

# Annex A: Reporting Template

(For additional guidance on how to answer the Topics, organizations may refer to Annex B: Topic Guide)

## Contextual Information

Company Details	
Name of Organization	<b>MANILA BULLETIN PUBLISHING CORPORATION</b>
Location of Headquarters	Manila Bulletin Building, Muralla corner Recoletos Streets, Intramuros, Manila, Philippines
Location of Operations	Philippines
Report Boundary: Legal entities (e.g. subsidiaries) included in this report*	None
Business Model, including Primary Activities, Brands, Products, and Services	Publishing and advertising (i.e. newspapers and magazines print and online editions)
Reporting Period	2020
Highest Ranking Person responsible for this report	Compliance Officer, Executive Vice President

*\*If you are a holding company, you could have an option whether to report on the holding company only or include the subsidiaries. However, please consider the principle of materiality when defining your report boundary.*

## Materiality Process

Explain how you applied the materiality principle (or the materiality process) in identifying your material topics. <sup>1</sup>
<p>The Company identifies material topics for sustainability reporting based on the direct or indirect impact of its business operations and activities on its ability to create, preserve or erode economic, environmental and social values for its stakeholders and society.</p> <p>The Company uses materiality analysis to assess and estimate the impact of environmental, social and governance considerations on its business and stakeholders.</p>

<sup>1</sup> See [GRI 102-46](#) (2016) for more guidance.

# ECONOMIC

## Economic Performance

### Direct Economic Value Generated and Distributed

Disclosure	Amount	Units
Direct economic value generated (revenue)	910,229,437	PhP
Direct economic value distributed:		
a. Operating costs	889,986,584	PhP
b. Employee wages and benefits	157,764,400	PhP
c. Payments to suppliers, other operating costs	514,994,762	PhP
d. Dividends given to stockholders and interest payments to loan providers	-	PhP
e. Taxes given to government	24,161,626	PhP
f. Investments to community (e.g. donations, CSR)	349,000	PhP

What is the impact and where does it occur? What is the organization's involvement in the impact?	Which stakeholders are affected?	Management Approach
<p>Economic performance directly impacts and occurs in the Company's primary business operations.</p> <p>The Company is involved in the enhancement of its economic performance.</p>	Employees, clients, suppliers, community and government	<p>The Management endeavors to meet target returns on its principal business and annual budget projections.</p> <p>The Company regularly monitors its business operations, cost of capital, and investments.</p>
What are the Risk/s Identified?	Which stakeholders are affected?	Management Approach
<p>Pandemic (e.g. COVID -19)</p> <p>Adverse effects of weather conditions (e.g. flooding, disruption of regular operations)</p>	Employees, clients, suppliers, community and government	The Management is pursuing the development and improvement of its multi-media platforms, particularly, its online initiatives and undertakings.
What are the Opportunity/ies Identified?	Which stakeholders are affected?	Management Approach
Improved online advertising and subscription services	Clients	The Management continues to expand its advertising and subscription services, specifically, its online media platforms.

## Climate-related risks and opportunities<sup>2</sup>

Governance	Strategy	Risk Management	Metrics and Targets
The Company recognizes the disruptive effects of climate change on the economy and society, and acknowledges the need for its contributions to the climate change initiative.	The Company endeavours to maintain a responsible role to lessen the adverse impact of its business operations on climate change.	The Company identifies and monitors the potential climate-related risks and opportunities in connection with its business operations.	The Company aims to optimize its power and energy consumption, as well as, to minimize the spoilage in the utilization of its raw materials and supplies.
Recommended Disclosures			
a) The Board, thru its Risk Oversight Committee, identifies and monitors the impact of the Company's business operations on climate change.	a) The climate-related risks include: <ol style="list-style-type: none"> <li>1. Regulatory changes that affects the importation and supply of news print and other key materials;</li> <li>2. Physical risks such as disruptions in advertising and circulation services brought about by typhoons and flooding;</li> <li>3. Power interruption risks such as emergency and rotating blackouts.</li> </ol>	a) The Board's Risk Oversight Committee identifies climate-related risks and opportunities in connection with the Company's business operations.	b) The Company regularly monitors and assesses its climate-related risks and opportunities.
b) The Management, thru the Executive Committee (Execom), assesses	c) The Company recognizes the impact of climate-related risks and	b) The Management, thru the Executive Committee (Execom), assesses	b) The Company maximizes its operations by taking proactive steps to

