

alternergy

pioneer in renewable power

Policy on Gender Diversity, Inclusion, and Non-Discrimination





Alternergy Holdings Corporation,
its subsidiaries and related companies

GENDER DIVERSITY, INCLUSION, AND NON-DISCRIMINATION POLICY

1. Purpose

Alternergy Holdings Corporation, its subsidiaries and related companies (collectively, the “Alternergy Group”) is committed to fostering an inclusive, diverse, and respectful workplace where all employees feel valued, supported, and empowered to contribute fully. This policy outlines our commitment to:

- 1.1. Promoting gender diversity and equal opportunities for all employees, regardless of gender identity or expression.
- 1.2. Preventing discrimination, harassment, and bias based on gender, gender identity, sexual orientation, or other protected characteristics.
- 1.3. Supporting employees affected by domestic violence and abuse by providing assistance, workplace accommodations, and access to resources.
- 1.4. Aligning with United Nations Sustainable Development Goal 5 (SDG 5), which focuses on gender equality and women’s empowerment.

2. Scope

This policy applies to:

- 2.1. All employees (full-time, part-time, temporary, and contract workers).
- 2.2. Job applicants and candidates applying for positions at any member of the Alternergy Group.

- 2.3. Vendors, consultants, and external stakeholders working with or representing any member of the Alternergy Group.
- 2.4. Workplace interactions, including on-site, remote work, business travel, and work-related or Company-sponsored events.

3. Non-Discrimination and Equal Opportunity

The Alternergy Group strictly prohibits discrimination, harassment, and bias based on:

- 3.1. Gender, gender identity, or gender expression.
- 3.2. Sexual orientation, marital status, or family responsibilities.
- 3.3. Race, ethnicity, nationality, or religion.
- 3.4. Disability, age, or socioeconomic status.

Employment decisions (recruitment, hiring, promotions, salary, training, and benefits) will be based solely on merit, skills, and qualifications.

4. Gender Diversity and Inclusion Initiatives

To foster an inclusive workplace, the Alternergy Group will:

- 4.1. *Implement Gender-Neutral Policies*: Ensure that HR policies, benefits, and workplace practices support all gender identities and family structures.
- 4.2. *Gender-Inclusive Language*: Use gender-neutral terms in communications, job descriptions, and workplace documents.
- 4.3. *Equal Pay and Advancement*: Conduct annual pay equity audits to eliminate gender-based pay gaps.
- 4.4. *Diversity Training*: Provide mandatory unconscious bias training and gender-sensitivity workshops.
- 4.5. *Employee Resource Groups (“ERGs”)*: Support LGBTQ+ networks, women’s leadership programs, and gender diversity groups.

5. Preventing and Addressing Gender-Based Harassment

The Alternergy Group has *zero-tolerance for gender-based harassment* and seeks to address and prevent workplace sexual harassment.

Gender-based harassment includes unwanted sexual advances, inappropriate remarks about gender identity, sexual coercion, and exclusion based on gender identity. Reporting and investigation procedures shall be governed by the Alternergy Group's existing Anti-Sexual Harassment Policy, to the extent not inconsistent with the following:

- 5.1. Employees can report incidents to HR or through an anonymous whistleblower channels.
- 5.2. All complaints will be taken seriously, investigated confidentially, and addressed promptly.
- 5.3. No retaliation will be tolerated against employees who report discrimination or harassment.

6. Support for Victims of Domestic Violence and Abuse

The Alternergy Group recognizes the impact of domestic violence and abuse on employees' well-being and work performance and is committed to providing support in alignment with United Nations Sustainable Development Goal 5 (SDG 5), which calls for the elimination of all forms of violence against women and girls, including domestic violence.

6.1. Definition

Domestic violence includes physical, sexual, psychological, emotional, or financial abuse by a partner, spouse, or family member.

6.2. Workplace Support Measures

6.2.1. Paid Leave and Flexible Work Arrangements

- 6.2.1.1. Up to ten (10) days of paid leave for medical treatment, counseling, legal assistance, or relocation, at the discretion of management, taking into account the needs of the survivor.
- 6.2.1.2. Flexible work hours or remote work options for employees affected by domestic violence.

6.2.2. Workplace Safety Planning

6.2.2.1. Confidential safety assessments with HR.

6.2.2.2. Adjustments to work location, contact details, or schedules to protect affected employees.

6.2.3. *#RenewWell Mental Health Program and Counseling*

6.2.3.1. Free, confidential counseling services for survivors of domestic violence, integrating with existing #RenewWell Mental Wellness program.

6.2.3.2. Referral to legal aid, social services, and emergency shelters.

6.2.4. *Financial Assistance*

Emergency salary advances or short-term financial support for employees facing economic hardship due to abuse.

6.3. *Non-Retaliation Clause*

Employees will not face disciplinary action for taking leave or seeking help for domestic violence issues.

7. Responsibilities and Implementation

7.1. *Leadership and Management Responsibilities*

7.1.1. Ensure integration of gender diversity policies into business operations.

7.1.2. Actively promote inclusion and respond to discrimination concerns.

7.2. *Human Resources (HR) Responsibilities*

7.2.1. Ensure fair hiring, promotion, and pay practices.

7.2.2. Provide confidential support for employees experiencing discrimination, harassment, or domestic violence.

7.2.3. Conduct annual policy reviews and gender diversity reports.

8. Monitoring, Compliance, and Review

This policy will be reviewed annually to ensure compliance with: National labor laws, International standards, and best practices (including ILO Convention No. 190 on workplace harassment), and regular gender diversity audits and employee feedback surveys.

9. Legal Compliance and References

This policy complies with:

- 9.1. United Nations Sustainable Development Goal 5 (SDG 5) – Gender Equality
- 9.2. ILO Convention No. 190 on Violence and Harassment in the Workplace
- 9.3. National laws on equal pay, non-discrimination, and workplace harassment, including:
 - 9.3.1. Republic Act No. 6725 or Act Strengthening the Prohibition On Discrimination Against Women with Respect to Terms and Conditions of Employment, amending for the purpose Section 135 of The Labor Code, as Amended
 - 9.3.2. DOLE Labor Advisory No. 03, series of 2023 or Employers Reminded to Promote Gender Equality in the Workplace
 - 9.3.3. DOLE Labor Advisory No. 3, series of 2023 issued on 07 March 2023
 - 9.3.4. Republic Act No. 7877 or the Anti-Sexual Harassment Act of 1995
 - 9.3.5. Republic Act No. 1113 or the Safe Spaces Act

10. Conclusion

By implementing this **Gender Diversity, Inclusion, and Non-Discrimination Policy**, The Alternergy Group commits to fostering a safe, equitable, and inclusive workplace for all employees.

For questions or to report concerns, please contact:

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Approved by the AHC Executive Committee at its meeting duly held on 17 March 2025

Noted by the AHC Board of Directors at its meeting duly held on:
