Mactan Island Multi-Purpose Cooperative

MIMPC Manual on Cooperative Good Governance and

Ethical Standard

**Article I**

**Objective**

**Section 1. Good Governance**. This manual shall institutionalize the principles of good cooperative governance and ethical standard in the entire organization. It serves as a decision-making instrument that will guide decision makers of the cooperative.

**Section 2. Ethical Standard**. It outlines the conduct of behavior of the board of directors, committees, management, staff, and members. This serves as an overview of the cooperative’s guiding principles and values.

**Article II**

**Functions and Responsibilities**

**Section 1. Functions and Responsibilities**

 1.1 **Board of Directors**- Notwithstanding the provisions of the Philippine Cooperative Code to the contrary; the following are the specific functions and responsibilities of the board of directors:

* + - * 1. Provide general policy direction;
				2. Formulate the strategic development plan;
				3. Determine and prescribe the organizational and operational structure;
				4. Review the Annual Plan and Budget and recommend for the approval of the General Assembly;
				5. Establish policies and procedures for the effective operation and ensure proper implementation of such;
				6. Evaluate the capability and qualification and recommend to the General Assembly the engagement of the services of an External Auditor;
				7. Appoint the members of the Mediation/Conciliation and Ethics Committees and other Officers as specified in the Code and co-operative By-laws;
				8. Decide election related cases involving the Election Committee or its members;
				9. Act on the recommendation of the Ethics Committee on cases involving violations of Code of Governance and Ethical Standards; and
				10. Perform such other functions as may be prescribed in the By-laws or authorized by the General Assembly.

The Board of Directors shall convene within ten (10) days after the regular general assembly meeting to elect by secret balloting from among themselves the Chairperson and the Vice-Chairperson and to appoint the Secretary from qualified members and Treasurer from the Board. The appointed officers shall hold office for a term of two (2) years or until their successors shall have been appointed and actually assumed the functions of their positions.

*The Chairperson of the Board of Directors and his/her Duties:*

Set the agenda for board meetings in coordination with the other members of the Board of Directors;

Preside over all meetings of the Board of Directors and of the General Assembly;

Sign contracts, agreements, certificates and other documents on behalf of the co-operative as authorized by the Board of Directors or by the General Assembly;

Issue Certificate of Non-Affiliation with any Federation or Union; and

Perform such other functions as may be authorized by the Board of Directors or by the General Assembly.

*The Vice-Chairperson of the Board of Directors and his/her Duties:*

Perform all duties and functions of the Chairperson in the absence of the latter;

To act as ex-officio Chairperson of the Education and Training Committee; and

Perform such other duties as may be delegated to him/her by the Board of Directors.

*The Treasurer and his/her Duties:*

Ensure that all cash collections are deposited in accordance with the policies set by the Board of Directors;

Have custody of all funds, securities, and documentations relating to all assets, liabilities, income and expenditures;

Monitor and review the financial management operations of the co-operative, subject to such limitations and control as may be prescribed by the Board of Directors;

Maintain full and complete records of cash transactions;

Maintain a Petty Cash Fund and Daily Cash Position Report; and

Perform such other functions as may be prescribed in the By-laws or authorized by the General Assembly.

*The Secretary and his/her Duties:*

Keep an updated and complete registry of all members;

Record, prepare and maintain records of all minutes of meetings of the Board of Directors and the General Assembly;

Ensure that necessary Board of Directors’ actions and decisions are transmitted to the management for compliance and implementation;

Issue and certify the list of members who are in good standing and entitled to vote as determined by the Board of Directors;

Prepare and issue Share Certificates;

Serve notice of all meetings called and certify the presence of quorum of all meetings of the Board of Directors and the General Assembly;

Keep copy of Treasurer’s reports and other reports ;

Keep and maintain the Share and Transfer Book;

Serve as custodian of the co-operative seal; and

Perform such other functions as may be prescribed in the By-laws or authorized by the General Assembly.

 1.2 **Election Committee**- Election Committee composed of three (3) members is hereby created and shall be elected during a general assembly meeting. They shall hold office for a term of two (2) years or until their successors shall have been elected and qualified. Within ten (10) days after their election, they shall elect from among themselves a Chairperson, Vice-Chairperson and a Secretary. No member of the committee shall hold any other position within the co-operative during his/her term of office. Their functions and responsibilities are as follows:

1. Formulate election rules and guidelines and recommend to the General Assembly for approval ;
2. Implement election rules and guidelines duly approved by the General Assembly;
3. Recommend necessary amendments to the election rules and guidelines for the General Assembly’s approval;
4. Supervise the conduct, manner and procedure of election and other election related activities and act on the changes thereto;
5. Canvass and certify the results of the election;
6. Proclaim the winning candidates;
7. Decide election related cases except those involving the committee or its members; and
8. Perform such other functions as prescribed in the By-laws or authorized by the General Assembly.

