



SOCIAL HOUSING FINANCE CORPORATION

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OFFICE ORDER NO. 14 - 043
Series of 2014

SUBJECT : **DECLARATION OF THE NO GIFT POLICY BY THE
SOCIAL HOUSING FINANCE CORPORATION (SHFC)**

Pursuant to Republic Act 3019 (Anti-Graft and Corrupt Practices Act), Republic Act 6713 (Code of Conduct and Ethical Standards for Public Officials and Employees), and Section 29 of the Code of Corporate Governance (GCG Memorandum Circular 2012-07) which mandates that every Governing Board shall adopt a "No Gift Policy", ensure its full advertisement to the community and its strict implementation by a particular set of rules, the SHFC No Gift Policy as embodied in Board Resolution No. 404, S. 2014 is hereby declared as follows:

- I. **SHFC No Gift Policy** – Every member of the Governing Board, Officer and Employee of SHFC shall not solicit, receive nor accept, whether directly or indirectly, any gift, gratuity, favor, entertainment, loan or anything of monetary value from any person where such gift, gratuity, favor, entertainment, loan or anything of monetary value which:
 - a) Would be illegal or in violation of law;
 - b) Is part of an attempt or agreement to do anything in return;
 - c) Has a value beyond what is normal and customary in the corporation's business;
 - d) Is being made to influence the member of Board's or Official's actions as such; or
 - e) Could create the appearance of a conflict of interest

A "gift" is hereby defined as any item, whether in cash or kind, which is given by any person to a Member of the Governing Board, Officer or Employee of the corporation, previously solicited and received or unsolicited but received under the circumstances (a) to (e) above. Any gift given under any of the circumstances enumerated above is subject to the Zero Gift policy wherein such gifts are absolutely prohibited.

SHFC's No Gift Policy also prohibits:

- a) Honoraria given as speaker or resource person in seminars or where any member of the Governing Board, Officer and Employee of SHFC is participating by reason of his/her office with the corporation.

