



money market
MUTUAL FUND INC.

Alternative Dispute Resolution Policy

1. Introduction

This Alternative Dispute Resolution (ADR) Policy outlines the guidelines and procedures to be followed by AIB Money Market Mutual Fund, Inc. (the “Corporation”) to resolve disputes with shareholders as well as other stakeholders. The purpose of this policy is to encourage fair and efficient resolution of disputes through non-adversarial means, promoting transparency, and protecting the interests of all parties involved.

2. Scope

The Corporation’s ADR policy shall cover disputes between the Corporation and its shareholders, and the Corporation and third parties as herein provided. A dispute shall mean a conflict of claim or rights, or an assertion of claim or demand by a shareholder or a third party, including regulatory authorities, met by contrary claim or assertion on the part of the Corporation and vice versa (hereinafter “Dispute”).

3. Principles of Alternative Dispute Resolution

- 3.1. The Corporation shall strive to resolve disputes using alternative methods, such as negotiation, mediation, and arbitration, before resorting to litigation.
- 3.2. The ADR process shall be fair, impartial, transparent, and accessible to all parties involved.
- 3.3. The Corporation shall endeavor to maintain confidentiality and privacy during the ADR proceedings, subject to any legal or regulatory requirements.
- 3.4. The decisions or awards resulting from the ADR process shall be respected and implemented in good faith by all parties involved.

4. ADR Procedures

4.1. Informal Resolution

4.1.1. Before initiating formal ADR procedures, the Corporation shall make reasonable efforts to resolve disputes through informal means, such as direct negotiation and dialogue with the affected parties.

4.1.2. The Corporation, through its Executive Committee, shall appoint a designated representative to handle disputes and communicate with the concerned parties during the informal resolution stage.

4.2. Mediation

4.2.1. If the informal resolution is unsuccessful or not feasible, the Corporation may propose mediation as the next step.

4.2.2. The Corporation shall engage a neutral and qualified mediator, agreed upon by all parties involved, to facilitate the mediation process.

4.2.3. Mediation proceedings shall be conducted in a confidential manner, and the mediator shall encourage open communication and cooperation between the parties to reach a mutually acceptable resolution.

4.2.4. The Corporation shall abide by the provisions in Chapter 2 – Mediation of RA 9285 otherwise known as the Alternative Dispute Resolution Act of 2004.

4.3. Arbitration

4.3.1 If mediation does not result in resolution, or if the parties agree to bypass mediation, the dispute may proceed to arbitration.

4.3.2. The arbitration proceedings shall be conducted in accordance with the Guidelines on Arbitration of Intra-Corporate Disputes for Corporations of the Securities and Exchange Commission as defined in Memorandum Circular No. 08 Series of 2022 or any other recognized arbitration institution agreed upon by the parties.

4.3.3. The Corporation and the affected party shall jointly appoint a neutral and qualified arbitrator or a panel of arbitrators.

4.3.4. The decisions or awards rendered by the arbitrator(s) shall be final and binding on all parties involved, and the Corporation shall promptly comply with the terms of the award.

5. Compliance and Recordkeeping

5.1. The Corporate Governance Committee shall maintain appropriate records of all disputes, ADR proceedings, and outcomes, including any settlements reached or awards received.

5.2. The Corporation shall periodically review and update this ADR policy to ensure its effectiveness and compliance with applicable laws and regulations.

6. Communication and Awareness

6.1. The Corporation shall provide clear and accessible information about its ADR policy to its clients and stakeholders, including details about the procedures, timelines, and rights and responsibilities of the parties involved.

6.2. The Corporation shall periodically conduct training and awareness programs for its employees to ensure they understand the ADR policy and its implementation.

7. Applicable Law and Jurisdiction

This ADR policy shall be governed by RA 9285 otherwise known as the Alternative Dispute Resolution Act of 2004. Any disputes arising from its interpretation or implementation shall be subject to the exclusive jurisdiction of the courts in the Philippines.

8. Implementation and Effective Date

8.1. This ADR policy shall be implemented by the Corporation upon its effective date, which shall be communicated to all relevant stakeholders.

8.2. Any existing disputes at the time of policy implementation shall be subject to the applicable dispute resolution mechanisms available under this policy.

9. Settlement

Any settlement during negotiation or mediation shall be submitted to the Corporate Governance Committee which shall in turn endorse it to the Board of Directors for approval or other appropriate action.