 The decision of the Election Committee is appealable to the Board of Directors who shall decide the case.

 Election protests filed by the members of the Election Committee shall be decided by the Board of Directors.

*The Duties of the Chairperson of the Election Committee:*

1. Preside over all meetings of the committee;
2. Establish linkage/communication with the Board of Directors and other functional bodies;
3. Present recommendations on election rules and policies to the General Assembly; and
4. Perform such other functions as may be necessary.

*The Duties of the Vice-Chairperson of the Election Committee:*

In the absence or disability of the Chairperson, the Vice Chairperson shall perform all the duties and functions of the Chairperson; and

Perform such other duties as may be delegated to him/her by the Committee.

*The Duties of the Secretary of the Election Committee:*

Maintain a correct record of all minutes of meetings of the Committee;

Prepare the necessary documents for the implementation of relevant actions;

Ensure that all the policies and procedures of the committee are compiled properly;

Secure from Secretary of the co-operative the list of members entitled to vote; and

Perform such other duties as may be prescribed by the Committee.

 1.**3 Audit Committee** - Audit Committee composed of three (3) members is hereby created and shall be elected during a general assembly meeting. They shall hold office for a term of two (2) years or until their successors shall have been elected and qualified. Within ten (10) days after their election, they shall elect from among themselves a Chairperson, Vice-Chairperson and a Secretary. No member of the committee shall hold any other position within the co-operative during his/her term of office. Their functions and responsibilities are as follows:

1. Monitor the adequacy and effectiveness of the co-operative’s management and control system;
2. Audit the performance of the co-operative and its various responsibility centers;
3. Review continuously and periodically the books of account and other financial records to ensure that these are in accordance with the co-operative principles and generally accepted accounting procedures;
4. Submit reports on the result of the internal audit and recommend necessary changes on policies and other related matters on operation to the Board of Directors and General Assembly; and
5. Perform such other functions as may be prescribed in the By-laws or authorized by the General Assembly.

*The Duties of the Chairperson of the Audit Committee:*

Preside over all meetings of the committee;

Establish linkage/communication with the Board of Directors and other functional bodies;

Present recommendations on internal audit rules and policies to the General Assembly; and

Perform such other functions as may be necessary.

*The Duties of the Vice-Chairperson of the Audit Committee*:

1. In the absence or disability of the Chairperson, the Vice Chairperson shall perform all the duties and functions of the Chairperson; and
2. Perform such other duties as may be delegated to him/her by the Committee.

*The Duties of the Secretary of the Audit Committee*:

1. Maintain a correct record of all minutes of meetings of the Committee;
2. Prepare the necessary documents for the implementation of relevant actions;
3. Ensure that all the policies and procedures of the committee are compiled properly; and
4. Perform such other duties as may be prescribed by the Committee.

 1.4 ***Mediation and*** ***Conciliation Committee***. A Mediation and Conciliation Committee composed of three (3) members is hereby created and shall be appointed by the board of directors. They shall hold office for a term of two (2) years or until their successors shall have been appointed and qualified. Within ten (10) days after their appointment, they shall elect from among themselves a Chairperson, Vice-Chairperson and a Secretary. No member of the committee shall hold any other position within the co-operative during his/her term of office. Their functions and responsibilities are as follows:

1. Formulate and develop the Conciliation-Mediation Program and ensure that it is properly implemented;
2. Monitor Conciliation-Mediation programs and processes;
3. Submit semi-annual reports of co-operative cases to the Authority within fifteen (15) days after the end of every semester;
4. Accept and file Evaluation Reports;
5. Submit recommendations for improvements to the Board of Directors;
6. Recommend to the Board of Directors any member of the co-operative for Conciliation-Mediation Training as Co-operative Conciliator-Mediator;
7. Issue the Certificate of Non-Settlement (CNS) ; and
8. Perform such other functions as may be prescribed in the By-laws or authorized by the General Assembly.

