

## Section 10 INVESTOR RELATIONS

There shall be an Investor Relations Group within the Company which shall be headed by a full-time employee of the Company which shall be tasked with:

1. Creation and implementation of an investor relations program that reaches out to all shareholders and fully informs them of corporate activities
2. Formulation of a clear policy on communicating or relating relevant information to the company's stakeholders and to the broader investor community privately, accurately, effectively and sufficiently.

## Section 11 PENALTIES FOR NON-COMPLIANCE WITH THE MANUAL

To strictly encourage observance and implementation of the provisions of this Manual, the following penalties shall be imposed, after notice and hearing, on the Company's Directors, Officers, Executives and employees in case of violation of any of the provisions of this Manual:

1. In case of first violation, the subject person shall be reprimanded
2. In case of second violation, the subject person shall be suspended from holding office; provided that, the duration of such suspension shall depend on the gravity of the violation in each case.
3. In case of third violation, the maximum penalty of removal from office shall be imposed.

The willful commission of a third violation of any provision of this Manual by any Director, Officer, Executive or employee shall be a sufficient cause for removal from office of such Director, Officer, Executive or employee.

The Compliance Officer shall be responsible for determining violation(s) after notice and hearing and shall recommend to the Chairman the imposable penalty for such violation, subject to further approval by the Board.

## Section 12 ALTERNATIVE DISPUTE RESOLUTION

The Board of Directors undertakes to promote stockholders' rights and allow possibilities for seeking redress for violation of such rights out of court such as negotiation, mediation, conciliation, arbitration and other alternative dispute resolution mechanisms. In addition, the Board of Directors encourages the exercise of stockholders' voting rights and collective action towards solution of problems through appropriate mechanisms