

Shiang Shang Electronics Mfg. Co. Phils., Inc.



Category : Level 2 - Procedure	Chapter No.:	IMSP-027
Title:	Issue No.:	1
Business Integrity Policy	Rev. No.:	0
	Effectivity Date:	November 27, 2025
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Document Title

Business Integrity Policy

Document Number

IMSP-027



REVISION HISTORY

Revision No.	Revision Date	Description	Prepared By:	Checked By:	Approved By:
0	November 26, 2025	New Release			

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Shiang Shang Electronics Mfg. Co. Phils., Inc.



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1. POLICY STATEMENT

Shiang Shang Electronics Mfg. Co., Phils., Inc. is committed to conducting its business in a lawful, ethical, fair, and transparent manner. We strictly prohibit any form of bribery, fraud, corruption, collusion, falsification, abuse of authority, and unethical practices in all business transactions.

2. SCOPE

This policy applies to:

- All employees (regular, probationary, contractual, and agency staff)
- Officers and Board members
- Contractors, suppliers, and business partners
- Visitors and representatives acting on behalf of the company

3. PRINCIPLES OF BUSINESS INTEGRITY

The Company upholds the following principles:

a. Compliance with Laws and Regulations

- We strictly comply with all applicable laws and regulations, including:
- Labor and employment laws
 - Environmental regulations (DENR requirements)
 - Tax and customs laws
 - Anti-bribery and anti-corruption laws
 - Data protection and privacy laws

b. Anti-Bribery and Anti-Corruption

- Employees must NOT:
- Offer, promise, receive, or accept bribes, kickbacks, or facilitation payments
 - Give gifts or favors in exchange for business advantage
 - Accept cash, expensive gifts, or favors from suppliers or customers
 - Gifts and hospitality must follow company limits and must not influence business decisions.

c. Conflict of Interest

- All employees must avoid situations where personal interests conflict with company interests, including:
- Having financial interest in suppliers or customers
 - Hiring relatives without disclosure
 - Accepting personal benefits from business partners
- All conflicts must be disclosed annually and immediately when they arise.



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d. Accurate Records and Honest Reporting

All records must be:
 Accurate and complete
 Properly approved and traceable
 Free from falsification or manipulation
 This includes quality records, production data, financial reports, environmental logs,
 and training records.

e. Fair Procurement and Supplier Integrity

Purchasing activities must ensure:
 Transparent supplier selection
 No favoritism or collusion
 Confidential handling of bids and pricing
 Equal opportunity for qualified suppliers
 Suppliers must comply with ethical, environmental, and labor standards.

f. Protection of Company Assets and Information

Employees must protect:
 Company tools, molds, machines, and materials
 Confidential customer data and drawings
 Trade secrets and designs
 Unauthorized sharing of company information is strictly prohibited.

g. Ethical Manufacturing Practices

The Company commits to:
 Producing quality plastic parts that meet customer requirements
 Preventing counterfeit or substandard products
 Proper waste segregation and pollution control
 Responsible use of chemicals and materials

h. Reporting of Violations (Whistleblowing)

Employees are encouraged to report any:
 Unethical behavior
 Bribery attempts
 Fraud
 Safety violations
 Environmental non-compliance

Reports may be made via:
 Immediate supervisor
 HR Department
 Compliance Officer

All reports shall be kept **confidential**, and retaliation against whistleblowers is strictly prohibited.



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4. RESPONSIBILITIES

Management shall:

- Lead by example
- Enforce this policy fairly
- Provide training
- Ensure compliance monitoring

Employees shall:

- Follow this policy
- Report violations
- Cooperate with investigations

5. DISCIPLINARY ACTION

Violation of this policy may result in:

- Disciplinary action
- Termination
- Legal action when applicable

6. POLICY COMMUNICATION & TRAINING

This policy shall be:

- Communicated to employees
- Explained during orientation
- Posted in work areas
- Reviewed annually

7. POLICY REVIEW AND IMPROVEMENT

This policy shall be reviewed annually by Management to ensure:

- Continued effectiveness
- Compliance with laws
- Alignment with company objectives

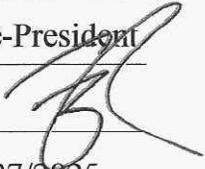
8. APPROVAL

This policy is approved by Top Management and is effective immediately.

