

## **Corporate Governance Policy**

***EnsureMePh Insurance Broker, Inc.***

***(operating under the brand name InsuranceKo)***

### **I. Purpose**

This Corporate Governance Policy sets out the principles and framework by which the Company is directed, controlled, and managed. The objective is to promote ethical conduct, effective oversight, sound risk management, and compliance with applicable laws and regulations relevant to insurance brokerage operations.

### **II. Governance Framework**

As a corporate insurance broker, the Company's governance structure is guided by integrity, professionalism, and sound risk management practices, and is designed to comply with applicable insurance laws, regulations, and regulatory authority requirements. This framework supports ethical conduct, effective oversight, and responsible management in the delivery of insurance brokerage services.

### **III. Ownership and Board Oversight**

The Company is wholly or majority owned by a corporate shareholder.

The Board of Directors:

1. Provides strategic direction and oversight
2. Approves key policies and business plans
3. Oversees management performance
4. Ensures compliance with legal and regulatory requirements
5. Promotes ethical standards and good corporate conduct

The Board may delegate certain responsibilities to management while retaining overall accountability.

### **IV. Management Responsibilities**

Senior Management is responsible for the day-to-day operations of the Company and for implementing strategies and policies approved by the Board.

Management responsibilities include:

1. Operating the business in a prudent and compliant manner
2. Ensuring adequate systems, controls, and resources
3. Managing risks associated with insurance brokerage activities
4. Maintaining accurate financial and operational records
5. Reporting material matters to the Board in a timely manner

### **V. Compliance and Regulatory Obligations**

The Company is committed to complying with all applicable laws, regulations, and licensing requirements governing insurance brokers.

This includes:

**EnsureMePh Insurance Broker, Inc.**

3<sup>rd</sup> Flr., A&L Bldg. E Lopez St. Brgy. San Vicente, Jaro, Iloilo City, Philippines  
Tel +63 (033) 329 0729 Email [ensuremeph@insuranceko.ph](mailto:ensuremeph@insuranceko.ph)

1. Maintaining required licenses and registrations
2. Adhering to insurance market conduct rules
3. Cooperating with regulators and auditors
4. Ensuring staff are suitably qualified and trained

A compliance function or designated compliance officer may be appointed based on the size and complexity of the business.

#### **VI. Risk Management and Internal Controls**

The Company maintains a risk management framework appropriate to its size and nature of operations.

Key principles include:

1. Identification and assessment of business, operational, financial, and compliance risks
2. Implementation of internal controls to mitigate identified risks
3. Regular review of controls and the conduct of risk assessment.
4. Prompt escalation of significant risk issues to management and the Board

#### **VII. Ethical Conduct and Conflicts of Interest**

The Company conducts its business honestly, fairly, and in the best interests of its clients.

All directors, officers, and employees must:

1. Act with integrity and professionalism
2. Avoid conflicts between personal interests and Company interests
3. Disclose any actual or potential conflicts of interest
4. Treat clients, insurers, and business partners fairly

Improper conduct, bribery, or misuse of Company information is strictly prohibited.

#### **VIII. Client Interests, Confidentiality, and Data Privacy**

The Company is committed to protecting client interests and maintaining the confidentiality and integrity of client information. In line with this commitment, the Company has established measures to ensure compliance with the Data Privacy Act of 2012 (Republic Act No. 10173) and its implementing rules and regulations.

1. This includes, but is not limited to:
2. Providing suitable insurance advice based on the client's needs and best interests
3. Collecting, processing, storing, and disposing of client data in a secure and lawful manner
4. Using client information strictly for legitimate and disclosed business purposes
5. Implementing appropriate organizational, physical, and technical security measures to protect personal data against unauthorized access, disclosure, alteration, or loss
6. Ensuring that access to client information is limited to authorized personnel only

#### **IX. Financial Management and Reporting**

The Company maintains accurate financial records and appropriate accounting controls.

The Board oversees:

1. Financial performance and solvency
2. Approval of budgets and significant expenditures

**EnsureMePh Insurance Broker, Inc.**

3<sup>rd</sup> Flr., A&L Bldg. E Lopez St. Brgy. San Vicente, Jaro, Iloilo City, Philippines  
Tel +63 (033) 329 0729 Email [ensuremeph@insuranceko.ph](mailto:ensuremeph@insuranceko.ph)

3. Review of financial statements and audit outcomes, where applicable

**X. Policy Review and Updates**

This Corporate Governance Policy should be reviewed periodically and updated as necessary to reflect changes in business operations, ownership structure, or regulatory requirements.