



**Alsons Consolidated Resources, Inc.**  
(Listed in the Philippine Stock Exchange Trading Symbol "ACR")  
2nd Floor, Alsons Building  
2286 Chino Roces Ext., (formerly P. Tamo Ext.) Makati City  
1231 Metro Manila Philippines  
Tel. Nos.: (632) 982-3000 Fax Nos.: (632) 982-3077  
Website: [www.acr.com.ph](http://www.acr.com.ph)

---

16 March 2020

**Securities & Exchange Commission**

Attn.: Director Rachel Esther J. Gumtang-Remalante  
Officer-In-Charge  
Corporate Governance and Finance Department  
Secretariat Bldg., PICC Complex, Roxas Blvd., Pasay City

*via PSE EDGE*

**Philippine Stock Exchange, Inc.**

Attn.: Ms. Janet A. Encarnacion  
Head – Disclosure Department  
Listings and Disclosure Group  
9<sup>th</sup> Floor, PSE Tower, BGC, Taguig City

*via electronic mail*

**Philippine Dealing & Exchange Corp.**

Attn.: Atty. Marie Rose M. Magallen-Lirio  
Head-Issuer Compliance and Disclosures Dept.  
Market Regulatory Services Group  
37/F, Tower 1, The Enterprise Center  
6766 Ayala Avenue cor Paseo de Roxas, Makati City

Gentlemen:

In pursuance to the declaration of state policy to ensure full and fair disclosure about securities and the duty issuers to report every fact which would be reasonably expected to materially affect the investors to buy, to sell or hold securities, please see attached Continuity Business Plan of Alsons Consolidated Resources Inc., in response to COVID-19.

Thank you.

Very truly yours,

  
**ANGEL M. ESGUERRA, III**  
Corporate Information Officer &  
Assistant Corporate Secretary

Encl/

legal PSE-SEC17-C2020



## NOTICE

**TO:** PUBLICLY LISTED COMPANIES

**SUBJECT:** FILING OF CURRENT REPORT UNDER SECTION 17 OF THE  
SECURITIES REGULATION CODE AMID COVID-19  
PANDEMIC

---

Pursuant to the declaration of state policy to ensure full and fair disclosure about securities and the duty of issuers to report every fact which would reasonably be expected to materially affect the decision of investors to buy, to sell or to hold securities, all publicly listed companies (PLC) are mandated to apprise the investing public of the risks and impact of the COVID-19 on their business operation by filing SEC Form 17-C. The PLC must also indicate in their report, all measures to mitigate the risks of the COVID-19 that it will undertake or has undertaken.

This disclosure must be made to the Exchange using the PSE EDGE not later than **12:00 noon of 16 March 2020**.

Issued on 12 March 2020.

**ALSONS CONSOLIDATED RESOURCES, INC.**  
**CONTINUITY OF BUSINESS PLAN IN RESPONSE TO COVID-19**

**EMERGENCY TASK FORCE ON COVID-19**

In the light of COVID-19, an Emergency Task Force on COVID-19 was formed to ensure there will be continuity of work in case of lockdown. This team from HR, ALSEC, IT and legal department is working as a group to handle issues on employees' health and safety, communications, technology support and legal compliance. The team will regularly update the guidelines and ensure the adherence to the same.

**TO MAINTAIN A SAFE AND HEALTHY WORKPLACE-19**

HR has come up with the following guidelines to maintain a safety and healthy workplace.

**ENTRY TO AG PREMISES GUIDELINES**

1. Posters will be displayed at prominent areas of the workplace to constantly remind employees on proper protection and good hygiene practice.
2. Information materials will be sent to all employees through email and other forms of communication for awareness and wellness.
3. Paper tissues will be readily available for those who have developed runny nose or cough at the workplace before sending them home.
4. Alcohol will be provided at common areas accessible to all to promote regular hand sanitation
5. To avoid contamination and spread of COVID-19, workstations will be cleaned with disinfectants regularly.
6. Minimize entry of strangers to the buildings. In this regard, mail/deliveries/collections will be done at the gate.
7. All guests need to fill out a Declaration Form at the gate where they need to provide their name, address, phone number, travel and medical history in the last 4 weeks.
8. Security Guards from main entry points to the company property will strictly monitor temperature and other symptoms of all incoming personnel and guests,
9. Anyone with a mild cough or low-grade fever (37.5C or more) or any of the symptoms of COVID-19 will be sent home and should stay home until cleared or all symptoms have ceased. Employees can use their paid sick leaves while recuperating from their illnesses.
10. Regular cleaning and sanitizing of the building premises shall be implemented. All common areas frequently touched like doorknobs, elevators, keyboards and telephones shall be cleaned every hour.
11. Those who suspect they may have the symptoms or whose symptoms have not cleared, or had recently travelled or were exposed to a suspected COVID-19 patient, should submit themselves for testing at the nearest Department of Health office.

## **Travels to and from places with high incidence of COVID-19**

1. Nonessential trips (local and abroad) will be strongly discouraged but if impending trips (business or pleasure) need to push through, employees should advise the HR Manager of their travel.
2. Recent trips (local and abroad) to and from areas with high incidence of COVID-19 will be on self-quarantine for 14 days with or without the symptoms they can use their VL and SL. Additional leave maybe required if employee show any of the symptoms after the 14-day period or the symptoms have persisted.
3. Upon return to office, employee must present a doctor's certificate clearing him/her of any symptoms.

## **Meetings or events**

1. A preparedness plan will be developed to prevent infection during a meeting or event.
2. In compliance with the government health agency advisory, all AG group events (pulong-pulong, team building, sportsfest and First Friday Mass) will be put on hold until further notice.
3. Face-to-face meetings or events that can be replaced by a teleconference or online event will be taken into consideration. Our AG telephone system provides teleconferencing via hangouts or meet applications.
4. If the face-to-face meeting cannot be prevented, enough hygiene supplies and materials (hand sanitizers, face masks, tissues, etc.) will be available at the venue.
5. Seats will be arranged at least one meter apart to maintain social distancing.
6. All information of individuals (name, email address, address, telephone number) involved in the meeting including the participants will be recorded and all agree that their details will be shared to public health authorities if one participant is suspected to have the infectious disease.

As part of the business continuity plan in case of an outbreak such as this, the business must keep running without compromising the health of its employees.

## **WORK FROM HOME**

The immediate supervisor may require the employee on leave to work from home to avoid disruption of business.

1. If an employee has been required to self-quarantine due to a recent trip abroad, and has not developed any symptoms, the immediate supervisor may require the employee to do his/her work at home with compensation appropriate to their work hours.
2. The practice should be followed if health authorities recommend all workers to stay home due to outbreak.
3. IT should provide the external communication and technology support to both parties in this case.

## **IN CASE OF LOCKDOWN**

In case we are unable to use the office building due to lockdown, government suspension of work or we need to sanitize the building, the following guidelines will apply:

1. Managers and Supervisors must identify and submit to HR their list of employees that need to work from home in case of a lockdown.
2. Employees who are identified to work from home must store the important files to be used during the lockdown in Google Drive.
3. In case the employee does not have a computer at home, IT will provide a laptop for her use during the lockdown.
4. Employees using their own internet can reimburse their expenses or reimburse the used mobile data from their phone.