Approved by:

Name: **Mr. Feng Yao Chang**

Title: **Vice-President**

Signature: 

Date: **11/27/2025**





Shiang Shang Elect. Mfg. Co. Phils., Inc.

DRUG FREE WORKPLACE POLICY

Shiang Shang Electronics Mfg. Co. Phils. Inc. explicitly prohibits :

- > The use, possession, solicitation for, or sale of dangerous drugs on Company premises or while performing an assignment.
- > Being impaired or under the Influence of Dangerous Drugs away from the Company, if such impairment or influence adversely affects the Employee's work performance, The Safety of the Employee or the others, or puts at risk the Company's reputation.
- > The presence of any detectable amount of dangerous drugs in the Employee's system while at work, while on the premises of the Company, or while on Company business. "DANGEROUS DRUGS" include those listed in the schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex of R.A. 9165.


Mr. Jimmy B. Cinconiegue
General Manager


Mr. Feng Yao Chang
Vice - President



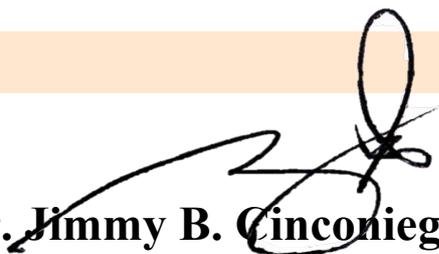
ENVIRONMENTAL HEALTH & SAFETY POLICY

SHIANG SHANG ELECTRONICS MFG. CO. PHILS., INC. engaged in the manufacturing of Plastic Injection Molded products is committed to:

- Carry out its business by giving and bringing leading Environmental, Health and Safety (EHS) performance and safeguard the values and aspects of the communities where we operate.
- We will meet or exceed all applicable EHS regulatory requirements, as well as our own EHS management standards.
- We will incorporate up to date EHS practices into our operations and throughout the life cycle of our products and services by:
 - aggressively working at pollution prevention and waste
 - by promoting reuse and recycling process;
 - by protecting and preserving natural resources;
 - sensibly eliminate hazards and reduce risks;
 - by encouraging safe and healthy lifestyles.

We will achieve this high standard of performance through well-built EHS management systems integrated within our business planning and decision-making processes and by setting and following measurable EHS goals and objectives.

In addition, SHIANG SHANG ELECTRONICS MFG. CO. PHILS., INC. is committed to consultation and participation of workers and fully recognize each employee has a responsibility to follow EHS procedures and participate diligently in our EHS programs and committees. SHIANG SHANG ELECTRONICS MFG. CO. PHILS., INC. will evaluate its own EHS performance as well as that of its suppliers to promote continual improvement.



Mr. Jimmy B. Cinconieque
General Manager



Mr. Feng Yao Chang
Vice President



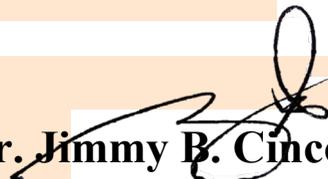
Shiang Shang Elect. Mfg. Co. Phils., Inc.

EICC CODE OF CONDUCT POLICY

Shiang Shang Electronics Mfg. Co. Phils., Inc. Supplier Code of Conduct to ensure our suppliers for their labors working conditions and promote a clean environment for the local community to develop standards and conduct, we have adopted the EICC Electronic Industry Citizenship Coalition are established.

Electronic Industry Code of Conduct consists of five parts of labors, health and safety, environment, ethics and management systems and other components. As Shiang Shang Electronics Mfg. Co. Phils., Inc. Technology class suppliers, We require that all activities suppliers must comply with legal regulations in which they operate country / region, but also to be a positive move towards internationally accepted standards, in order to take on more social and environmental responsibility.