<sup>2</sup> Adopted from the Recommendations of the Task Force on Climate-Related Financial Disclosures. The TCFD Recommendations apply to non-financial companies and financial-sector organizations, including banks, insurance companies, asset managers and asset owners.

and manages climate-related risks in its business operations.	opportunities on its business operations, strategy and financial planning.	and manages the identified climate-related risks and opportunities.	minimize the adverse impact of climate-related risks, while, exploring the potential of climate-related opportunities.
	c) The Company endeavours for the continuing resiliency of its policies and strategies in connection with the different climate-related scenarios.	c) The Board's Risk Oversight Committee identifies climate-related risks and opportunities in connection with the Company's business operations, while the Management's Executive Committee assesses and manages the identified climate-related risks and opportunities.	

**Procurement Practices**

Proportion of spending on local suppliers

Disclosure	Quantity	Units
Percentage of procurement budget used for significant locations of operations that is spent on local suppliers	33	%

What is the impact and where does it occur? What is the organization's involvement in the impact?	Which stakeholders are affected?	Management Approach
Procurement practices directly impact and occur in the Company's primary business operations.  The Company is involved in the improvement of its procurement	Suppliers and government	The Management is committed to the efficient procurement of supplies and services at the best possible value, from both domestic and foreign sources.

practices.		
<b>What are the Risk/s Identified?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Disruption in the availability of supplies, materials and services due to climate-related occurrences (e.g. typhoons and flooding).	Suppliers and government	The Management endeavours to minimize the adverse effects of disruptions in the availability and procurement of supplies, materials and services due to climate-related occurrence by proactively addressing these potential disruptions.
<b>What are the Opportunity/ies Identified?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Obtaining the best possible value for supplies, materials and services.	Suppliers and government	The Management contracts with reputable suppliers both domestic and abroad, while ensuring that quality supplies and services are procured at the best possible value.

## Anti-corruption

### Training on Anti-corruption Policies and Procedures

Disclosure	Quantity	Units
Percentage of employees to whom the organization's anti-corruption policies and procedures have been communicated to	100	%
Percentage of business partners to whom the organization's anti-corruption policies and procedures have been communicated to	100	%
Percentage of directors and management that have received anti-corruption training	100	%
Percentage of employees that have received anti-corruption training	100	%

<b>What is the impact and where does it occur? What is the organization's involvement in the impact?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Anti-corruption policies and practices directly impact and occur	Employees, clients, suppliers and government	The Management adheres to its anti-bribery and corruption policy by

in the Company's primary business operations. The Company is directly involved in the implementation of its anti-corruption policies and practices.		upholding the principles of honesty, integrity and transparency in the conduct of its business operations.
<b>What are the Risk/s Identified?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Operational risks, which include political, regulatory and social risks.	Employees, clients, suppliers and government	The Management endeavours to identify and mitigate the probability and impact of any perceived or actual attempts of corruption and bribery.
<b>What are the Opportunity/ies Identified?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Enhanced dealings and minimization of possible conflicts of interests.	Employees, clients, suppliers and government	The Management undertakes to improve its dealings with various stakeholders, thru the observance of its anti-corruption policies and procedures.

### Incidents of Corruption

<b>Disclosure</b>	<b>Quantity</b>	<b>Units</b>
Number of incidents in which directors were removed or disciplined for corruption	0	#
Number of incidents in which employees were dismissed or disciplined for corruption	0	#
Number of incidents when contracts with business partners were terminated due to incidents of corruption	0	#

<b>What is the impact and where does it occur? What is the organization's involvement in the impact?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Incidents of corruption, when so attendant, directly impact the Company's business operations. The Company has no confirmed incidents of bribery and corruption.	Employees, clients, suppliers, and government	The Management strictly enforces its anti-corruption policies and procedures, by imposing the appropriate disciplinary sanctions upon observance of due process.
<b>What are the Risk/s Identified?</b>	<b>Which stakeholders are</b>	<b>Management Approach</b>

	<b>affected?</b>	
Possible complicity of certain employees in corruption and bribery incidents.	Employees, clients, and government	The Management ensures that its anti-corruption policies and procedures are duly communicated to and observed by its employees.
<b>What are the Opportunity/ies Identified?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Observance of fair dealings in all transactions.	Employees, clients and government	The Management regularly monitors and assesses the transactions of the various departments by ensuring that these are free from incidents of corruption and bribery.

