

Globe Responsible Management of Reorganization Policy Commitment

PURPOSE AND OUR COMMITMENT

Reorganization in the company is necessary to increase operational and organizational effectiveness to stay competitive in the market while delivering the customers' requirements. It can also be an opportunity for employees to advance their talents, capacities, and career.

To ensure our business sustainability, we are continuously reviewing the organization to find opportunities for efficiency. To ensure we will not disrupt business operations and we will "treat people right", we will always ensure that planning, due diligence, and communication to impacted stakeholders will be in compliance with applicable laws and properly executed for any reorganization. Our Code of Conduct declares that we create and maintain an environment that treats all employees with dignity and respect.

GENERAL GUIDELINES

- A. The proponent group or leader with a proposed reorganization must provide the following information to Human Resources Group (HRG) for review:
 - Justification for the reorganization, including objectives, financial impact, contribution towards attaining the goals of the company;
 - Current and proposed organizational structure, including names, designation, and responsibilities of the employees;
 - Compliance with the Labor Code and all applicable laws and jurisprudence as consulted with Legal;
 - Justification for involuntary separation of employees, if any.
- B. Reorganization shall be endorsed by the proponent group head and/or by the concerned Key Officer overseeing the group head. The Chief Human Resource Officer (CHRO) will be the final approver.
- C. The HRG will oversee the internal mobility and ensure smooth transition of the employees.
- D. As a result of the reorganization, the HRG, together with the immediate supervisor, will have individual or group meetings, whichever is appropriate, with affected employees to discuss changes in their designation, functions and role along with corresponding revised contracts of employment. Employees with new roles or functions will be provided with the necessary training or enablement to deliver the performance expectations from them.



- E. Affected employees by the reorganization will be given at least 30-day prior written notice. All employees will be notified of the reorganization through internal communication channels.

Globe is compliant with the Labor Code, General Labor Standards and applicable laws, rules and regulations on reorganization.

All reorganizational movements shall properly adhere to change management process and procedures, taking into consideration proper turnover, proper communication to all stakeholders concerned, and leadership responsibility to effectively manage change and its impacts.

Further procedures will be developed to support this policy commitment.

SCOPE OF APPLICATION

This policy applies to Globe and can function as a guide for our subsidiaries and affiliates under the Globe Group. Similarly, our suppliers are encouraged to adopt similar standards and are required to comply with the Supplier Code of Ethics.

COMMUNICATION

For employees, this policy and any revision thereof will be posted through internal communication channels of Globe. All covered persons are responsible to read and implement this policy.

This policy will be made available on the company's website for all other stakeholders.

RELEVANT POLICIES

Also read the Labor Code, applicable laws and jurisprudence on reorganization, Code of Conduct, Manual of Corporate Governance.

Approved by: Ernest L. Cu, President and CEO
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