

C.1	The rights of stakeholders that are established by law or through mutual agreements are to be respected	Y/ N	Reference / Source document
Does the company disclose a policy that :			
C.1.1	Stipulates the existence and scope of the company's efforts to address customers' welfare?	Y	Corporate Governance.The Company has a CGL Policy to answer for the safety of clients.
C.1.2	Explains supplier/contractor selection practice?	Y	Management selects Supplier thru bidding. Safeguards for performance are stipulated in the contracts such as performance bond. When necessary Contracts are reviewed by Co. Legal Counsels and elevated in the Board Meetings for approval.
C.1.3	Describes the company's efforts to ensure that its value chain is environmentally friendly or is consistent with promoting sustainable development?	Y	By its nature, our business has limited impact on the environment.Recycling of paper & conscious minimization of electricity usage during noon breaks.
C.1.4	Elaborates the company's efforts to interact with the communities in which they operate?	Y	Corporate Governance. Management sees to it that dealing with stakeholders are above Board. Sensitive Matters are presented to the Board or taken up with Legal Counsel
C.1.5	Describe the company's anti-corruption programmes and procedures?	Y	Internal Audit lays out procedures & enforces implementation to avoid corruption.Corporate Governance J & K.
C.1.6	Describes how creditors' rights are safeguarded?	Y	Corporate Governance J & K.
Does the company disclose the activities that it has undertaken to implement the above mentioned policies?			
C.1.7	Customer health and safety	Y	CGL, Mission Statement

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C.1.8	Supplier/Contractor selection and criteria		Y	In Contracts; Mission statement
C.1.9	Environmentally-friendly value chain		Y	Recycling of paper and conscious minimization of electricity during noon breaks.
C.1.10	Interaction with the communities		Y	Vision and Mission Statement
C.1.11	Anti-corruption programmes and procedures		N/A	This unspoken but a value retained by Board & Management.
C.1.12	Creditors' rights		Y	Corporate Governance K. Loss Reserve, Audited Financial Statement
C.1.13	Does the company have a separate corporate responsibility (CR) report/section or sustainability report/section?	<p>OECD Principle V (A): Disclosure should include, but not be limited to, material information on: (7) Issues regarding employees and other stakeholders.</p> <p>Companies are encouraged to provide information on key issues relevant to employees and other stakeholders that may materially affect the long term sustainability of the company.</p>	Y	Corporate Governance K. Audited Financial Statement/ Statement Management Responsibility (SMR) and Annual Statement.

C.2	Where stakeholder interests are protected by law, stakeholders should have the opportunity to obtain effective redress for violation of their rights			
C.2.1	Does the company provide contact details via the company's website or Annual Report which stakeholders (e.g. customers, suppliers, general public etc.) can use to voice their concerns and/or complaints for possible violation of their rights?	<p>OECD Principle IV (B): Where stakeholder interests are protected by law, stakeholders should have the opportunity to obtain effective redress for violation of their rights.</p> <p>The governance framework and processes should be transparent and not impede the ability of stakeholders to communicate and to obtain redress for the violation of rights.</p>	Y	empireinsurance.co

C.3 Performance-enhancing mechanisms for employee participation should be permitted to develop.				
C.3.1	Does the company explicitly disclose the health, safety, and welfare policy for its employees?	<p>OECD Principle IV (C): Performance-enhancing mechanisms for employee participation should be permitted to develop. In the context of corporate governance, performance enhancing mechanisms for participation may benefit companies directly as well as indirectly through the readiness by employees to invest in firm specific skills.</p> <p>Firm specific skills are those skills/competencies that are related to production technology and/or organizational aspects that are unique to a firm.</p> <p>Examples of mechanisms for employee participation include: employee representation on boards; and governance processes such as works councils that consider employee viewpoints in certain key decisions. With respect to performance enhancing mechanisms, employee stock ownership plans or other profit sharing mechanisms are to be found in many countries.</p>	Y	Co, Benefits, Healthcare Contract & Life Ins.for employees. Fire & Earthquake Contingency plans.
C.3.2	Does the company publish relevant information relating to health, safety and welfare of its employees?		Y	Co. Benefits, Healthcare Contract and Life Ins. For employees. Fire & Earthquake Contingency plans.Fire Drills.
C.3.3	Does the company have training and development programmes for its employees?		Y	Company sends Employees for training at the Insurance Institute for Asia & the Pacific.
C.3.4	Does the company publish relevant information on training and development programmes for its employees?		N/A	Company has a Consultant to provide in-housetraining for employees and agents; the Company circulates the Insurance Development program offered by IIAF.
C.3.5	Does the company have a reward/compensation policy that accounts for the performance of the company beyond short-term financial measures?		Y	Company Benefits; Profit Sharing; Professional Incentive Bonus; Years of Service Award; Christmas Bonus.

C.4 Stakeholders including individual employee and their representative bodies, should be able to freely communicate their concerns about illegal or unethical practices to the board and their rights should not be compromised for doing this				
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C.4.1	Does the company have procedures for complaints by employees concerning illegal (including corruption) and unethical behaviour?	OECD Principle IV (E): Stakeholders, including individual employees and their representative bodies, should be able to freely communicate their concerns about illegal or unethical practices to the board and their rights should not be compromised for doing this.	N	Company Rules & Regulations. Given the small size of the Company the open door Policy serves as the effective mode of relaying such concerns to the Borad, Reports and Informant's names are confidential.
C.4.2	Does the company have a policy or procedures to protect an employee/person who reveals illegal/unethical behavior from retaliation?		N	Given the small size of the Company, Management is discreet in addressing such reports & keeps informants' names confidential. All are reported to the Board.