# ENVIRONMENT

## Resource Management

Energy consumption within the organization:

Disclosure	Quantity	Units
Energy consumption (renewable sources)	15,602	GJ
Energy consumption (gasoline)	2,752	GJ
Energy consumption (LPG)	0	GJ
Energy consumption (diesel)	17,107	GJ
Energy consumption (electricity)	6,294,466	kWh

Reduction of energy consumption

Disclosure	Quantity	Units
Energy reduction (gasoline)	0	GJ
Energy reduction (LPG)	0	GJ
Energy reduction (diesel)	0	GJ
Energy reduction (electricity)	414,019	kWh
Energy reduction (gasoline)	0	GJ

<b>What is the impact and where does it occur? What is the organization's involvement in the impact?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Energy consumption directly impacts and occurs in the Company's primary business operations  The Company is directly involved in the optimization of its energy consumption.	Community, energy providers, fuel suppliers, and government	The Management has implemented conservation programs and initiatives with the aim of optimizing its electricity and fuel consumption.
<b>What are the Risk/s Identified?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Non-optimization of electricity and fuel consumption that adversely impacts climate change.	Community, energy providers, fuel suppliers, and government	The Management regularly reviews and monitors the usage of electricity and fuel consumption in its business operations to ensure their optimal utilization.
<b>What are the Opportunity/ies Identified?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>

Cost savings in electricity and fuel consumption	Community, energy providers, fuel suppliers, and government	The Management ensures that the appropriate cost savings initiatives are properly observed in the Company's electricity and fuel consumption.
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Water consumption within the organization

Disclosure	Quantity	Units
Water withdrawal	13,452	Cubic meters
Water consumption	40,111	Cubic meters
Water recycled and reused	0	Cubic meters

What is the impact and where does it occur? What is the organization's involvement in the impact?	Which stakeholders are affected?	Management Approach
Water consumption directly impacts and occurs in the Company's primary business operations.  The Company is directly involved in the optimization of its water consumption.	Employees, community, water utility supplier, and government	The Management encourages and practices water conservation.
What are the Risk/s Identified?	Which stakeholders are affected?	Management Approach
Interruptions in water services	Employees, community, water utility supplier, and government.	The Management ensures the adequate availability of water during interruptions in water services.
What are the Opportunity/ies Identified?	Which stakeholders are affected?	Management Approach
Cost savings in water consumption	Employees, community, water utility supplier, and government.	The Management requires compliance with its water conservations policies and practices.

Materials used by the organization

Disclosure	Quantity	Units
Materials used by weight or volume		
• Renewable	3,600,000	kg/liters
• non-renewable	144,000	kg/liters

Percentage of recycled input materials used to manufacture the organization's primary products and services	5	%
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<b>What is the impact and where does it occur? What is the organization's involvement in the impact?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Materials consumption directly impacts and occurs in the Company's primary business operations.  The Company is directly involved in the optimization of its materials usage.s	Community, suppliers and government	The Management effectively administers its materials usage by ensuring the availability of key materials as the need arises, and by minimizing the extent of spoilages.
<b>What are the Risk/s Identified?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Non-availability of imported materials due to regulatory restrictions.  Increased incidents of spoilage.	Community, suppliers and government	The Management regularly and efficiently monitors its inventory levels, thus ensuring that adequate materials are available when needed.  The Company minimize the incidents of spoilage in its business operations.
<b>What are the Opportunity/ies Identified?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Cost savings in materials consumption.	Community, suppliers and government	The Management ensures that appropriate cost savings measures are properly observed in the Company's materials consumption.

Ecosystems and biodiversity (whether in upland/watershed or coastal/marine)

<b>Disclosure</b>	<b>Quantity</b>	<b>Units</b>
Operational sites owned, leased, managed in, or adjacent to, protected areas and areas of high biodiversity value outside protected areas	0	
Habitats protected or restored	0	ha
IUCN <sup>3</sup> Red List species and national conservation list species with habitats in areas affected by operations	0	

<sup>3</sup> International Union for Conservation of Nature

<b>What is the impact and where does it occur? What is the organization's involvement in the impact?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Ecosystems and biodiversity have an indirect impact in the Company's business operations.  The Company acknowledges the need to protect ecosystems and to promote biodiversity.	Community and government	The Management complies with the applicable rules and regulation relative to the safe treatment and disposal of waste by-products.
<b>What are the Risk/s Identified?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Release of pollutants to the environment	Community and government	The Management ensures that waste by-products from its business operations are properly treated and safely disposed in accordance with government regulations.
<b>What are the Opportunity/ies Identified?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Improved environmental safety	Employees, community and government	The Management undertakes to protect the wellbeing of its employees and the community by ensuring that its safety protocols in the treatment and disposal of waste by-products are strictly observed.

