



SERVIAMUS MUTUAL BENEFIT ASSOCIATION INC.
4th Floor, Diocesan Centrum Bldg., Lluh St. Poblacion, Iligan City
Telephone: (063) 223-2493, 228-4354 Email:serviamus_mba@yahoo.com

CODE OF CONDUCT

MISSION

The mission of the Serviamus Mutual Benefit Association, Inc. is to help improve the quality of life by providing excellent financial and non-financial service to our marginalized clients, to continue to sustain the welfare and professional development of our employees and to uphold professionalism in our business relation with our partners. The Code contain principles reflecting the types of behavior the Serviamus Mutual Benefit Association, Inc. expects towards its board of trustees, general manager, staff, partner-agent and the members.

This policy is not intended as a stand-alone policy. It does not embody the totality of the Mutual Benefit Association, Inc. ethical standards, nor does it answer every ethical question or issue that might arise. Rather, it is one element of a broader effort to create and maintain a quality institution that gives ethical conduct the highest priority. This Code will be reviewed periodically.

PURPOSE

Outline duties and responsibilities of members of the board, management, officers and employees of Serviamus Mutual Benefit Association, Inc. To act suitably and practice standards of professionalism and personal conduct that is consistent with the company's core values. This is to promote freedom of expression and open communication whereas anticipating to take after company's 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 SMBA Board of Trustees and employees regardless of the business assertion, positions, or area.



POLICY STATEMENT

Members of the board, management, officers and employees are bound by their contract to take after the Code of Conduct while performing their duties and responsibilities during their service in the Association. We too anticipate them to cultivate a well-organized, conscious, and collaborative environment.

ETHICAL STANDARDS

The members of the board, management, officers, and employees are committed to adhering to ethical trade conduct/corporate governance rules and standards as follows:

- a. All dealings of the Association with any of its trustees, officers, and their related interface shall be within the standard course of business and upon terms not less favourable to the Association than those advertised to others to avoid insider mishandle and unjustifiable competitive advantage.
- b. The Board of Trustees and the created committees must be able to perform their obligations with a tall degree of autonomy; the Board of Trustees, officers, and employees might not engage in any act or exclusion which may be considered as conducting business in a hazardous and unsound way.
- c. Each part of the organization ought to promote the great reputation of the Association in dealing with individuals and other parties that execute business with the institution.
- d. Members of the board shall disclose material interest in transactions affecting or which may influence the Association.
- e. The trustee should inform the board of trustees before accepting a directorship in another company.
- f. Board of Trustees, officers, and employees should not enter business transactions where conflict of interest may emerge.
- g. The Board of Trustees, Officers and Employees should not acknowledge material benefits/information from someone doing business with the association; and
- h. A framework for the imposition of sanctions and/or punishments for violation of the code/standards will be observed at all times.

