



**POLICIES AND PROCEDURES**

**Employee Welfare Policy Statements**

Document No.

S. SUS-SMRI 002

Version No.

1.0


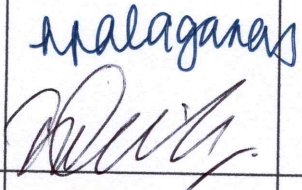
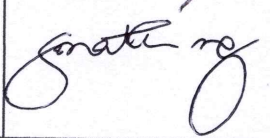
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December 31, 2024

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**Document Approval**

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## 1.0 OBJECTIVE

SM Retail, Inc. (SMRI) aims to be an employer of choice and safeguards for the health, safety and welfare of its employees. Through the efforts of its Human Resources Department (HRD), SMRI has established policies and programs that promote a safe and healthy work environment that caters to all cultures and creeds and encourages employee development and growth.

## 2.0 Human Resources Policy Statements:

### 2.1 Occupational Safety and Health

SMRI as a subsidiary of SM Investments Corporation (SMIC) is committed to the protection of the health, safety and wellbeing of all members of the organization. SMRI strives to promote a strong and sustainable culture that will facilitate the awareness of risk and the prevention of injury and illness.

SMRI adheres to the policy statement of SMIC on Occupational Health and Safety and ensures that individual operational health and safety policies and procedures are catered to specific business and operational risks.

*Please refer to the Operational Safety and Health Program of SM Retail Headquarters (as of January 2022) and Occupational Safety and Health Compliance Guidelines of The SM Store (as of August 16, 2019).*


### 2.2 Anti-Discrimination and Anti-Harassment

SMRI, as a subsidiary of SMIC, promotes equal opportunities for all employees. SMRI will take affirmative measures to ensure that there is no discrimination in its employment recruitment, employment advertisements, compensation, termination, promotions, and other conditions of employment against any employee or job applicant based on race, creed, color, national origin, or sex.

SMRI is committed to provide a working environment that is safe and free from harassment (including sexual harassment) for all its employees and, as such, it will not tolerate any form of discriminatory behavior based on an individual's sex, sexual orientation, race, ethnicity, national origin, age, or religion.

SMRI has a zero-tolerance policy against any form of harassment in the workplace, and treats all such incidents seriously and it shall promptly investigate any reported incidents of this nature.



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Any person found to have harassed another (whether sexually or mentally) faces the appropriate disciplinary action which may include termination of employment.

*Please refer to HER-ER-02 and the Anti-Sexual Harassment Policy of SM Retail, Inc. (as of May 1, 2019).*

### **2.3 Anti -Bribery and Anti-Corruption**

SMRI, as a subsidiary of SMIC, is committed to conducting business in an ethical and honest manner by implementing and enforcing systems that ensure bribery is prevented and corruption avoided. SMRI is further committed to acting professionally, fairly, and with integrity in all business dealings and relationships.


*Please refer to SMIC Anti-Bribery and Anti-Corruption Policy dated January 18, 2021.*

### **2.4 Human Rights**

Respect for human rights is an essential value of SMRI. It makes every effort to respect and promote human rights in accordance with the International Bill of Human Rights, the International Labor Organization Declaration on Fundamental Principles and Rights at Work, the UN Guiding Principles on Business and Human Rights and the provisions on Human Rights of the 1987 Philippine Constitution.

SMRI's Policy aligns with our Code of Ethics, Business and Environmental Policies, covering diversity, environment, health and safety, and employee relations. SMRI is committed to the principle that all persons should be treated with respect.

*Please refer to SMRI Code of Ethics and SMIC Human Rights Policies dated January 18, 2021.*

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## 2.5 Equal Opportunity

SMRI, as a subsidiary of SMIC, is an equal opportunity provider, giving equal employment opportunities for all applicants and employees, regardless of race, religion and beliefs, gender, national or regional origin, age, and marital status.

SMRI provides facilities that support the unique needs of our diverse people, providing ease in mobility and comfort.

SMRI promotes a work culture based on meritocracy and respect for universal human rights – treating everyone with dignity and respect regardless of race, religion, gender, national or regional origin, age, background, work role, and marital status, as aligned with the Principles of the UN Global Compact.

*Please refer to SMIC Equal Opportunity Policy dated February 12, 2024.*

These policy statements and policies are part of the SMRI Sustainability Management System to ensure the full realization of the SM Sustainability Policy and shall be regularly reviewed and updated as necessary.