## Environmental impact management

### Air Emissions

#### GHG

Disclosure	Quantity	Units
Direct (Scope 1) GHG Emissions	-	Tonnes CO <sub>2</sub> e
Energy indirect (Scope 2) GHG Emissions	-	Tonnes CO <sub>2</sub> e
Emissions of ozone-depleting substances (ODS)	0.06	Tonnes

<b>What is the impact and where does it occur? What is the organization's involvement in the impact?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
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Air emissions have an indirect impact in the Company's primary business operations.  The Company acknowledges the need to control and regulate air emissions.	Community and government	The Management endeavours to minimize its carbon emissions brought about by its energy and fuel consumption.
<b>What are the Risk/s Identified?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Increased carbon emissions	Community and government	The Management undertakes to optimize its usage of energy and fuel to reduce carbon emissions.
<b>What are the Opportunity/ies Identified?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Cost savings in energy and fuel consumption	Community and government	The Management regularly monitors its energy and fuel consumption by ensuring that optimal utilization and cost-savings projections are realized.

*Air pollutants*

Disclosure	Quantity	Units
NO <sub>x</sub>	209,820 mg/Nm <sup>3</sup>	kg
SO <sub>x</sub>	-	kg
Persistent organic pollutants (POPs)	-	kg
Volatile organic compounds (VOCs)	-	kg
Hazardous air pollutants (HAPs)	-	kg
Particulate matter (PM)	-	kg

<b>What is the impact and where does it occur? What is the organization's involvement in the impact?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Air pollutants have an indirect impact in the Company's primary business operations.  The Company acknowledges the need to minimize air pollutants in the environment.	Community and government	The Management advocates the reduction of air pollution in the environment.
<b>What are the Risk/s Identified?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>

	<b>affected?</b>	
Air pollution	Community and government	The Management ensures that it is compliant with the prescribed regulatory standards on air pollution prevention.
<b>What are the Opportunity/ies Identified?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Improved air quality	Community and government	The Management observes the requisite regulatory standards on air pollution prevention.

## **Solid and Hazardous Wastes**

### Solid Waste

<b>Disclosure</b>	<b>Quantity</b>	<b>Units</b>
Total solid waste generated	1,702,798	kg
Reusable	74,565	kg
Recyclable	1,628,233	kg
Composted	0	kg
Incinerated	0	kg
Residuals/Landfilled	0	kg

<b>What is the impact and where does it occur? What is the organization's involvement in the impact?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Solid wastes have an indirect impact in the Company's primary business operations.  The Company acknowledges the need to minimize solid wastes in the environment.	Community and government	The Management advocates the proper treatment and disposal of solid wastes.
<b>What are the Risk/s Identified?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Solid waste proliferation resulting in flooding	Community and government	The Management complies with the prescribed regulatory standards on the treatment and disposal of solid wastes.
<b>What are the Opportunity/ies</b>	<b>Which stakeholders are</b>	<b>Management Approach</b>

Identified?	affected?	
Improved community wellbeing	Community and government	The Management observes the requisite regulatory standards on the treatment and disposal of solid wastes.

### Hazardous Waste

Disclosure	Quantity	Units
Total weight of hazardous waste generated	5,580	kg
Total weight of hazardous waste transported	4,464	kg

What is the impact and where does it occur? What is the organization's involvement in the impact?	Which stakeholders are affected?	Management Approach
Hazardous wastes have an indirect impact in the Company's primary business operations.  The Company acknowledges the need to properly treat and dispose hazardous wastes in the environment.	Community and government	The Management advocates the proper treatment and disposal of hazardous wastes.
What are the Risk/s Identified?	Which stakeholders are affected?	Management Approach
Release of hazardous wastes in the environment	Community and government	The Management complies with the prescribed regulatory standards on the treatment and disposal of hazardous wastes.
What are the Opportunity/ies Identified?	Which stakeholders are affected?	Management Approach
Improved community wellbeing	Community and government	The Management observes the requisite regulatory standards on the treatment and disposal of hazardous wastes.

