is a member of the key management team of the entity (or of a parent of the entity);
or
- viii. The entity, or any member of a group of which it is a part, provides key management personnel service to the reporting entity or to the parent of the reporting entity.

3.2 Related party transaction - a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

3.3 Close members of the family of a person - family members who may be expected to influence, or be influenced by, that person in their dealings with the entity and include:

- a. that person's parents, siblings, children, other close relatives, in-laws and spouse/domestic partner;
- b. parents, siblings, children and other close relatives, in-laws of the spouse/domestic partner;
- c. dependents of that person or that person's spouse or domestic partner

3.4 Significant influence - the power to participate in the financial and operating policy and purchasing decisions of an entity, but is not controlled over by those policies. Significant influence may be gained by share ownership, statute or agreement.


4. DISCLOSURE OF RELATED PARTY TRANSACTIONS BY DIRECTORS AND EMPLOYEES

4.1 All directors and employees of the Corporation and its subsidiaries are required to promptly disclose any business and family-related transactions to the Corporation and/or its subsidiaries to ensure that potential conflicts of interest are surfaced and brought to the attention of the management and the Committee.

4.2 All employees of the Corporation are also required to complete the mandatory form on "Conflict of Interest/Related Party Disclosure" in the month of January of each year, and when they first enter the company. This is duly noted by the employee's department head/manager, for approval of the Executive Office, and copies submitted to the Human Resource Group and Corporate Internal Audit which collate them in file and monitors compliance thereof.

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4.3 Further to this, the Corporation also ensures that its independent directors hold no conflict of interest with the Corporation.

4.4 Independent directors are required to submit to the Corporate Secretary a letter of confirmation stating that they hold no interest in companies affiliated with the Corporation and the management or controlling shareholders of the Corporation and its suppliers and clients at the time of their election or appointment and/or reelection as director as independent directors.

4.5 The Corporation requires directors and members of the key management team to abstain and/or inhibit themselves from participating in discussions on a particular agenda when they are conflicted.

5. IDENTIFICATION, REVIEW AND APPROVAL OF RELATED PARTY TRANSACTIONS

5.1 Prior to the commencement of a related party transaction, Management shall send a report to the Committee. The RPT's can and shall be discussed further in the Committee meetings. The management should cover the following:


- a. The terms, business purpose, benefits and other details of the related party transaction;
- b. The nature of the relationship of the party or parties involved in the transaction in relation to the Corporation;
- c. The description of the transaction, including the affected periods to be disclosed in the financial statements, including the amounts, and such other information necessary for better understanding of the effect of the proposed transaction in the financial statements, which may include the amounts due to or from related parties to the transaction, if any, and the terms and manner of settlement.

5.2 The Committee shall review all the information reported by Management and shall consider all of the relevant facts and circumstances available, including but not limited to the following:

- a. The terms of the transaction, which should be fair and to the best interest of the Corporation and no less favorable than those generally available to non-related parties under the same or similar circumstances;
- b. The aggregate value of the related party transaction;
- c. Availability of other sources of comparable products or services;
- d. Extent of the Related Party's interest in the transaction;
- e. Whether the related party transaction would present an improper conflict of interests or special risks or contingencies for the Corporation, or the Related Party taking into account the size of the transaction, the overall financial position of the Related Party, the direct or indirect nature of the Related Party's interest in the transaction and the nature of any proposed relationship;

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f. Any other relevant information regarding the transaction.

5.3 The Committee shall approve related party transactions before their commencement. The Committee and Management shall determine and provide pre-approved RPTs and thresholds subject for their review and approval.

Transaction/Contract Value	Authorized by
Below PhP 200 Million	Company Management
PhP 200 Million and above	Committee

5.4 The Board may, at objections, require that a related party transaction that it has approved, be also submitted to the stockholders for consideration and ratification.

6. PRE-APPROVED RELATED PARTY TRANSACTIONS

The Related Party Transactions listed below, which are in the nature of normal transactions in the ordinary course of business, and are covered by separate board approvals shall be deemed to be pre-approved or ratified and shall not require review and approval of the Committee and the Board:

6.1 Compensation and employment of executive officers and directors approved by the Nomination and Remuneration Committee.

6.2 Transactions like loans, advances and other benefits with similar terms available to all employees generally.


6.3 Banking, Finance or Insurance-related services and transactions with a Related Party, if the terms are generally the same as or similar to offers of other banks in the ordinary course of business.

6.4 Any transaction with a Related Party involving the rendering of services as a common or contract carrier, or public utility, at rates or charges fixed in conformity with law or governmental authority.

6.5 Any transaction with a Related Party involving management fees, system cost recoveries, agreements or intercompany advances in exchange for rendering of services such as construction, construction management, procurement, engineering, property management, technical services, and other services in the ordinary course of doing business.

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7. DISCLOSURE

Related party transactions will be disclosed in the relevant financial reports of the Corporation as required under International Accounting Standard 24 on Related Party Disclosures and other or updated applicable disclosure requirements.

8. REVIEW OF THE POLICY

The Committee shall periodically review this Policy and may recommend amendments to this Policy as it deems appropriate.

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