## SHARING WIDER BENEFITS WHERE WE OPERATE

Being a good neighbour and sharing the responsibility of nation-building is part of sustaining our business in the long term. We help to develop local economies by creating jobs, sourcing from local suppliers, and paying taxes and royalties. We support community projects that are based on the needs of the local communities.



### CUSTOMERS

#### **CUSTOMER SERVICE**

ur motivation is to deliver the best value to our customers. More than a supplier or technical consultant, we consider ourselves as a long-term partner in their business growth. Our value-added services make Pilipinas Shell a preferred supplier across industries. (103-1)

We grow our business through innovation and by developing new and better-performing products. Our products undergo rigorous testing in the laboratories, with further spot checks along the supply chain. Customers are assured that our product claims are backed by science, up to specifications, and handled with utmost care. (103-2)

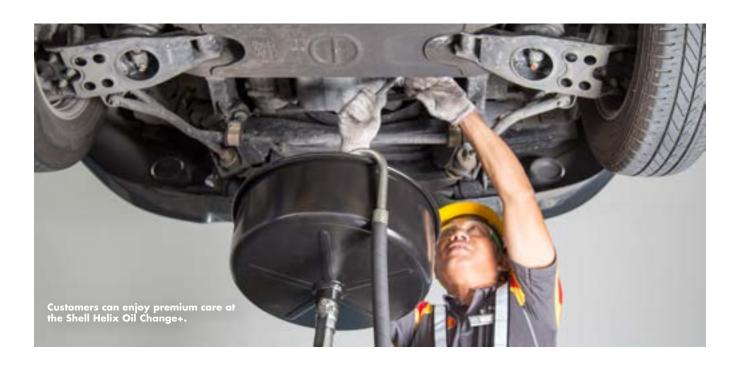
## Some of the ways that Pilipinas Shell goes the extra mile for our customers:

We strive to treat every customer like an honoured guest.

Shell retailers and forecourt service champions are provided the tools and guidance so they can maintain the high standards that befit a Shell enterprise.

We share our best practices with our customers and industry partners.

Shell Aviation enters into agreements with airline customers, and industry partners, to share our expertise and elevate standards in the industry. These agreements may include safety training, engineering design, consultancy, technical assurance, and accreditation.





Rowel J. Ellevera credits Pilipinas Shell with giving him a chance at the lowest point of his life.

When his father passed away, he had to quit school to support his widowed mother and nine siblings. However, he earned a juvenile delinquency record for brawling, and combined with his lack of education, couldn't find any decent work – until he was hired as a forecourt service champion by April Twinkle Almirante-Corral, retailer at Shell Baloy.

Through hard work and determination, Ellevera was promoted to forecourt supervisor and on-site coach. "Every time I wear this uniform, it reminds me of my responsibility not just to refuel cars, but also to bring a smile to every customer," he said.

#### A gathering of global service champions

Ellevera's resilient spirit and customer service acumen propelled him to become the Global Shop Service Champion for 2016 at the Smiling Stars Awards of Shell Retail Global, which was held in New York in July 2017. He bested over 500,000 frontline service champions from over 43,000 Shell stations worldwide.

Together with Ellevera, other winners from Shell Retail Philippines were also recognised during the three-day event. Erwin Dueñas, a Shell retailer since 2012, received the Global Multi-Site Retailer of the Year award. For Asia, Franz Karunungan won Regional Territory Manager of the Year, while Tisha Sugui won Regional District Manager of the Year.

#### A commitment to customer service excellence

The annual Smiling Stars underscores Shell's commitment to empower our frontline employees so that they can provide a comprehensive customer service experience.

Ellevera's story is a testament to the transformative power of believing in our frontline service champions. Since his win, he has also co-authored a standard training module. Due to his efforts, the sales of the Select Shop in Shell Baloy also increased by 50%.

#### **CUSTOMER FIRST AND TOTAL VALUE OFFER**

We have a "Customer First" mindset at Pilipinas Shell. Our customer value proposition goes beyond our high-quality products. We develop energy solutions tailor-fitted to the needs of the consumer, and extend our value-adding services, such as technical consultancy for our commercial customers and delightful rewards programmes for our retailers. (103-2)

Our "Sales First" commitment means professionalising the sales force. We train our sales teams to be product consultants. We also encourage mentoring down the line: business managers coach their senior account managers, and the latter, in turn, coach key account managers. Regular joint calls with other support functions also help improve customer management. (103-2)

#### **CUSTOMER FEEDBACK AND EVALUATION**

Apart from business targets, Pilipinas Shell also has customer satisfaction and performance targets. These targets are set annually and reviewed quarterly at the leadership level. On the ground, these can be reviewed monthly and even weekly. Managers look for ways to bridge any gaps, or to see if there are new goals that can be pushed in the next month or quarter.

