



REVISED WHISTLE BLOWING POLICY / OPEN DOOR POLICY

STATEMENT POLICY

Pursuant to the GCG Memorandum Circular No. 2016-02 also known as the Revised Whistleblowing Policy for the GOCC Sector, the purpose of the Revised Whistleblowing policy is to enable any concerned individual to report and provide information, anonymously if he/she wishes, and even testify on matters involving the actions or omissions of the Directors, Officers, and employees of the GOCCs, that are illegal, unethical, violate good governance principles, are against public policy and morals, promote unsound and unhealthy business practices, are grossly disadvantageous to the GOCC and/or the Government.

1. Coverage

This policy shall be applicable to all CITEM Officers and Employees, including those under Contracts of Service and Consultancy Agreements.

2. Open Door Policy

As a Team, CITEM's Open Door Policy encourages each employee to speak up when there is an issue or concerns that affects work or accomplishments. It promotes an environment of open communication between employees and all levels of management; to ask questions and report concerns. It is the obligation of everyone to speak up or report about a known or suspected violation to protect the Agency.

3. Reportable Conditions

Whistleblowers may report such acts or omissions that are illegal, unethical, violate good governance principles, against public policy and morals, promote unsound and unhealthy business practices, violate CITEM's policies, procedures, rules and regulations, or are grossly disadvantageous to CITEM and/or the Government, such as, but not limited to:

- A.
 - i. Abuse of authority;
 - ii. Bribery;
 - iii. Conflict of interest;
 - iv. Destruction/ manipulation of records;
 - v. Fixing;
 - vi. Inefficiency;
 - vii. Making false statements;
 - viii. Malversation;
 - ix. Misappropriation of assets;
 - x. Misconduct;
 - xi. Money laundering;
 - xii. Negligence of duty;
 - xiii. Nepotism;
 - xiv. Plunder;
 - xv. Receiving a commission;
 - xvi. Solicitation of gifts;
 - xvii. Taking advantage of corporate opportunities;
 - xviii. Undue delay in the rendition of service;
 - xix. Undue influence; and
 - xx. Violation of procurement laws

B. Whistleblower may also report such other acts or omissions that otherwise involve violations of the following laws, rules and regulations:

- i. Republic Act No. 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees);
- ii. Republic Act No. 3019 (Anti-Graft and Corrupt Practice Act);
- iii. Republic Act No. 7080 (The Plunder Law);
- iv. Book II, Title VII of the Revised Penal Code (Crimes Committed by Public Officers);
- v. Executive Order No. 292, s. 1987 (The Administrative Code of 1987);
- vi. Republic Act No. 10149 (The GOCC Governance Act of 2011);
- vii. GCG Memorandum Circular No. 2012-05 (Fit and Proper Rule);
- viii. GCG Memorandum Circular No. 2012-06 (Ownership and Operations Manual Governing the GOCC Sector);
- ix. GCG Memorandum Circular No. 2012-07 (Cod of Corporate Governance for GOCCs);
- x. Presidential Decree No. 1267 (CITEM Citizens' Charter), and
- xi. Other applicable laws rules and regulations, GCG circulars and order

4. Form of Report

A Whistleblowing Report (WR) shall be in writing, which contains sufficient facts with basis.

5. Reporting Channel

Reporting can be submitted through the following reporting portals:

a. GCG Whistleblowing Web Portal

The GCG website (www.whistleblowing.gcg.gov.ph) as the primary reporting channel for whistleblowers, an online-based platform by which whistleblowers may securely submit reports electronically while at the same time ensuring their anonymity and the confidentiality of their reports.

Whistleblowers are encouraged to utilize this online reporting channel.

b. Alternative Reporting Channel

The following are dedicated reporting channels which the whistleblower can use to file any reportable actions mentioned above:

- i. Face to Face Meetings with CITEM Officials, Officers, and Employees/ or GCG Officials
- ii. Website: <http://www.citem.gov.ph>; or <http://www.gcg.gov.ph>;
- iii. E-mail: info@citem.com.ph
- iv. Mail: Golden Shell Pavilion, Roxas Boulevard, Corner Sen. Gil Puyat Avenue, Pasay City
- v. Telephone: (632) 8831 2201 local 250 (HRD Division)
- vi. Fax No.: (632) 8832 3965

6. Confidentiality

CITEM shall ensure confidentiality of all information arising from the Report. It shall treat all reports, including of the whistleblower/person concerned and the respondent, in an utmost confidential and sensitive manner. The identity of the whistleblower will be kept confidential, unless compelled by law or by the Courts, or unless the whistleblower authorized the disclosure of his/her identity.