*The Duties of the Chairperson of the Mediation and Conciliation Committee:*

Preside over all meetings of the committee;

Establish linkage/communication with the Board of Directors and other functional bodies;

Present recommendations on mediation-conciliation rules and policies to the General Assembly; and

Perform such other functions as may be necessary.

*The Duties of the Vice-Chairperson of the Mediation and Conciliation Committee:*

In the absence or disability of the Chairperson, the Vice Chairperson shall perform all the duties and functions of the Chairperson; and

Perform such other duties as may be delegated to him/her by the Committee.

*The Duties of the Secretary of the Mediation and Conciliation Committee:*

Maintain a correct record of all minutes of meetings of the Committee;

Prepare the necessary documents for the implementation of relevant actions;

Ensure that all the policies and procedures of the committee are compiled properly;

Receive complaints, and assist the disputing parties in reducing their complaints in writing;

Confirm parties’ request to participate in Conciliation-Mediation;

Assist parties in the selection of a Conciliator-Mediator;

Monitor and report on the outcome of Conciliation-Mediation conducted by non-pool Conciliator-Mediator;

Receive and file the Conciliator-Mediator’s evaluation form;

Submit to the Committee the monthly report summarizing status of all cases processed and the results of the evaluation of the Conciliation-Mediation Process;

Facilitate the issuance of the Certificate of Non-Settlement from any failed or refused Conciliation-Mediation;

Monitor and fill-up the documents on the Conciliation-Mediation process;

Send communications to the disputants;

Maintain an updated list of Conciliator-Mediator; and

Perform such other duties as may be prescribed by the Committee.

 1.5 ***Ethics Committee*.** An Ethics Committee composed of three (3) members is hereby created and shall be appointed by the board of directors. They shall hold office for a term of two (2) years or until their successors shall have been appointed and qualified. Within ten (10) days after their appointment, they shall elect from among themselves a Chairperson, Vice-Chairperson and a Secretary. No member of the committee shall hold any other position within the co-operative during his/her term of office. Their functions and responsibilities are as follows:

Develop Code of Governance and Ethical Standards to be observed by the members, officers and employees of the co-operative subject to the approval of the Board of Directors and ratification of the General Assembly;

Disseminate, promote and implement the approved Code of Governance and Ethical standards;

Monitor compliance with the Code of Governance and Ethical Standards and recommend to the Board of Directors measures to address the gap, if any;

Conduct initial investigation or inquiry upon receipt of a complaint involving Code of Governance and Ethical Standards and submit report to the Board of Directors together with the appropriate sanctions;

Recommend ethical rules and policy to the Board of Directors; and

Perform such other functions as may be prescribed in the By-laws or authorized by the General Assembly

*The Duties of the Chairperson of the Ethics Committee:*

Preside over all meetings of the committee;

Establish linkage/communication with the Board of Directors and other functional bodies;

Present recommendations on ethical rules and policies to the General Assembly; and

Perform such other functions as may be necessary.

*The Duties of the Vice-Chairperson of the Ethics Committee:*

In the absence or disability of the Chairperson, the Vice Chairperson shall perform all the duties and functions of the Chairperson; and

Perform such other duties as may be delegated to him/her by the Committee.

*The Duties of the Secretary of the Ethics Committee:*

Maintain a correct record of all minutes of meetings of the Committee;

Prepare the necessary documents for the implementation of relevant actions;

Ensure that all the policies and procedures of the committee are compiled properly; and

Perform such other duties as may be prescribed by the Committee.

 1.6 ***Education, Training and Information Committee***. An Education, Training and Information Committee composed of three (3) members is hereby created and shall be appointed by the board of directors. They shall hold office for a term of two (2) years or until their successors shall have been appointed and qualified. Within ten (10) days after their appointment, they shall elect from among themselves a Vice-Chairperson and a Secretary. No member of the committee shall hold any other position within the co-operative during his/her term of office.

The committee shall assist the board of directors in the formulation of the policies, rules and procedures pertaining to human resource development and effective operationalization and implementation of the fifth co-operative principle of education, training and information. Specifically, their functions are as follows:

1. To design and implement Human Resource Development (HRD) plans and programs for members, officers and employees;
2. To conduct Pre-Membership Education Seminar (PMES), Membership Education Program (MEP) and other seminars or meetings for the information and understanding of the organization’s policies, systems and programs;
3. To continuously update members and the community on activities and program’s performance and achievements of the thru regular publication;
4. To tap sources of technology and training funds;
5. To prepare an annual HRD plans and programs for members, officers and employees to be integrated in the co-operative annual plans and programs; and
6. To submit annual reports of accomplishment to the BOD

*The Duties of the Chairperson of the Education, Training and Information Committee:*

Preside over all meetings of the committee;

Establish linkage/communication with the Board of Directors and other functional bodies;

Present recommendations on internal audit rules and policies to the General Assembly; and

Perform such other functions as may be necessary.