### Effluents

Disclosure	Quantity	Units
Total volume of water discharges	1,000	Cubic meters

Percent of wastewater recycled	0	%
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<b>What is the impact and where does it occur? What is the organization's involvement in the impact?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Effluents have an indirect impact in the Company's primary business operations.  The Company acknowledges the need to minimize effluents in the environment.	Community and government	The Management advocates the proper treatment and disposal of liquid wastes and sewage.
<b>What are the Risk/s Identified?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Adverse effects of liquid wastes and sewage to water supply and aquatic habitat	Community and government	The Management complies with the prescribed regulatory standards on the treatment and disposal of liquid wastes and sewage.
<b>What are the Opportunity/ies Identified?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Improved water supply and aquatic habitat	Community and government	The Management observes the requisite regulatory standards on the treatment and disposal of liquid wastes and sewage.

## Environmental compliance

### Non-compliance with Environmental Laws and Regulations

Disclosure	Quantity	Units
Total amount of monetary fines for non-compliance with environmental laws and/or regulations	0	PhP
No. of non-monetary sanctions for non-compliance with environmental laws and/or regulations	0	#
No. of cases resolved through dispute resolution mechanism	0	#

<b>What is the impact and where does it occur? What is the organization's involvement in the impact?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Environmental compliance has an indirect impact in the Company's	Community and government	The Management adheres to the protection and conservation of the

primary business operations.  The Company supports environmental compliance.		environment in all areas where it conducts business and operations.
<b>What are the Risk/s Identified?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Governmental sanctions for non-compliance	Community and government	The Management conforms to the prescribed regulatory standards on environmental compliance.
<b>What are the Opportunity/ies Identified?</b>	<b>Which stakeholders are affected?</b>	<b>Management Approach</b>
Environment protection	Community and government	The Management observes the requisite regulatory standards on environmental compliance.

## SOCIAL

### Employee Management

#### Employee Hiring and Benefits

##### Employee data

Disclosure	Quantity	Units
Total number of employees <sup>4</sup>		
a. Number of female employees	115	#
b. Number of male employees	249	#
Attrition rate <sup>5</sup>	25%	rate
Ratio of lowest paid employee against minimum wage	-	ratio

##### Employee benefits

List of Benefits	Y/N	% of female employees who availed for the	% of male employees who availed for the

<sup>4</sup> Employees are individuals who are in an employment relationship with the organization, according to national law or its application ([GRI Standards 2016 Glossary](#))

<sup>5</sup> Attrition are = (no. of new hires – no. of turnover)/(average of total no. of employees of previous year and total no. of employees of current year)

		year	year
SSS	Y	17%	20%
PhilHealth	Y	3%	3%
Pag-ibig	Y	5%	8%
Parental leaves	Y	1%	1%
Vacation leaves	Y	100%	100%
Sick leaves	Y	100%	100%
Medical benefits (aside from PhilHealth))	Y	5%	9%
Housing assistance (aside from Pag-ibig)	N	0%	0%
Retirement fund (aside from SSS)	Y	6%	8%
Further education support	N	0%	0%
Company stock options	N	0%	0%
Telecommuting	N	0%	0%
Flexible-working Hours	N	0%	0%
(Others)		-	-

<b>What is the impact and where does it occur? What is the organization's involvement in the impact?</b>	<b>Management Approach</b>
Employee benefits directly impact and occur in the Company's primary business operations. The Company is directly involved in providing the legally prescribed employee benefits.	The Management ensures compliance with the requisite labor standards as prescribed by applicable laws, rules and regulations.
<b>What are the Risk/s Identified?</b>	<b>Management Approach</b>
Diminution of employee benefits	The Management ensures that its employees receive the labor standard benefits mandated by law.
<b>What are the Opportunity/ies Identified?</b>	<b>Management Approach</b>
Industrial peace	The Company advocates industrial peace by ensuring that the prescribed labor standards are complied with.

### Employee Training and Development

Disclosure	Quantity	Units
Total training hours provided to employees		
a. Female employees	0	hours
b. Male employees	0	hours
Average training hours provided to employees		
a. Female employees	0	hours/employee
b. Male employees	0	hours/employee

<b>What is the impact and where does it occur? What is the organization's involvement in the impact?</b>	<b>Management Approach</b>
Employee training and development directly impacts and occurs in the Company's primary business operations.  The Company is directly involved in the training and development of its employees.	The Management regularly sponsors and provides training and development courses and seminars to its employees.
<b>What are the Risk/s Identified?</b>	<b>Management Approach</b>
Decreased workforce efficiency	The Management ensures that its employees participate in regular training and development courses and seminars.
<b>What are the Opportunity/ies Identified?</b>	<b>Management Approach</b>
Enhanced workforce productivity	The Management recognizes and advocates the importance of employee training and development to enhance its workforce productivity.