7. Due Process

Each issue or report will be handled or investigated promptly, consistently, and appropriately. CITEM will observe due process where the respondent will be given the chance to hear and explain his/her side within 15 days from receipt thereof. Personnel who initiate a report may be updated on the actions taken, to the extent allowed by law.

8. Protection Against Retaliation

8.1. Retaliation actions against a whistleblower or any personnel for any report will be taken cognizance of by the CITEM Integrity Monitoring Committee if the report is made in good faith. The GCG may further extend all possible assistance to the whistleblower under the law and given the circumstances.

8.2. Any person covered by this Policy who retaliates, intimidates, harasses, or undertakes any adverse actions against a whistleblower or any person who, in good faith, has cooperated in the investigation of the whistleblowing report, shall be subject to disciplinary action.

8.3. CITEM shall not tolerate any retaliatory acts against a whistleblower who submits a whistleblowing report in good faith.

8.4. A whistleblower shall be protected against retaliation, intimidation, harassment, or other adverse actions for submitting a whistleblowing report in accordance with this Policy. A whistleblower who believes that he/she is the subject of any form of retaliation, intimidation, harassment, or other adverse actions as a result of his/her whistleblowing report should immediately report the same as a violation of and in accordance with this Policy.

8.5. Such retaliation, intimidation, harassment, or other adverse action may include:

- i. Discrimination or harassing in the workplace;
- ii. Demotion;
- iii. Reduction in salary or benefits;
- iv. Termination of contract;
- v. Evident bias in performance evaluation; or
- vi. Any act of threats that adversely affect the rights and interest of the whistleblower.

9. Malicious Allegations

If a whistleblower makes allegations that are determined to be fabricated or malicious, and/or he/she persists in making them, an administrative civil or any appropriate legal action may be taken against him/her by the CITEM Management with the Governance Commission.

10. Reporting Responsibility

It shall be the responsibility of all CITEM officials and employees to comply with the CITEM policies, laws and regulations, and report any violation or suspected violation thereof.

The complaint against officials and employees shall be in writing attaching thereto any evidence that may be available and indicating witnesses to the occurrence. Complainants are encouraged to indicate their names to facilitate investigation and follow-up inquiries.

11. Action on Anonymous Report or Complaint

An anonymous report or complaint shall be given due attention only when supported by documentary or direct evidence or such evidence as would provide verifiable leads and/or facts, in which case the person complained of may be required to comment on the report or complaint.

The report or complaint shall be acted upon taking into consideration the following:

- a. Seriousness of the issue raised;
- b. Credibility of the concern; and
- c. Likelihood of confirming the allegation from credible sources.

11.1. An anonymous whistleblowing report may be entertained, provided:

- i. there is obvious truth or merit to the allegations in the whistleblowing report or;
- ii. the allegations in the whistleblowing report are supported by documentary or direct evidence; or
- iii. the whistleblowing report contains sufficient particulars to enable the taking of further action.

12. Handling of Whistleblowing Reports

12.1. Procedure in handling/Investigating Whistleblowing Reports

12.1.1. Whistleblowing reports submitted through any of the alternative reporting channels will be evaluated and investigated by the Human Resource Division together with Legal Unit, which reserves the right to disregard that are vague, ambiguous, patently without merit, or are simply made with malicious intent to tarnish the name and reputation of the person/s complained of.

12.1.2. A whistleblowing report shall be immediately endorsed to the CITEM Integrity Monitoring Committee for action in accordance with this revised Policy.

12.1.3. If the whistleblowing report is not disregarded as provided in Section 11 the CITEM Integrity Monitoring Committee shall, within five (5) days upon receipt of the whistleblowing report, sent a notice to the person complained of requiring the latter to comment on the allegations contained in the whistleblowing report. Such notice should state that retaliatory actions against the whistleblower shall not be tolerated shall be strictly dealt with in accordance with this revised Policy.

12.1.4. The person complained of shall be entitled to not less than fifteen (15) days from the receipt of the aforesaid notice to submit his/her comment.