*The Duties of the Vice-Chairperson of the Education, Training and Information Committee:*

In the absence or disability of the Chairperson, the Vice Chairperson shall perform all the duties and functions of the Chairperson; and

Perform such other duties as may be delegated to him/her by the Committee.

*The Duties of the Secretary of the Education, Training and Information Committee:*

1. Maintain a correct record of all minutes of meetings of the Committee;
2. Prepare the necessary documents for the implementation of relevant actions;
3. Ensure that all the policies and procedures of the committee are compiled properly; and

Perform such other duties as may be prescribed by the Committee

 1.7 ***Credit Committee –*** The Credit Committee shall be composed of three (3) members appointed by the Board of Directors for a term of two (2) years. They shall elect from among themselves a Chairperson, Vice-Chairperson and a Secretary. No member of the committee shall hold any other position within the co-operative during his/her term of office. The Committee shall assist the board of directors in the formulation of sound lending policies, systems and procedure. They shall be responsible for the credit management of the co-operative. In the performance of its functions, it shall process, evaluate and act upon loan application and withdrawal of deposits, except when the applicant is a member of the committee or related to any of them within the third civil degree of consanguinity and affinity, in which case, the applicant shall be acted upon by the Board of Directors; and exercise general supervision including collection over all loans to members.

 **1.8** ***The General Manager***. No person shall be appointed to the position of general manager unless he/she possesses the following qualifications and none of the disqualifications herein enumerated:

1. He must be familiar with the business operation of the co-operative;
2. He must have at least two (2) years experience in the operations of co-operative or related business;
3. He must not be engaged directly or indirectly in any activity similar to the business of the co-operative;
4. He must not have been convicted of any administrative, civil or criminal case involving moral turpitude, gross negligence or grave misconduct in the performance of his/her duties;
5. He must not be addicted to any form of gambling or immoral or vicious habits;
6. At the time of his/her appointment he/she must have no pending administrative, civil or criminal case involving financial and/or property accountabilities; and
7. He must be willing to undergo pre-service and/or in-service trainings.

***Duties of the General Manager***. The General Manager shall:

1. Oversee the overall day to day business operations of the co-operative by providing general direction, supervision, management and administrative control over all the operating departments subject to such limitations as may be set forth by the Board of Directors or the General Assembly;
2. Formulate and recommend in coordination with the operating departments under his/her supervision, the Co-operative’s Annual and Medium Term Development Plan, programs and projects, for approval of the Board of Directors and ratification of the General Assembly;
3. Implement the duly approved plans and programs of the co-operative and any other directive or instruction of the Board of Directors.
4. Provide and submit to the Board of Directors monthly reports on the status of the co-operative’s operation vis-a-vis its targets and recommend appropriate policy or operational changes, if necessary;
5. Represent the co-operative in any agreement, contract, business dealing, and in any other official business transaction as may be authorized by the Board of Directors;
6. Ensure compliance with all administrative and other requirements of regulatory bodies; and
7. Perform such other functions as may be prescribed in the By-laws or authorized by the General Assembly.

**Section 2.** ***Duties and Responsibilities of a Member***. Every member shall have the following duties:

1. Pay the installment of his/her share capital subscription as it falls due and to participate in the capital build-up and savings mobilization activities of the co-operative;
2. Patronize the co-operative’s businesses and services;
3. Participate in the membership education programs;
4. Attend and participate in the deliberation of all matters taken during general assembly meetings;
5. Observe and obey all lawful orders, decisions, rules and regulations adopted by the Board of Directors and the general assembly; and
6. Promote the goals and objectives of the co-operative, the success of its business, the welfare of its members and the co-operative movement in general.

