



## ASIAN LAND STRATEGIES CORPORATION

To : **ALL EMPLOYEES**  
From : Human Resources and Admin Department  
Date : March 2, 2021  
Cc : MANCOM/ All Department Heads/Supervisors/ File  
Ref./Rev : HRD-2021-005/Rev-000  
Re : **IN-HOUSE CONSTRUCTION PROMOTION POLICY / CONFIDENTIAL AND PROPRIETARY INFORMATION**

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In line with our existing Non-Compete and Confidentiality policies and agreements to protect Company interests, proprietary information and trade secrets, the following guidelines in connection with our Housing Construction and Permits approval are to be strictly observed:

1. Employees, in particular, Finance and Engineering, must offer our House Models to all housing construction prospects and permit applicants at all permissible circumstances.
2. Priority processing will be given to in-house construction design and permits application.
3. Private construction projects, which are handled by architects and engineers formerly employed by Asian Land will not be accepted for processing for reasons of conflict of interest. Exceptions can only be considered if the project involves the personal property of the former employee concerned, subject to COO approval.
4. Blacklisted private contractors will not be issued construction permits for the protection of the clients' interests.
5. Asian Land and affiliates employees must be partners in promoting our corporate interests and are prohibited from referring prospective housing clients to private contractors. Such clients must be endorsed only to our in-house team. Any contravention will be considered infractions of our Corporate Code of Conduct.
6. Employees, who are ALSC property owners, are likewise encouraged to use the in-house design and build services of the Company and must abide by all construction and property improvements regulations set by ALSC and their respective homeowner associations at all times.

This policy supersedes all previous policies, rules and memos pertaining to the above matter. As this Policy is merely a reinforcement of existing Company policies, its effectivity is retroactive. Management reserves the right to amend any provisions hereof at any time without need of prior notice.

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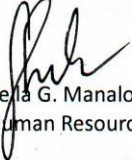


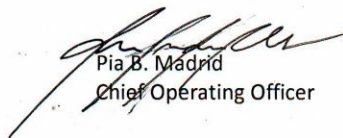
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Management further reiterates that confidential and proprietary information such as **customer names and addresses, other customer information (which may include personal information about customers), customer lists, sales information, sales leads, supplier information, logistical and financial information, business plans, trade secrets, business secrets, and market studies** belongs to the Company and employees are to handle these with utmost confidentiality and diligence at all times.

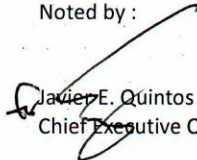
Employees shall not use such Confidential Information for his or her own personal purposes or disclose such Confidential Information to any other person at any time (both during the term of the employee's employment, and after termination of the employee's employment), except as may be necessary in the carrying out of the employee's duties in the ordinary course of his or her employment with the Company.

For your information and guidance.

  
Ma. Sheila G. Manalo  
Chief Human Resources Officer

  
Pia B. Madrid  
Chief Operating Officer

Noted by :

  
Javier E. Quintos  
Chief Executive Officer