	MANUAL OF POLICIES & PROCEDURES	
	HUMAN RESOURCES DEVELOPMENT DEPARTMENT	
	SOLICITATION/ACCEPTANCE OF GIFTS/FAVORS	Part II, No. 25 HRD Manual
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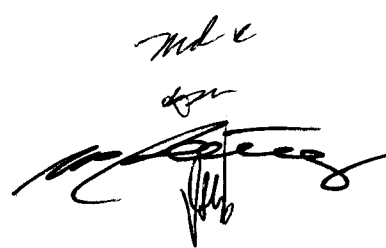
I. GENERAL POLICY STATEMENT


All employees of GMA Network, Inc. (the "Network") must act in the best interest of the Network. As such, employees must conduct themselves properly at all times. The solicitation or acceptance of gifts and favors may affect the viewing public's perception on the integrity and credibility of the Network. Hence, such act must be regulated.

II. GUIDELINES

1. As used herein, the following terms shall be defined, to wit: (a) "immediate member of the family" shall refer to any relative by consanguinity or affinity up to the second civil degree; (b) "third party" shall refer to any supplier, guest, government official, customer, or any person or corporation having a direct or indirect business relationship with the Network; and (c) "employee" shall refer to probationary, contractual, project employees, and consultants.
2. Except only as may be allowed herein, no employee or any immediate member of his family shall accept any gift whether in the form of cash, articles, property, or goods (e.g., food) or favor such as but not limited to accommodations, entertainment, discounts, amenities, transportation, etc. (hereafter, referred to collectively as "Gift") from any third party.
3. Unless otherwise excepted, any Gift given by any third party to any employee by reason of his being employed or being part of the Company, regardless of the occasion in which the Gift was given and regardless of amount, must be reported to or logged with the head of the department.
4. Promotional items – *i.e.*, those with or bearing business/corporate logos imprinted – and tokens of limited worth such as ballpens, mugs, t-shirts, and key chains need not be logged or reported.
5. If the Gift was given to department heads, the same shall be reported to or logged with the Group Head. All other officers with the rank of Group Head or above shall log or report the Gift either to the Executive Vice-President (EVP) & COO or the President and CEO.

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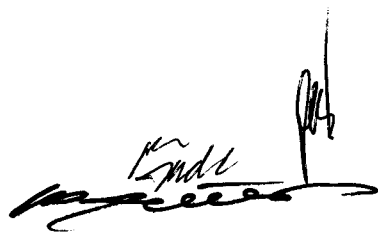
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6. The offices of the heads of the departments, Group Heads, EVP & COO, and the President & CEO, shall maintain separate logbooks, respectively, which shall be the bases for monitoring employees' compliance with this Policy.
7. At the time of logging and reporting of the Gift, the value thereof would be ascertained or determined by the department head, Group Head, EVP & COO, President & CEO, or their respective designates. The appraisal of the foregoing as to the value of the Gift shall be conclusive and binding upon employees. The value of the Gift shall then be indicated in the logbook, and shall be acknowledged by the employee.
8. Employees may receive Gift/s, subject to the following:

Employee Level	Aggregate Amount of Gift/s That Could Be Received Per Year (in ₱)	Per Gift (in ₱)
7.1. EVP and President	30,000	5,000
7.2. Senior Vice-Presidents (SVP)	25,000	3,000
7.3. Vice-Presidents (VP)	15,000	2,000
7.4. Assistant Vice-Presidents (AVP) and Managers [regardless of rank/level], including all "Consultants" covered by contract/s	10,000	1,500
7.5. All Others	5,000	1,000

9. If the Gift is determined to be more than the above threshold values, the employee must politely return the same to the giver with a letter briefly explaining that he/she is bound by this Policy and thus, prevented from accepting the Gift.
10. If based on the mutual reasonable assessment of the employee and his immediate superiors, returning the Gift would hurt the feelings of or offend the giver, the employee shall turn-over the Gift to the head of the department, Group Head, EVP & COO or President and CEO, as the case may be, who shall then turn-over the Gift to the Supply & Asset Management Division (SAMD).





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11. SAMD shall prepare a list of suggested charitable institutions, which shall then be presented to the employee/recipient of the Gift for possible donation of such Gift. The employee/recipient may also choose to give the Gift to the Company.
12. In case the employee opts on donating the Gift, SAMD shall donate the Gift to the charitable institutions or organizations of choice in the name of the employee/recipient, and shall furnish the latter the official receipt and/or acknowledgment of the donation.
13. In the case of perishable Gift/s, the employee who received the Gift has the option of either: (a) sharing the same with other employees; or (b) donating the Gift to charity in accordance with Items 11 to 12 (above).
14. The employee shall advise or inform his immediate superior of the option chosen, so that such fact can also be recorded in the logbook.
15. Any employee who violates the provisions of this Policy may be subject to disciplinary action. In all cases, due process and fairness will be observed.
16. In the event that the offense/s arising out of the acts herein defined are also offenses specifically mentioned in the Network Code of Conduct (hereafter, referred to as the "Code"), specifically under Item D – DISHONESTY AND CONFLICT OF INTEREST – the penalties provided under the Code shall be imposed to the full extent thereof.
17. Employees belonging to the News and Public Affairs (N&PA) Department will continue to be governed by the GMA News and Public Affairs Ethics and Editorial Manual (hereafter, referred to as the "Ethics Manual"), specifically the provisions of Item IV – Impartiality and Independence, and other internal guidelines/rules implemented within said department.
18. The provisions of this Policy may be made to apply suppletorily to N&PA employees but only to the extent that they are not inconsistent or conflicting with the Ethics Manual or department guidelines/rules.

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III. FINAL PROVISIONS

1. Item #s 1 and 2 of the "Policy on Solicitation/ Acceptance of Gifts/Favors", Part II. No. 18, HRD Manual, dated February 22, 2002 (hereafter, referred to as the "2002 Solicitation Policy") are hereby repealed.

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2. All other provisions of the 2002 Solicitation Policy that are not inconsistent herewith shall remain valid and binding upon all employees.

Recommended by:



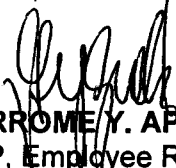
DICK B. PEREZ
VP-Legal Affairs



EDUARDO P. SANTOS
VP, Internal Auditor



EMERITO P. DELA CUEVA
Consultant, Office of the President

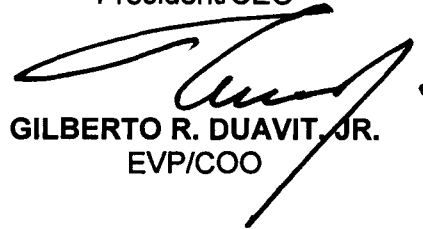


GERROME Y. APOLONA
AVP, Employee Relations
Management Division

Approved by:



FELIPE L. GOZON
President/CEO



GILBERTO R. DUAVIT, JR.
EVP/COO