**Article III**

**Qualification, Disqualification and Liabilities**

**Section 1-** ***Qualifications of Board of Directors***. No member shall be elected as a member of the Board of Directors or any committee unless he/she is a member entitled to vote and has the following qualifications:

1. Of good moral character. The Election Committee in coordination with the Ethics Committee shall promulgate mechanism to verify this qualification;
2. Has manifested his/her willingness to devote time to serve as director;
3. With leadership/managerial experience or has manifested his/her willingness to undergo the required training(s) by the CDA; and
4. As far as practicable, having served for at least one year as member of any committee in this co-operative. Provided, however, that this is applicable only to members that joined this co-operative one year after it was registered with the Cooperative Development Authority;

**Section 2-** ***Disqualifications of the Board of Directors***. Any member who is under any of the following circumstances shall be disqualified to be elected as a member of the Board of Directors or any committee, or to continue as such:

1. Holding any elective position in the government, except that of to a party list representative being an officer of a co-operative he/she represents;
2. Having served as director of the co-operative for three (3) consecutive terms;
3. Having been engaged in a business similar to that of the co-operative or who in any way has a conflict of interest with the co-operative;
4. Having been absent for three (3) consecutive regular board meetings without reasonable cause;
5. Having been convicted of any crime involving moral turpitude, gross negligence, or gross misconduct in the performance of their duties or found culpable in any administrative case involving such offenses;
6. Being an official or employee of the Cooperative Development Authority; and
7. Having been disqualified by law.

**Section 3**- ***Removal of Directors and Committee Members***. All complaints for the removal of any elected officer shall be filed with the board of directors and such officer shall be given the opportunity to be heard. Majority of the board of directors may place the officer concerned under preventive suspension pending the resolution of the investigation. Upon finding of a *prima facie* evidence of guilt, the board shall present its recommendation for removal to the general assembly. An elective officer may be removed by three-fourths (¾) of the regular members present and constituting a quorum, in a regular or special general assembly meeting called for the purpose. The officer concerned shall be given the opportunity to be heard at said assembly.

An officer elected or appointed by the Board of Directors or any committee may be removed from office for cause by a majority vote of all the members of the Board or Committee as the case may be.

If a vacancy occurs in any elective committee, the board of directors at its option may call an election or appoint a person to fill the same to serve for the unexpired portion of the term. The appointment made by the board shall not however compromise nor impinge upon the independence of such committee.

**Section 4** - **.** ***Liabilities of Directors, Officers and Committee Members***. Directors, officers and committee members, who willfully and knowingly vote for or assent to patently unlawful acts, or who are guilty of gross negligence or bad faith in directing the affairs of the co-operative or acquire any personal or pecuniary interest in conflict with their duties as Directors, officers or committee members shall be liable jointly and severally for all damages resulting there from to the co-operative, members and other persons.

When a director, officer or committee member attempts to acquire, or acquires in violation of his/her duties, any interest or equity adverse to the co-operative in respect to any matter which has been reposed in him in confidence, he/she shall, as a trustee for the co-operative, be liable for damages or loss of profits which otherwise would have accrued to the co-operative.

**Article IV**

**Monitoring and Assessment**

**Section 1.** Each committee shall report regularly to the board of directors.

**Section 2**. Every committee shall establish an evaluation system to determine and measure compliance with this manual. Any violation thereof shall subject the responsible officer or employee to the penalty provided under Article VI of this manual.

**Section 3**. The adoption of such performance evaluation system must be covered by a Board Approval.

**Section 4**. This manual shall be subject to semi-annual review unless the same frequency is amended by the Board.

**Article V**

**Penalties for Non-Compliance**

**Section 1.** To strictly observe and implement the provisions of this manual, the following penalties shall be imposed after due process has been conducted

 1.1 First Offense – reprimand

 1.2 Second Offense – suspension

 1.3 Third Offense – termination of position

**Code of Ethics**

**Article I**

**Preamble**

**Section 1. Title**.This Code shall be known as the Mactan Island Multipurpose Cooperative Code of Ethical Standard as pursuant to the mandate of the Cooperative code of the Philippines.

**Section 2. Declaration of Policy**. All Officers,staff and members of the cooperative shall abide and adhere to this Code of Conduct. Towards this end, they shall serve with utmost professionalism, integrity, morality and nationalism.

 **Article II**

**Vision**

 In keeping with the spirit of Cooperativism ,we envision a MIMPC that will actively promote and advance the upliftment of the quality of life of all members through savings ,thrift and self-reliant entrepreneurship.

**Article III**

**Service Philosophy**

 In the accomplishment of this vision,MIMPC shall serve its members in a caring,accountable,responsive and ethical manner and thus worthy of the respect and emulation by others.

**Article IV**

**Professional Ethical Standards for Coop Officers and Employees**

**Section 1.** Officers and employees of cooperatives, in the performance of their duties and responsibilities, shall be guided by the principles of honesty, dedication and sincerity.