### Labor-Management Relations

<b>Disclosure</b>	<b>Quantity</b>	<b>Units</b>
% of employees covered with Collective Bargaining Agreements	36	%
Number of consultations conducted with employees concerning employee-related policies	24	#

<b>What is the impact and where does it occur? What is the organization's involvement in the impact?</b>	<b>Management Approach</b>
Labor-management relations directly impact and occur in the Company's primary business operations.  The Company is directly involved in its labor-management relations.	The Management adheres to the applicable laws, rules and regulations on labor-management relations.
<b>What are the Risk/s Identified?</b>	<b>Management Approach</b>
Labor disputes	The Management complies with pertinent labor laws, rules and regulations to ensure that labor disputes are prevented or effectively managed.

What are the Opportunity/ies Identified?	Management Approach
Industrial peace	The Management follows the provisions of labor laws, rules and regulations on labor-management relations to ensure that industrial peace is attained and maintained.

### Diversity and Equal Opportunity

Disclosure	Quantity	Units
% of female workers in the workforce	31	%
% of male workers in the workforce	69	%
Number of employees from indigenous communities and/or vulnerable sector*	0	#

*\*Vulnerable sector includes, elderly, persons with disabilities, vulnerable women, refugees, migrants, internally displaced persons, people living with HIV and other diseases, solo parents, and the poor or the base of the pyramid (BOP; Class D and E).*

What is the impact and where does it occur? What is the organization's involvement in the impact?	Management Approach
Diversity and equal opportunity directly impact and occur in the Company's primary business operations. The Company accords equal rights and opportunities to both its male and female employees.	The Management recognizes the importance of diversity and equal opportunity in its workforce. It maintains a diversified workforce that enjoys equal rights and opportunities for advancement and growth.
What are the Risk/s Identified?	Management Approach
Work discrimination	The Management does not discriminate against its female or male employees. Equal access to opportunities for advancement and growth are afforded to all employees regardless of gender.
What are the Opportunity/ies Identified?	Management Approach
Enhanced workforce	The Management advocates diversity and equal opportunity among its employees as a means to improve work productivity and efficiency.

## Workplace Conditions, Labor Standards, and Human Rights

### Occupational Health and Safety

<b>Disclosure</b>	<b>Quantity</b>	<b>Units</b>
Safe Man-Hours		Man-hours
No. of work-related injuries	0	#
No. of work-related fatalities	0	#
No. of work related ill-health	0	#
No. of safety drills	0	#

<b>What is the impact and where does it occur? What is the organization's involvement in the impact?</b>	<b>Management Approach</b>
<p>Workplace conditions, labor standards, human rights, and occupational health and safety directly impact and occur in the Company's primary business operations.</p> <p>The Company observes the legally prescribed requirements regarding workplace conditions, labor standards, human rights, and occupational health and safety.</p>	The Management adheres to the provisions of labor laws, rules and regulations anent workplace conditions, labor standards, human rights, and occupational health and safety.
<b>What are the Risk/s Identified?</b>	<b>Management Approach</b>
Labor disputes	The Management complies with pertinent labor laws, rules and regulations concerning workplace conditions, labor standards, human rights, and occupational health and safety to ensure that labor disputes are prevented or effectively managed.
<b>What are the Opportunity/ies Identified?</b>	<b>Management Approach</b>
Industrial peace	The Management follows the provisions of labor laws, rules and regulations on workplace conditions, labor standards, human rights, and occupational health and safety to ensure that industrial peace is attained and maintained.

### Labor Laws and Human Rights

<b>Disclosure</b>	<b>Quantity</b>	<b>Units</b>
No. of legal actions or employee grievances involving forced or child labor	0	#

Do you have policies that explicitly disallows violations of labor laws and human rights (e.g. harassment, bullying) in the workplace?

Topic	Y/N	If Yes, cite reference in the company policy
Forced labor	Y	The Company does not allow or use forced labor. All employees voluntarily render service and are entitled to their legally prescribed wages and benefits.
Child labor	Y	The Company does not allow or use child labor. It only hires employees, who are of legal age and with the requisite qualifications.
Human Rights	y	The Company does not allow violations of human rights. The rights and duties of its employees are governed by the Company's rules and regulations.

