


Inter-Office Memorandum

Ref. No. : MPKRM-21-01
To : All PKII Employees and Consultants
From : Management
Date : 29 June 2021
Subject : PKII's Risk Reporting System to Clients


In compliance with the Nippon Koei Group Corporate Management Guidelines and subsequent to PKII Inter-Office Memorandum Ref. No. MPKRM-20-01 on the subject of PKII's Risk and Crisis Management Regulations as approved by our Management Team on 12 May 2021, the following establishes PKII's Reporting System to Clients in the event of risks:

1. All PKII employees and consultants in the head office and all project offices, including those assigned overseas, shall immediately inform their immediate supervisors and/or PKII's Risk Management Officer about any risk or crisis that needs to be brought to the attention of all PKII Clients.
2. For general risks related to health, safety, security and the environment at the head office (and project offices, where applicable), PKII's Health, Safety, Security, Environment (HSSE) Officer shall be the person in charge for reporting the risk and disseminating any risk-related information and guidance to all PKII Clients and other concerned entities, under the guidance and supervision of PKII's Risk Management Officer.
3. For department- or project-specific and related risks, the concerned Department Manager or Project Manager/Team Leader, shall be the person in charge for reporting the risk and disseminating any risk-related information and guidance to all PKII Clients and other concerned entities, under the guidance and supervision of PKII's Risk Management Officer.
4. For all other crisis or risk events concerning personnel, info security, disasters, and the like, the Human Resources Department through guidance and supervision of PKII's Risk Management Officer shall take charge of informing Clients and all concerned persons or entities, as necessary.
5. The above guidelines on PKII's Risk Reporting System to Clients shall take effect immediately.

By:


Zenaida N. Abad
Risk Management Officer

Noted:


Peter S. Samoza
President