In terms of feedback, customer satisfaction surveys are regularly conducted. A new online portal, MarketHub, has been developed to make it easier for customers to review, manage, and monitor their orders and transactions with Pilipinas Shell. (103-3)



#### **CUSTOMER PERKS: SHELL CARD**



Shell Commercial Fleet aims to be the "Best Partner on The Road" for the B2B segment. Shell Card is more than a fuel card provider that offers fleet management services and cashless solutions. It also provides B2B customers convenience, control, security, and savings.

#### Paperless, app-ready management

Through the Shell Card Online (SCOL), customers are given an online management tool that easily tracks every transaction on every journey, enabling them to have a smarter control of their fleet. SCOL can be accessed both through the website and the SCOL mobile app.

#### **Cost savings**

With the SCOL tool, control is at the fleet managers' fingertips. Managing card usage, setting spending limits and restrictions, and preparing customisable reports to monitor transactions and fuel consumption help our customers save time and reduce administrative costs.

#### Security and fraud prevention

Shell Card launched its Chip and PIN Technology in November 2017, in compliance with the EMV security standards. Apart from the more secure hardware, our customers may also rely on our on-site

security procedures and card usage monitoring by dedicated anti-fraud teams. Shell Card allows you to customise alerts to flag and prevent fraudulent activities.

#### Value-added services

The Commercial Fleet business was given the Quarter 1 Global Pinnacle Award for its HSSE entry, "Sharing our safety culture to our commercial fleet partners." Shell Card, in partnership with A1 Driving School, is the only fuel card that provides free Road Safety and Defensive Driving seminars. Shell Card customers may be granted 24/7 roadside assistance through Ibero Asistencia. We also provide Shell Card holders discounts and exclusive offers from our partner merchants. In the future, Shell Card aims to pioneer an end-to-end fleet management service which includes global positioning system (GPS) and telematics capabilities.



# EMPLOYMENT, INCLUDING LOCAL CONTENT

(102-8)

n order for Pilipinas Shell to continuously operate critical economic assets, and deliver products and services that fuel the activities of our customers and the nation, it is key that we are able to attract, motivate, and retain the best Filipino talents. (103-1)

The main components of Pilipinas Shell's Employee Value Proposition (EVP) are its brand and reputation; its corporate culture, which reflects our core values of honesty, integrity, and respect for people; the oportunities for personal development and professional growth; and Pilipinas Shell's commitment to nation-building.

We recognise that the successful delivery of our EVP is in the hands of our managers and supervisors who are constantly engaged with our people. Therefore the Company's leadership ensures that our managers and supervisors are properly onboarded, trained, motivated, and recognised for being able to successfully recruit the best Filipino talents and retain a higly engaged and high-performing workforce. (103-2)

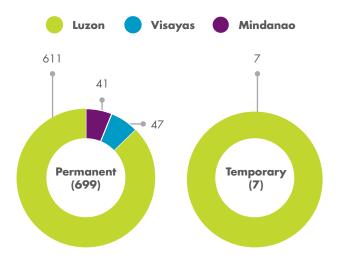
#### TOTAL HEADCOUNT<sup>1</sup>

## Total Number of Employees by Contract (both permanent and temporary), by Gender

	PERMANENT	TEMPORARY
Male	456	3
Female	243	4
TOTAL	699	7

<sup>&</sup>lt;sup>1</sup> Total headcount includes all local staff and expatriates based in the Philippines. Data provided excludes expatriates working outside the Philippines and is presented by employment contract.

