

Century Properties Group, Inc.

Code of Conduct & Discipline, and Offenses & Corresponding Penalties

Century Properties Group, Inc. (CPGI) is committed to provide an encouraging work environment to its employees, and be an engaging business partner to its clients and service providers. It is the policy of CPGI to promote discipline in the organization by taking corrective action as may be needed for the protection of all employees and clients, CPGI's properties and interests. These rules were prepared to ensure fair and consistent treatment and constructive actions of any employee who has made a mistake.

The responsibility of ensuring that discipline exists in CPGI is jointly vested upon HRD, Department Heads and Supervisors. All supervisors and Department Heads should encourage the development of an environment where positive discipline comes naturally.

Policy measures will be promulgated as the need arises to supplement, implement and amend any of the provisions contained herein.

The Human Resources Management Department assumes the responsibility of updating the Code and safeguarding the integrity of the contents.

The Office of the Chief Executive Officer hereby approves this 9th of April 2012 the following policies and guidelines:

- Code of Conduct and Discipline – 5 pages
- Offenses and Corresponding Penalties – 7 pages

(SGD) **JOSE E.B. ANTONIO**
Chief Executive Officer