



(Formerly, Allied Care Experts (ACE) Medical Center-Aklan Inc.)

## POLICY ON THE ORIENTATION AND TRAINING OF DIRECTORS AND OFFICERS

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#### POLICY STATEMENT

ASIA PACIFIC MEDICAL CENTER (APMC) – AKLAN INC., hereby approves the Policy on the Orientation and Training of Directors and Officers (the “Training Policy”), consistent with the key mandates and specific duties and responsibilities of each member of the Board of Directors (the “Board”) and officer of the Company. As a rule, each member of the Board shall comply with the requirements set out in this Policy on the orientation programs for first-time Directors and the mandatory annual training programs for all the members of the Board, as far as practicable. The mandatory annual training program shall also apply to executive officers with the rank of Vice President and above (“Officers”).

#### I. ORIENTATION PROGRAM FOR NEW DIRECTORS

- 1.1 This Policy aims to provide first-time Directors of the Company with the necessary knowledge of and familiarity with the Company’s day-to-day operations. It is the Company’s belief that all the Directors will have more meaningful contributions to the Company if each is properly and suitably informed of the activities of the Company. This can be earliest achieved through a comprehensive orientation program for all directors upon joining the Board.
- 1.2 The Orientation Program of the first-time directors will provide an overview of the overall operations of the Company and will allow the first-time directors to interact with the key partners of the Company.

First-time directors shall likewise have the opportunity to meet with the Chairman of the Board, the Chief Executive Officer, Compliance Officer and the Corporate Secretary.

The Orientation Program shall be conducted at the Corporate Office or at a location convenient to newly appointed Directors within 2 months from the time of their election. Orientation will be imparted in a form of structured presentation on different topics important to the role and responsibilities of their position.

The Corporate Governance Committee, through the Office of the Corporate Secretary with the help of HR and Admin Department will organize this orientation, in an eight (8) hours module program. Module will be based upon the topics listed below or as per the latest regulatory requirements of the Securities and Exchange Commission from time to time. Topics for discussion may include but are not limited to the following:

- Overall view of the Company
- Details of the Organization Structure
- Business of the Company, its issues, its overall performance etc.
- Developments in Corporate Governance in the context of applicable guidelines;
- Insights into international best practices in the functioning of Boards and its Committees;
- Key duties and liabilities of a Director;
- Code of Conduct



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#### 1.3 Hospital Site Visit

First-time Directors are encouraged to visit the site of operations, particularly, the Asia Pacific Medical Center (APMC) hospital site, within the same period provided in item 1.2 above or as soon as practicable. Management will make the necessary arrangements for this visit. The objective is to help the first-time directors gain familiarity with the business environment and the actual operations of the Company. In addition, this will be an opportunity for first-time directors to interact with the middle management and the other employees of the Company.

### 2. TRAININGS AND DEVELOPMENT REQUIREMENTS

2.1 Rationale This Policy aims to ensure that the members of the Board and Company officers are provided with the necessary, relevant and appropriate training and/or development programs annually. The annual training of the members of the Board and Company officers ensures that they are kept abreast of the developments in the business and regulatory landscapes of the industry. With these trainings, it is the Company's belief that the Board and the Officers will enhance their effectiveness and competency in addressing the needs of the Company.

#### 2.2 Training and Development Program

The Corporate Governance Committee and the Corporate Secretary are responsible for arranging and facilitating the relevant and/or required training and/or development programs or courses for the members of the Board and Company officers.

A reasonable annual budget for the trainings and development programs shall be made available by the Company.

2.2.1 Director's Workshop in the areas of Leadership, Strategy, Corporate Governance, etc. will be designed and conducted with the help of suitable experts.

#### 2.2.2 Nomination to specialized programs

The Corporate Governance Committee in coordination with the Corporate Secretary would identify and nominate Directors to specialized training programs conducted by reputable agencies/institutes to be facilitated by the Human Resource Department.

Directors will be required to complete at least four (4) hours of accredited seminar, workshop or program annually.

#### 2.3 Other initiatives

Various interaction with Industry experts and experts from reputed consulting agencies will be organized which shall guide the Directors on myriad of subjects ranging from Performance Management, Motivation and



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Retention, Negotiation, Competition Law, Sustainability, CSR, Business plan, Data Privacy, challenges of the upstream industry, etc., as and when required.

In relation to independent Directors, need based training shall be provided on various matters.

The company will look at the various training requirements of the Directors based on input received and training available through seminars, conferences etc, to update the directors on various aspects, which will help in better functioning as Directors of the company. The company may engage specialists in various areas to provide information on various topics of interest. These presentations shall be before or after the Meeting of the Board of Directors.

The following activities shall also be made available:

- a. Management shall provide Directors and Company Officers updates on items of interest regarding the Company and its business, along with pertinent articles and reports published regarding the Company and its business;
- b. Presentation by the Chief Officer and/or Corporate Governance Officer on new accounting, legal, regulatory requirements, rules and/or policies affecting the Company.
- c. Hospital site visits by at least two (2) directors every month.

### **3. PROCESS OWNER**

The process owner for implementation of the above Policy will be the Corporate Governance Committee together with the Corporate Secretary.

### **4. EFFECTIVITY**

This Policy shall take effect immediately.

### **5. QUERIES**

Inquiries regarding this policy shall be addressed to the Corporate Secretary and/or the Corporate Governance Committee.

### **6. AMENDMENT**

No Amendment of this policy shall be allowed unless approved by a resolution of the Board.