To provide a Humane, safe, green environment, We added EICC audit project in supplier quality system audit of the checklist to ensure Glans Technology suppliers and the supply chain can achieve this goal. We ask suppliers to abide by the EICC practices to ensure that the overall supply chain in line with consensus and recognition of global industry requirements, to maintain the sustainable development industry.


Mr. Jimmy B. Cinconiegue
General Manager


Mr. Feng Yao Chang
Vice-President



Shiang Shang Elect. Mfg. Co. Phils., Inc.

ENVIRONMENTAL, HEALTH AND SAFETY POLICY

Shiang Shang Electronics Mfg. Co. Phils. Inc. recognizes SAFETY and HEALTH of the Employees at the work and is of paramount priority in our business operations.

The Management is committed for a safe and healthful environment as well as its conservation of Energy and Water, reduction of generation of Hazardous waste and reduction of the CO2 Emissions. Prevention of Accidents and provision of Personal protective equipment when necessary.

The orientation and awareness of Employees on Safety and Health is done regularly to ensure the development of Safety awareness in the Company.

And finally, All Safety and Health matters are considered of equal importance to the Quality, Time and Cost elements of our business.

Together with our established ENVIRONMENTAL Management System, We will uphold strict compliance and mandate our Employees and other interested parties to fully cooperate in achieving the objective of utmost Environmental Care and Protection, Healthy and Safe Workplace, and Quality work life.



Mr. Jimmy B. Cinconiegue
General Manager



Mr. Feng Yao Chang
Vice - President



Shiang Shang Elect. Mfg. Co. Phils., Inc.

HARASSMENT POLICY

Shiang Shang Electronics believes that Employees should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship. No Employee, either Male or Female should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, debilitates morale and therefore, interferes with work effectiveness. Such behavior may be in the form of unwanted physical, verbal and visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons,

Shiang Shang Electronics will not tolerate any behavior that amounts to sexual harassment and any Officer or Employee found to have committed sexual harassment shall be subjected to disciplinary action, up to and including dismissal.


Mr. Jimmy B. Cinconiegue
General Manager


Mr. Feng Yao Chang
Vice - President



Shiang Shang Elect. Mfg. Co. Phils., Inc.

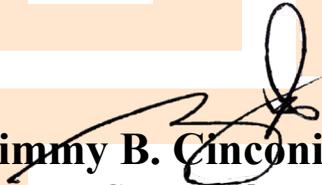
LABOR AND ETHICS POLICY

Shiang Shang Electronics Mfg. Co. Phils., Inc. is committed to provide a Working Environment where the Human Right of Workers are upheld and Employees are treated with dignity and respect. Shiang Shang Management and all of its Employees are responsible in conducting business activities in accordance with Shiang Shang Code of Business Conduct, the Electronics Industry Citizenship Coalition's Code of Conduct ("EICC CODE"), and local Human Resources (HR) policies.

Shang Shang is committed to conduct its business in an honest and professional manner and use the Code as its guide to promote compliance with applicable governmental laws, rules and regulation and the prompt reporting of possible Code violation.

Shiang Shang guided by the ff. Labor Standards such as:

Freely Chosen Employment, Child Labor Avoidance and Freedom of Association.


Mr. Jimmy B. Cinconiegue
General Manager


Mr. Feng Yao Chang
Vice - President



Shiang Shang Elect. Mfg. Co. Phils., Inc.

QUALITY POLICY

Shiang Shang Electronics Mfg. Co. Phils., Inc. is committed to Customer Satisfaction and compliance to all applicable requirements by providing High Quality Products and Value added Services.

This we aim to achieve through the implementation and continual improvement of our Quality Management System in accordance with International Standards.


Mr. Jimmy Cinconiegue
Quality Management Representative


Mr. Carlos Chang
Vice - President