

	Sustainability	Policy	
Document Title	Security Management Policy	Document No.	SUS-EHSS-POL-151
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Prepared By	Armond Garcia	Revision Date	January 27, 2020
Reviewed By	Cando Yeh - January 28, 2020 Finance Manager Amelita Faro - January 28, 2020 Compliance Manager		
Approver(s)	Kelly Chien - January 28, 2020 Regional Factory Manager		

1. Objective

Our commitment to high standards of Security Management are supported with policies and procedures to protect the interest of Sportscity International Cebu factories and its Buyers. We entrust our partners with intellectual property, confidential information and/or property that shall be only used for the designated purpose and context; protect from any infringement by, disclosure or dissemination to non-authorized staff or third parties; returned or destroyed after achieving the designated purpose or upon request. A high degree of security awareness and compliance with the Agreement, Policies and procedure are expected from all partners.

2. Scope

This policy applies to all Sportscity International Cebu factories namely, Metro Wear, Inc., Mactan Apparels, Inc., Feeder Apparel Corporation, Feeder Apparel Corporation – CPRD, Feeder Apparel Corporation-FIT Printing, Metro Wear Inc – Finished Goods, Globalwear Manufacturing, Inc., Globalwear Manufacturing, Inc. – Central Warehouse, Vertex One Apparel, Vertex One-Warehouse, FAC- FIT Printing.

3. Guidelines And Policy Provisions

- **Physical Security:**
Our optimum goal is protection against internal and external threats through entrance/exit checks, perimeter control, CCTV, alarm system and security guards.
- **Development Center:**
We are committed to manage and control of sample and technical document through prohibit digital transfer, access controls, inventory management, tracking system and stock check.
- **Security Labels:**
We will ensure all Labels printed and raw materials, usage and excess are properly secured, tracked and recorded. We will actively keep and secure the destruction records in regular basis.
- **Production:**
All products, raw materials, warehouses goods, loading/unloading areas, and other sensitive items and destruction records are properly secured and monitored through access controls and manned.
- **IT Security:**
We will ensure digital data leakage will be prevented through restrictions of USB and Internet access, server room protection and access control permission.
- **Training and Education:**
We will ensure that all employees understand their Security Management responsibilities and their respective obligations to the organization as well. Sportscity International Cebu will ensure to train and equip its workers with knowledge and expertise to be able to adhere the requirements that they may be able to perform their assignments effectively without jeopardizing the entire operations. We will support upgrades and new method on the security of our products and processes.
- **Subcontractor Responsibility and Partnership:**
Recognizing that our contractors are pivotal to achieving our security management goals, we will closely monitor their performance regularly, use audit results in the selection process, and work with our subcontractors to align our common interests, correct areas of non-compliance and promote high level of security implementation in their own facilities without hampering their operations.
- **Continuous Improvement:**
Our system must provide a framework for setting and reviewing Security management programs, measuring its actual performance though internal audits and reporting results. We will employ these systems to achieve continual improvement in our overall performance and enhance continual improvement from all areas of the organization.

4. Administration

This policy shall be managed and implemented by EHSS Department in close coordination with other departments and shall be closely monitored by Compliance Departments.

Revision Logs

Revision Level	Effectivity Date	Description of Change	Change Initiator	Reviewer(s)	Approver(s)
001	December 18, 2019	Initial Release	Armond Garcia	Cando Yeh Amelita Faro	Kelly Chien