<b>What is the impact and where does it occur? What is the organization's involvement in the impact?</b>	<b>Management Approach</b>
Labor laws and human rights directly impact and occur the Company's primary business operations.  The Company is involved in the observance of labor laws and human rights in its business activities.	The Management adheres to the provisions of labor laws and the tenets of human rights.
<b>What are the Risk/s Identified?</b>	<b>Management Approach</b>
Labor disputes	The Management complies with labor laws and observes human rights to ensure that labor disputes are prevented or effectively managed.
<b>What are the Opportunity/ies Identified?</b>	<b>Management Approach</b>
Industrial peace	The Management follows labor laws and respect human rights to ensure industrial peace is attained and maintained.

## Supply Chain Management

Do you have a supplier accreditation policy? If yes, please attach the policy or link to the policy: No

Do you consider the following sustainability topics when accrediting suppliers?

Topic	Y/N	If Yes, cite reference in the supplier policy
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Environmental performance	Y	The Company gives preference to suppliers who advocate environmental performance.
Forced labor	Y	The Company does not transact with suppliers with a substantiated history of forced labor.
Child labor	Y	The Company does not transact with suppliers with a substantiated history of child labor.
Human rights	Y	The Company does not transact with suppliers with a substantiated history of human rights violations.
Bribery and corruption	y	The Company does not transact with suppliers with a substantiated history of bribery and corruption.

<b>What is the impact and where does it occur? What is the organization's involvement in the impact?</b>	<b>Management Approach</b>
Supply chain management directly impacts and occurs in the Company's primary business operations.  The Company advocates the observance by its stakeholders of the recognized best business practices in supply chain management.	The Management adheres to the recognized best business practices concerning environmental performance, forced labor, child labor, human rights, bribery and corruption in its supply chain management.
<b>What are the Risk/s Identified?</b>	<b>Management Approach</b>
Violations of recognized best business practices	The Management complies with the recognized best business practices regarding environmental performance, forced labor, child labor, human rights, bribery and corruption in its supply chain management.
<b>What are the Opportunity/ies Identified?</b>	<b>Management Approach</b>
Compliance with recognized best business practices	The Management follows the recognized best business practices with respect to environmental performance, forced labor, child labor, human rights, bribery and corruption in its supply chain management.

## Relationship with Community

### Significant Impacts on Local Communities

Operations with significant	Location	Vulnerable groups (if	Does the particular	Collective or individual	Mitigating measures (if
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(positive or negative) impacts on local communities (exclude CSR projects; this has to be business operations)		applicable)*	operation have impacts on indigenous people (Y/N)?	rights that have been identified that or particular concern for the community	negative) or enhancement measures (if positive)
Printing/ Advertising operations	Philippines	N	N	Employment opportunities	Equal access to employment opportunity without discrimination
Distribution operations	Philippines	N	N	Contractual opportunities	Fair value in contracts

*\*Vulnerable sector includes children and youth, elderly, persons with disabilities, vulnerable women, refugees, migrants, internally displaced persons, people living with HIV and other diseases, solo parents, and the poor or the base of the pyramid (BOP; Class D and E)*

For operations that are affecting IPs, indicate the total number of Free and Prior Informed Consent (FPIC) undergoing consultations and Certification Preconditions (CPs) secured and still operational and provide a copy or link to the certificates if available: \_\_\_\_\_ NA \_\_\_\_\_

Certificates	Quantity	Units
FPIC process is still undergoing	0	#
CP secured	0	#

What are the Risk/s Identified?	Management Approach
Contractual breaches	The Management ensures that its contracts with third parties are fairly complied with in accordance with the mutually agreed terms and conditions.
What are the Opportunity/ies Identified?	Management Approach
Contractual opportunities	The Company advocates fair value in its contracts.

## Customer Management

### Customer Satisfaction

Disclosure	Score	Did a third party conduct the customer satisfaction study (Y/N)?
Customer satisfaction	-	N

<b>What is the impact and where does it occur? What is the organization's involvement in the impact?</b>	<b>Management Approach</b>
Customer satisfaction directly impacts and occurs in the Company's primary business operations. The Company is directly involved in enhancing customer satisfaction.	The Management aims to ensure that its products and services meet or surpass the expectations of its customers.
<b>What are the Risk/s Identified?</b>	<b>Management Approach</b>
Customer dissatisfaction	The Management promptly addresses all customer complaints and/or grievances.
<b>What are the Opportunity/ies Identified?</b>	<b>Management Approach</b>
Customer loyalty	The Management ensures that customer loyalty is rewarded with continuing quality products and services.

