



## **CLARK INTERNATIONAL AIRPORT CORPORATION (CIAC) DIRECTORS' ORIENTATION PROGRAM**

### **A. INTRODUCTION**

Consistent with the duties and responsibilities of each member of the Board of Directors of the Clark International Airport Corporation ("CIAC" or the "Company"), and in compliance with the Governance Commission for GOCCs (GCG) Memorandum Circular No. 2015-07 entitled "Corporate Governance Scorecard for GOCCs," the Directors' Orientation Program ("Program") is hereby formalized.

### **B. RATIONALE**

The Orientation Program aims to provide the newly-appointed CIAC directors with the necessary knowledge and familiarity with the company and its industry, and their unique responsibilities as directors, as well as to equip them with sufficient information and resources that will guide them in making sound decisions for the company. It is the company's belief that all the directors will have more meaningful contributions to the company if each is properly and suitably informed of the activities of the company. This can be earliest achieved through a comprehensive orientation program for new directors.

### **C. ORIENTATION OF THE NEW DIRECTORS**

The Orientation Program shall provide newly-appointed directors with an overview of the overall operations and interaction with key partners of the company. The Chairman or the President and CEO, through the Corporate Secretary, will schedule the Orientation Program.

During the orientation, newly-appointed directors shall have the opportunity to meet with the Chairman of the Board, the President and Chief Executive Officer, the Vice Presidents and the Corporate Secretary/Compliance Officer.

Topics for discussion may include but not limited to the following:

- Overview of the Company;
- Vision, Mission, Core Values and Quality Policy Statements;
- Organizational and Functional Charts; and
- Current events and reports of the Company.

As a briefer about CIAC and to be further informed of their duties and responsibilities as directors, each director shall be provided with the following:



- List of Board of Directors and Officers;
- Board Committees and their composition;
- Articles of Incorporation of CIAC;
- By-Laws of CIAC;
- General Information Sheet (GIS);
- Annual Report;
- Manual on Corporate Governance; and
- Directors' Compensation Package.

The orientation shall be done within the first thirty (30) days of the director's tenure, and if possible, before the director's first Board meeting.

#### **D. SITE TOURS**

The newly-appointed directors are encouraged to visit the Clark International Airport (CRK) Passenger Terminal Building (PTB) within the first three (3) months after their appointment, or as soon as practicable. The Management will make the necessary arrangements for the said visit.

The objective is to help the new director gain familiarity with the business environment and the actual operations. In addition, this will be an opportunity for needed interaction with the middle management and the other employees of the company.

#### **E. EFFECTIVITY**

This Program takes effect upon approval.