**Section 2**. They shall act with utmost professionalism, fairness and courtesy in all their dealings with co-officers, staff, members, and the general public.

**Section 3.** They shall act as role models in uprightness, delicadeza and punctuality in the performance of their duties and responsibilities.

**Section 4.** They shall, at all times protect, promote and advance the interest and welfare of the cooperative to sustain the growth and well-being of its members and the community in general.

**Section 5.** Officers and employees shall not enrich themselves nor enrage in any activity that is adverse or in conflict with the objectives of the cooperative and the interest of its members.

**Section 6.** Officers and employees shall, all the times, lead an upright and proper lifestyle and shall not get involved in any immoral, indecent and disgraceful conduct

**Section 7.** As trustees of the cooperative, they shall protect the funds of members in accordance with prudent business practices.

**Section 8.** They shall provide members timely and accurate information regarding the financial situation condition, operations and services of the cooperative.

**Section 9. ETHICAL STANDARDS FOR COOP MEMBERS**

**Section 10.** Promote the aims and purposes of the cooperative, the success of its business and the spirit of the Cooperativism in all their dealings.

**Section 11.** Participate actively in all affairs of the cooperative and endeavor always to contribute to the interest and welfare of the general membership.

**Section 12.** Have the moral rectitude to sacrifice self-interest for the greater number in keeping with the time-honored principle of delicadeza.

**Section 13.** Not engage in corrupt, dishonest and other unauthorized and illegal activities

**Section 14.** Obey the by-laws, policies, decision, and resolutions of the Board of Directors, General Assembly and the Authority.

**Section 15.** Work harmoniously with everyone and give due courtesy and respect to officers, members and the general public in all their dealings.

**GENERAL PROVISIONS**

1. In order to ensure commitment to this Code, the following shall be observed by the officers, staff and members:

a) All officers, staff and members shall bind themselves that the intent and spirit of this Code are honored and upheld at all times.

b) Directors and other officers shall set the example and be responsible for the observance of this code.

c) All Directors, officers, staff and members shall take an oath that they shall commit themselves to this Code. The oath of commitment shall be done upon acceptance of membership, and upon election, appointment, promotion or assumption to duty of officers and employees.

 2. Promotion and enhancement of this Code is a management policy and strict adherence thereto shall be the responsibility of all officers, employees and members.

 3. Commission of acts/practices in violation of this Code shall be subjected to penalties and Administrative sanctions as may be determined by the Board.

 4. Any amendment of this Code may be proposed to the General or Special Assembly for Approval and shall take effect upon its adoption.

 5. This Code shall take upon approval by the General Assembly.

**Article V**

**Sanctions**

**Section 1. Governing Body.** The Board of Directors shall have jurisdiction over its

 committee members, employees, member cooperatives and clients.

**Section 2. Appeal.** Decisions shall be appealable to the next higher authority.

**Section 3. Penalties.** The following penalties shall be imposed for violations of this

 Code of Conduct and Ethical Standards.

 A) Board of Directors and Committee Members

 1st Offense - three times written warning

 2nd Offense - one (1) month suspension of the Board of Directors,

 Committee Members, Reorganization of the Board, Committees

 3rd Offense - expulsion/termination of position

 B) Employees - refer to Personnel Policy

 C) Members

 1st Offense - three times written warning

 2nd Offense - one (1) month suspension

 3rd Offense - expulsion/termination of membership

**Article VI**

**Miscellaneous Provisions**

**Section 1.** We treat each other with fairness, respect and dignity.

**Section 2.** We do not tolerate intimidation, harassment, offensive conduct and

 discrimination.

**Section 3.** We value the health and safety of each other.

**Section 4.** We are committed to provide education and training necessary to

 complete all tasks.

**Section 5.** We respect the cooperative laws embodied in R.A. 9520. In case any laws

 or regulation is violated, corrective and responsible actions will be taken.

**Section 6.** We shall use confidential information only for the purpose for which it was

 given.

**Section 7.** We have a responsibility to protect the cooperative assets entrusted to us

 from loss, damage, misused or theft.

**Section 8.** We are prudent in our expenditures on behalf of the cooperative and we

 record all business transactions in accordance with accepted accounting

 principle.

**Section 9.** We are committed to building a culture of trust to each other.

**Section 10.** The Code does not supersede, change or alter the cooperative’s policies

 and procedure already in place.