12.1.5. The investigation shall commence not later than five (5) days from the receipt of the comment of the person complained of and shall be terminated within twenty (20) days thereafter. If deemed necessary, the CITEM Integrity Monitoring Committee may summon the whistleblower and/or the person propounded, or additional documents/evidence may be submitted.

12.1.6. The CITEM Integrity Monitoring shall submit its investigation report including its recommendations within fifteen (15) days from the termination of the investigation.

12.1.7. The investigation shall be conducted in a confidential manner, to ensure protection of the rights of both the whistleblower and the person complained of.

12.1.8. The CITEM Integrity Monitoring shall establish such additional procedures for the investigation of a whistleblowing report, provided they are consistent with the provisions of this revised Policy and do not violate the rights of the parties involved.

12.2. Filing of whistleblowing reports

All whistleblowing reports must be submitted to the GCG whistleblowing website or through any of the alternative reporting channels identified above.

12.3. Investigation of Whistleblowing Report

12.3.1. Whistleblowing reports submitted through the GCG whistleblowing website shall be evaluated and investigated in accordance with the provisions of GCG Memorandum Circular No. 2016-02.

12.3.2. Action on Whistleblowing Reports

- i. In case of whistleblowing reports submitted through the GCG whistleblowing website, the same shall acted upon in accordance with the provisions of GCG Memorandum Circular No. 2016-02.
- ii. In case of whistleblowing reports submitted through any of the alternative reporting channels, CITEM may pursue any of the following actions:
 - a. dismiss the whistleblowing report; for want of palpable merit;
or
 - b. when it appears that the report does not contain any of the Reportable Conditions stated in this revised Policy; or
 - c. when the report is not a legitimate whistleblowing report but a personal grievance;
- iii. Submit a formal recommendation to the Governing Bord for the discipline of a respondent Officer;
- iv. Submit a formal recommendation to the Governing Board for:
 - a. the suspension of the respondent Appointive Director; or
 - b. a recommendation to the President of the Philippines for the removal of the respondent Appointive Director;
- v. Undertake disciplinary or other actions against respondent Employees of CITEM;
- vi. Endorse to the proper Government Agency, such as the Office of the Ombudsman, the pursuit of criminal and/or administrative processes against the respondents;
- vii. Comply with applicable laws or jurisprudence and/or to undertake corrective measures to address the matter raised in the complaint; and
- viii. Consider the whistleblowing report closed and terminated if the response of the respondent is found to be adequate.

13. Miscellaneous Provisions

This Policy shall be posted on the CITEM website and shall be downable by any interested party.

This revised Policy shall take effect upon approval of the CITEM Governing Board.

SECRETARY'S CERTIFICATE

KNOW ALL MEN BY THESE PRESENTS:

I, ATTY. ANNA GRACE I. MARPURI, Filipino, of legal age, and with office address at the Center for International Trade Expositions and Missions, Sen. Gil J. Puyat cor. Roxas Boulevard, Pasay City, Philippines, do hereby certify that:

1. I am the Corporate Board Secretary of the Center For International Trade Expositions and Missions (CITEM), a national government instrumentality attached to the Department of Trade & Industry, with office address at Golden Shell Pavilion, Sen. Gil J. Puyat Avenue cor. Roxas Boulevard, Pasay City, Philippines;
2. At a Regular Board Meeting of the CITEM Board of Governors held on 17 January 2023 with a quorum present, the Board unanimously passed the following resolution:

“RESOLVED, that the Revised WHISTLE BLOWING/ OPEN DOOR POLICY in accordance with the GCG Memorandum Circular 2016-02, is hereby APPROVED.”

Res. No. BM 2023-01-07

IN WITNESS WHEREOF, I have affixed my signature on this 17th day of January 2023 at Pasay City, Philippines.


ATTY. ANNA GRACE I. MARPURI
Corporate Board Secretary

SUBSCRIBED AND SWORN to before me this 23 JAN 2023, affiant exhibiting to me her competent evidence of identity IBP Roll No. 48441, valid until date.

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MA. CLEOFE L. JAIME
NOTARY PUBLIC
UNTIL DECEMBER 31, 2023
COMMISSION NO. 20-04
ROLL NO. 27802
PTR NO. 8064931 PASAY CITY 1-3-2023
IBP OR NO. 178431 ISSUED BY IBP
NAT'L OFFICE - 2 - 16 - 22
MCLE COMPL. VII-0018402
ISSUED ON - MAY 20, 2022 VALID UNTIL
APRIL 14, 2025