



PLDT INC. (“PLDT” or the “Company”)
DIVERSITY AND INCLUSION POLICY (“THE POLICY”)

This policy supports the Company’s Code of Business Conduct and Ethics (“Code”) and must be read in conjunction with the Code.

1. Purpose

1.1 This Policy sets out the business-led approach to: (a) achieve diversity, where employees are selected, engaged, developed, assessed, and rewarded based on objective criteria, and (b) foster an inclusive culture and behavior, where employees feel a sense of belonging, in the workplace.

2. Principles

2.1 PLDT recognizes that diversity is an economic driver of competitiveness for companies, contributing to business success and stakeholder value, and an essential element for the attainment of the Company’s strategic objectives and its sustainable development.

2.2. PLDT acknowledges that having an inclusive culture where employees’ unique qualities, skills and differences are respected and equal opportunity is embedded into the Company’s business operations, improves workforce participation, collaboration and productivity, enhances employee retention, encourages innovation, facilitates better risk management, enhances customer loyalty and business partner satisfaction, and improves the Company’s corporate image and reputation.

2.3 PLDT, as a member-signatory to the United Nations Global Compact (“UNGC”), upholds the elimination of discrimination in respect of employment and occupation. In promoting the value of justice and fair play amongst everyone that the Company deals with, both internally and externally, PLDT strives to make sure that all work-related decisions are above-board and based on sound business principles and judgment, devoid of bias or partiality, thereby gaining and maintaining the trust of the Company’s stakeholders.

3. Policy Statements

Based on the afore-stated principles, aligned with the Company’s vision, mission, objectives, goals and strategies, and pursuant to applicable legal and regulatory requirements:

3.1 *Engaging talents and empowering employees*

3.1.1 The Company hires, develops, assesses, compensates, rewards, promotes and disciplines talents, without regard to race, regional affiliation, ethnicity, religion, gender, gender identity or expression, sexual orientation, family or marital status, genetics, appearance, disability, age, affiliations, social origin or political views. All decision making process on human resources matters, including recruitment, job assignment, remuneration and benefits, training, and promotions are based on objective criteria, as set out in the Human Resources Manual or relevant policy, foremost of which are merit, qualifications, performance,

competence, and potential aligned with the values, strategic objectives and requirements of the Company.

- 3.1.2 The Company creates and sustains an inclusive workplace environment through employee education, training and engagement programs to stay abreast with relevant developments, best practices and trends in diversity and inclusion.

3.2 *Embracing one's unique skills, capabilities, ideas and views*

- 3.2.1 The Company fosters an inclusive working atmosphere which implies respect and value for individual differences, and providing of access, support, and participation opportunities to employees.

- 3.2.2 The Company leverages every individual's passion, commitment, and innovation and elevates employee engagement, empowerment and authenticity.

- 3.2.2.1 When appropriate and in accordance with the standard reporting procedures, the Company enables employees to identify and contribute business solutions through collaboration tools, mentorship programs, employee affinity groups, diversity councils, or networking groups, to drive business impact.

- 3.2.2.2 The Company facilitates opportunities for employees to purposely incorporate the needs of its customers and other stakeholders, where reasonable, in the various levels of its business development process.

- 3.2.3 The Company adheres to the value of transparency and fosters a culture that supports line heads in promoting a collaborative environment in which employees can see the impact of their work, understand the value they bring to the organization, and are recognized for their efforts.

3.3 *Eliminating barriers*

- 3.3.1 The Company works to eliminate artificial, unfair and inappropriate barriers to workplace participation, in accordance with applicable laws and regulations.

- 3.3.2 The Company respects and supports the needs of employees with diverse backgrounds, experiences and abilities, while ensuring that any such assistance to those employees, as appropriate, complies with applicable laws and is reasonable and needed for effective job performance.

- 3.3.3 The Company promotes measures that favor a healthy work-life integration and provides entitlements and benefits for its employees and their qualified dependents, recognizing different workplace conditions, family support, engagement, learning and career needs, pursuant to relevant laws and Company policies and commitments.

3.4 *Ensuring a collaborative work environment where employees are treated with respect*

- 3.4.1 The Company does not tolerate any kind of harassment, abuse, discrimination, intimidation retaliation or prejudice.

- 3.4.1.1. In fostering a culture of belongingness and psychological safety, line heads are enjoined to develop a deep understanding of and sensitivity to unconscious bias, different types of discrimination, various forms of disabilities, among other diversity and inclusion matters, and how these can be addressed in the workplace.
- 3.4.1.2. In cultivating a speak up culture where issues- and evidence-based discussion is encouraged, line heads are held primarily responsible in ensuring that the reporting environment is safe and free from all forms of retaliation.
- 3.4.1.3. Employees are required to report, in good faith, instances of alleged harassment, abuse, discrimination, intimidation or prejudice, in accordance with the procedure or process set out in the Human Resources Manual or relevant policy. If applicable and subject to certain conditions prescribed under the Expanded Whistleblowing Policy, anonymous reporting of a complaint through the Company's whistleblowing facility [\[link\]](#) is allowed.

4. Implementation and Adoption

- 4.1 The implementation of this Policy shall be aligned with the Company's vision, mission, principles, values, strategic objectives and goals in serving its customers and other stakeholders.
- 4.2 Consistent with the Governance, Nomination and Sustainability Committee's ("GNSC") oversight function in relation to PLDT's sustainability program, initiatives and strategies, and in ensuring overall Company support and alignment with appropriate standards and best practices on environmental, social and governance ("ESG") and sustainable development, the GNSC, as supported primarily by the People Group, shall oversee Management's implementation of this Policy.
- 4.3 It is the intention of the GNSC that a similar policy shall be adopted and implemented by each PLDT subsidiary, and their respective subsidiaries, and the respective Presidents/General Managers of these companies shall recommend the adoption of this Policy (or a similar policy) to their respective Boards of Directors.

5. Effectivity, Review and Amendment

- 5.1 This Policy shall take effect on 14 June 2022, as approved by the Board of Directors ("Board") of the Company.
- 5.2 The GNSC will review and recommend amendments to this Policy, as it deems appropriate, and any such amendments shall be subject to approval by the Board.