### Health and Safety

Disclosure	Quantity	Units
No. of substantiated complaints on product or service health and safety*	0	#
No. of complaints addressed	0	#

*\*Substantiated complaints include complaints from customers that went through the organization's formal communication channels and grievance mechanisms as well as complaints that were lodged to and acted upon by government agencies.*

<b>What is the impact and where does it occur? What is the organization's involvement in the impact?</b>	<b>Management Approach</b>
The health and safety of customers indirectly impacts	The Management adheres to the prescribed government protocols, rules and regulations on

the Company's primary business operations. The Company is concerned with the health, safety and wellbeing of its customers.	health and safety.
<b>What are the Risk/s Identified?</b>	<b>Management Approach</b>
Disease transmission (e.g. COVID-19)	The Management has implemented the requisite health and safety measures and procedures that aim to prevent and/or mitigate the spread of COVID-19 within the work premises, in line with the objectives of the national and local government.
<b>What are the Opportunity/ies Identified?</b>	<b>Management Approach</b>
Customer satisfaction and loyalty	The Management implements the required health and safety measures and procedures, which contribute to customer satisfaction and loyalty.

Marketing and labelling

Disclosure	Quantity	Units
No. of substantiated complaints on marketing and labelling*	0	#
No. of complaints addressed	0	#

*\*Substantiated complaints include complaints from customers that went through the organization's formal communication channels and grievance mechanisms as well as complaints that were lodged to and acted upon by government agencies.*

<b>What is the impact and where does it occur? What is the organization's involvement in the impact?</b>	<b>Management Approach</b>
Marketing and labelling directly impacts and occurs in the Company's primary business operations. The Company is directly involved in enhancing the marketing and labelling of its products and services.	The Management aims to continuously improve its marketing and labelling strategies with the end in view of enhancing customer satisfaction.
<b>What are the Risk/s Identified?</b>	<b>Management Approach</b>
Decreased market share	The Management constantly improves its marketing and labelling endeavours and initiatives to meet the expectations and needs of its clientele base.

What are the Opportunity/ies Identified?	Management Approach
Enhanced product and service branding	The Management has established its branding section, which principally focuses on improving the branding of its products and services.

### Customer privacy

Disclosure	Quantity	Units
No. of substantiated complaints on customer privacy*	0	#
No. of complaints addressed	0	#
No. of customers, users and account holders whose information is used for secondary purposes	0	#

*\*Substantiated complaints include complaints from customers that went through the organization's formal communication channels and grievance mechanisms as well as complaints that were lodged to and acted upon by government agencies.*

What is the impact and where does it occur? What is the organization's involvement in the impact?	Management Approach
Customer privacy directly impacts and occurs in the Company's primary business operations. The Company upholds customer privacy.	The Management recognizes the protection of customer privacy as an essential aspect of sustainable growth.
What are the Risk/s Identified?	Management Approach
Breach of customer privacy	The Management promptly addresses complaints related to customer privacy.
What are the Opportunity/ies Identified?	Management Approach
Customer satisfaction	The Company protects customer privacy as a means to enhance customer satisfaction.

### Data Security

Disclosure	Quantity	Units
No. of data breaches, including leaks, thefts and losses of data	0	#

What is the impact and where does it occur? What is	Management Approach
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<b>the organization's involvement in the impact?</b>	
Data security directly impacts and occurs in the Company's primary business operations. The Company upholds data security.	The Management acknowledges data security as an essential factor of sustainable growth.
<b>What are the Risk/s Identified?</b>	<b>Management Approach</b>
Data security breach	The Management promptly addresses complaints related to data security breach.
<b>What are the Opportunity/ies Identified?</b>	<b>Management Approach</b>
Customer satisfaction	The Management protects and enhances data security as a means to promote customer satisfaction.

## UN SUSTAINABLE DEVELOPMENT GOALS

### Product or Service Contribution to UN SDGs

Key products and services and its contribution to sustainable development.

Key Products and Services	Societal Value / Contribution to UN SDGs	Potential Negative Impact of Contribution	Management Approach to Negative Impact
Publishing	The Company's publishing activities contribute to UN SDGs, specifically, in the areas of materials, energy and improved quality of life.	The Company does not perceive any potential negative impact on the contributions of its publishing activities.	The Company will promptly address any potential negative impact of its publishing activities.
Advertising	The Company's advertising services contribute to UN SDGs, particularly, in the areas of education, improved quality of life, and strong institutions.	The Company does not perceive any potential negative impact on the contributions of its advertising activities.	The Company will promptly address any potential negative impact of its advertising activities.

*\* None/Not Applicable is not an acceptable answer. For holding companies, the services and products of its subsidiaries may be disclosed.*