

NOVO ECIJANO TEACHERS' MUTUAL BENEFIT ASSOCIATION, INC.

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**CORPORATE
DISCLOSURE
POLICY**

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CORPORATE DISCLOSURE POLICY

NOVO ECIJANO TEACHERS MUTUAL BENEFIT ASSOCIATION, INC. has developed a Corporate Disclosure Policy (CDP), to ensure that the association shall provide accurate, timely, consistent and fair disclosure of required information, in accordance with the laws and regulations and to enable to inform the members, trustees, management, employees and third party dealing with the Association and finally to develop a strong corporate governance culture in line with the developments in corporate governance.

The CDP intends to:

1. ensure a comprehensive, accurate, reliable and timely report to members, trustees and all other interested parties for a fair and complete picture of the Association's financial condition, results and business operations;
2. make full, fair, accurate and timely disclosure to the public of every material fact or event that occurs, particularly on the acquisition or disposal of significant assets, which could adversely affect the viability of the interest of its members;
3. provide a clear and focused policy on the disclosure of non-financial information, with emphasis on the management of economic, environmental, social and governance compliance;
4. raise awareness about, and focus management and employees on disclosure requirements and practices;
5. ensure compliance with legal and regulatory requirements on disclosure;
6. protect individuals from improperly disclosing sensitive and confidential information.

The Board of Trustees shall oversee the following:

1. Review and validation of financial data; communication with members , trustees, management, employees and the public in general;
2. Ensure the comprehensive, accurate, reliable and timely presentation of financial reports and compliance with the financial reporting requirements of the regulators;
3. Disclosure on material information, announcements, and news releases, taking into consideration internal communication protocols;
4. With support from the Corporate Secretary, ensure the integrity and accuracy of all documentary submissions to government regulatory bodies and agencies where the Association reports to;
5. In collaboration with the Chief Compliance Officer, ensure fair, accurate and timely disclosures of material fact or event to the public