



Panatag Ka.

CODE OF CONDUCT

PURPOSE

To outline duties and responsibilities of members of the board, management, officers and employees of Center for Agriculture and Rural Development (CARD) Mutual Benefit Association, Inc.

To behave appropriately and practice standards of professionalism and personal conduct that are consistent with the company's core values.

This is to promote freedom of expression and open communication while expecting to follow companies code of conduct towards their colleagues, supervisors, and overall organization and to avoid offending, participating in serious disputes, and disrupting the workplace.

SCOPE

This policy applies to all CARD MBA, Inc. Board of Trustees and employees regardless of the employment agreement, ranks or location.

POLICY STATEMENT

Members of the board, management, officers and employees are bound by their contract to follow the Code of Conduct while performing their duties and responsibilities during their service in the Association.

We also expect them to foster a well-organized, respectful, and collaborative environment.

CORE VALUES

Where CARD MBA, Inc. is today is because of the intangible asset we all have at CARD Mutually Reinforcing Institutions (CARD MRI) – the PASSION to eradicate poverty in the Philippines. The passion that we refer to is sustained through well-defined core values. The values became “other selves” of all that always remind us to aim for the best for other colleagues and the communities we serve.

In fulfilling the mission of CARD MRI, we are guided by the highest standards of ethical behavior and the core values of:

- **Competence.** Believing that excellent products and services for its members come out of competence, CARD MRI keeps raising the work knowledge, skills, and values of its staff through continuing formal and informal training and education. CARD has truly become a learning organization.

- **Family Spirit.** CARD MRI builds and nurtures family spirit for a lasting relationship with its employees and members. More than showing care and endearment and sharing of learning experiences, the staffs and members of CARD MRI commits personally to the social and economic development of the members and their families. This value does not promote protection of employees' and members' to the extent of sacrificing honesty and integrity.
- **Integrity.** The strength and sustainability of a microfinance business rest on honest and trustworthy operations. Hence, CARD MRI leaders continuously motivate its staffs and members to be honest in all its dealings by showing themselves as models of honesty and worthy of their trust. Moreover, it has remained transparent in all the things that it does.
- **Simplicity.** CARD MRI has chosen to serve the marginalized sector of society, which is characterized by deprivations in nearly all social and economic factors including food, shelter, clothing, job, and education. Excesses in words and deeds insult and isolate the members. Hence, CARD MRI staff is expected to show simplicity to everyone, any time and anywhere.
- **Humility.** An act of true humility is when a CARD MRI staff considers everyone as co-equal and ignores social and economic status in favor of the noble mission of improving the lives of those who have less in life. Humility is being one with members in spirit and aware of their needs.
- **Excellence.** The success of CARD MRI is rooted in the ability of its leaders and staff to continuously create, innovate, and challenge the existing paradigm to ultimately assist the socially and economically challenged families improve their lives. Its continuing effort to be better than its best is captured in its motto "Up to the next level."
- **Stewardship.** One important way to achieve sustainability is effective management and judicious use of resources. Resources fuel the organization and hence must be handled with utmost care. Moreover, most of these resources are entrusted to us by members, staffs, and other stakeholders. CARD MRI should continue to uphold the highest standards of stewardship of financial, human and institutional resources.

ETHICAL STANDARDS

Members of the board, management, officers, and employees are committed to adhering to ethical business conduct/corporate governance rules and principles as follows:

- a. All dealings of the Association with any of its trustees, officers, and their related interests shall be in the regular course of business and upon terms not less favorable to the Association than those offered to others to avoid insider abuses and unfair competitive advantage.
- b. The Board of Trustees and the created committees must be able to perform their duties with a high degree of independence; Board of Trustees, officers and employees shall not engage in any act or omission which may be considered as conducting business in an unsafe and unsound manner.

- c. Every member of the organization should promote the good reputation of the Association in dealing with members and other parties that transact business with the institution (e.g. ensuring payment of claims within the 8/24 claims settlement strategy).
- d. The Association office's facilities shall not be used in the furtherance of any criminal activity.
- e. Members of the board and senior management shall disclose material interest in transactions affecting or which may affect the Association.
- f. The trustee shall notify the board of trustee before accepting a directorship in another company.
- g. Board of Trustees, officers and employees shall not enter business transactions where conflict of interest may arise.
- h. Board of Trustees, officers and employees shall not accept material benefits/information from someone doing business with the Association; and
- i. A system for the imposition of sanctions and/or penalties for violation of the code/standards will be observed at all times.