5. **Appropriate, timely and adequate services**. — Nothing in this MANUAL shall be construed as relieving or excusing PCSO, its Director/s and Officers, from complying with more rigorous standards of corporate governance as required by regulatory/supervising agencies and applicable laws, rules and regulation.

6. **Health and safety standards**. — PCSO shall provide a safe, healthy and enjoyable working environment for all its employees, outside contractors and visitors. It shall comply with all relevant local legislation or regulations, and best practice guidelines recommended by national health and safety authorities**.**

7. **Environmental standards**. — Considerations for inevitable environmental impacts associated with PCSO's daily operations shall be taken into account and PCSO shall strive to minimize harmful effects and consider the development and implementation of environmental standards in all its offices and areas of operation. For this purpose, PCSO shall identify opportunities to reduce consumption of energy, water and other natural resources. As far as practicable, PCSO shall re-use and recycle where possible and dispose of non-recyclable items responsibly.

8. **Disclosure of conflict of interest**. —

    1. **Duty to disclose of conflict of interest**.-

        1. If an actual or potential conflict of interest should arise on the part of the Board members or executive officer, it shall be fully disclosed before the Board and the concerned Board member or executive officer shall not participate in the decision-making;

        2. A board member or executive officer who has a continuing conflict of interest shall either divest or resign subject to existing administrative laws and GCG rules and regulations;

        3. Any question about a Board member's or executive officer's actual or potential conflict of interest with the PCSO shall be brought promptly to the attention of the Chairman of the Board, who together with the Board shall review the question and determine an appropriate course of action;

4. If the Chairman of the Board is the trustee in question, he or she shall voluntarily inhibit and the vice Chairman together with the Board shall take over in reviewing the questions and deciding on the action to be taken.

2. **When conflict of interest exists**.- Conflict of interest exists for any Board member or executive officer of the PCSO when:

    1. He/she supplies or is attempting or applying to supply goods or services to the PCSO or endorsing those supplied by their relatives or friends;
    2. He/she supplies or is attempting to supply goods, services or information to an entity in competition with the PCSO;
    3. By virtue of his or her office, acquires or is attempting to acquire for him/herself a business opportunity which should belong to the PCSO;
    4. He/she accepts an offer or receives a favor or consideration for delivering the business of PCSO to a third party; and
    5. He/she is engaged or is attempting to engage in a business or activity which competes with or works contrary to the best interest of the PCSO.

3. **Prohibitions.** - Every Director and Officer, ***as fiduciary of the State***, accepts his/her position fully aware that he/she assumes certain responsibilities not only to PCSO and its stakeholders, but also with different constituencies who have the right to expect that PCSO is being run in a prudent manner and with due regard to the interests of all stakeholders. Consequently, the following activities shall be prohibited:

    1. Existence of conflict of interest and its non-disclosure as defined under items 1 and 2 hereof;
    2. Manipulation, concealment, abuse of confidential or privileged information including misrepresentation of material facts;
    3. Violation of applicable provisions under the Anti-Graft and Corrupt Practices Act (RA 3019), Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713) including administrative issuances by supervising agencies such as, but

not limited to, the Office of the President, Governance Commission for GOCCs, Civil Service Commission, etc.

9. **Transparency and Access to Information**. — The essence of good corporate governance is transparency. The more transparent the internal workings of the GOCC are, the more difficult it will be for the Board and/or Management to mismanage the GOCC or to misappropriate its assets. It is therefore imperative that PCSO discloses all material information to the National Government and the public, *its ultimate stakeholder*, in a timely and accurate manner at all times. Consistent with DBM National Budget Circular 542 series 2012 and Section 93, Republic Act No.10155 (2012 General Appropriations Act) in relation to GCG Memorandum Circular Nos. 2012-07; 2013-02 (re-issued) and 2015-07, the PCSO shall disclose to the public material information about the state of finances, corporate governance and activities of the agency by maintaining a transparency seal and a corporate governance seal in its official website at www.pcso.gov.ph, as follows:

    1. **Transparency seal and Corporate governance seal**: PCSO shall adopt the transparency and corporate governance seal to disclose business, financial and corporate disclosures in its official website, subject to applicable rules and regulations.

    2. **Conditions common to all National Government Agencies and GOCCs:**

        1. Transparency seal;
        2. PhilGEPS posting;
        3. Cash Advance Liquidation;
        4. Citizen's Charter or its equivalent;