## Total Number of Employees by Contract (both permanent and temporary), by Region



#### Total Number of Employees by Employment Type, by Gender

	FULL-TIME	PART-TIME
Male	459	0
Female	246	1
TOTAL	705	1

#### **NEW HIRES AND EMPLOYEE TURNOVER (401-1)**

## New Employee Hires During the Reporting Period (by Age Group, by Gender)

	MALE	FEMALE	TOTAL
< 35 years old	23	18	41
35-50 years old	2	1	3
> 50 years old	1	0	1
TOTAL	26	19	45

## Turnover During the Reporting Period (by Age Group, by Gender)

	MALE	FEMALE	TOTAL
< 35 years old	12	5	17
35-50 years old	6	2	8
> 50 years old	1	0	1
TOTAL	19	7	26

#### Turnover Rate<sup>1</sup>

	MALE	FEMALE	TOTAL
< 35 years old	6.56%	3.31%	5.09%
35-50 years old	3.31%	2.25%	2.96%
> 50 years old	1.05%	0.00%	0.98%
TOTAL	4.14%	2.83%	3.68%

Rate calculated as percentage of total number of voluntary resignations in each age category by gender against total number of employees in each age category by gender counted as of December 2017

#### **New Employee Hires Rate**<sup>1</sup>

	MALE	FEMALE	TOTAL
< 35 years old	12.57%	11.92%	12.28%
35-50 years old	1.10%	1.12%	1.11%
> 50 years old	1.05%	0.00%	0.98%
TOTAL	5.66%	7.69%	6.37%

<sup>&</sup>lt;sup>1</sup> Rate calculated as percentage of total number of hires in each age category by gender against total number of employees in each age category by gender counted as of December 2017

We ensure that the Company's compensation and benefits package is competitive against the local market and aligned with Shell's performance and rewards philosophy. We do this by conducting salary benchmarking reviews annually, and benefits reviews every three years, against a select peer comparator group comprising some of the most progressive and successful organisations in local industry. (103-2)

After each review and benchmarking exercise, we communicate the outcomes and engage our employees. The rigor and discipline with which we carry out this core activity assures our people that their compensation and benefits package remains competitive. (103-2)

Regular employee engagement activities provide an avenue for employees to give feedback. The annual Shell People Survey is our principal tool to measure our employees' engagement, their level of affiliation and commitment to Shell, and most importantly, their satisfaction with the quality of leadership and management. (103-3) For example, average employee engagement in 2017 was 80%. Meanwhile, satisfaction and motivation averaged at 76% and loyalty at a high 84%.

#### **SHELL PEOPLE SURVEY 2017**

	PILIPINAS SHELL	SHELL <sup>1</sup>	TQB <sup>2</sup>
Collaboration	83%	79%	82%
Job satisfaction	84%	77%	79%
Working conditions	73%	69%	75%
Total rewards and benefits	76%	69%	71%
Organisational leadership	77%	69%	74%
Team leadership	80%	75%	80%
Diversity and inclusion	83%	81%	85%
People development	79%	73%	76%

<sup>&</sup>lt;sup>1</sup> Shell refers here to the Shell Group (i.e. the enterprise as a whole, including Royal Dutch Shell plc)

## LEARNING AND DEVELOPMENT

ne of the key components of our EVP is that of propelling our people's learning and development. We do this by investing heavily in our employees' capabilities through a 70-20-10 approach, where 70% is focused on in-role development; 20% on coaching and mentoring; and 10% on formal training.

Training is delivered in-house, online, or in partnership with Shell Global.

Our online learning portal, the Shell Open University, contains a wide range of practical, commercial and technical learning programmes, from online courses and webcasts, to e-books and guides.

There are mandatory trainings that employees must complete periodically, especially in the areas of health, safety, security, and environment, as well as ethics and compliance. Technical skills training is provided by the different businesses and functions. We currently do not have the means to capture the amount of training that employees undergo, given that many require specialised training. (404-1)

#### **REGULAR ASSESSMENT AND EVALUATION**

To create and maintain a high performance culture, we focus on regular engagements and evaluations with employees. Employees are also empowered to identify their strengths, and key development areas using self-assessment tools. These are tailored to the their respective roles, whether they are individual performers, leader of teams, leaders of communities, or strategic leaders.

#### SUCCESSION PLANNING

To ensure that there is a robust leadership pipeline, Pilipinas Shell hires the best Filipino talent, here and abroad, and promotes from the ranks. As of 2017, 90% of senior management are local hires. These managers lead large-scale business units or support functions. (202-2)

<sup>&</sup>lt;sup>2</sup> The Top Quartile Benchmark is the top quartile score based on the performance of other companies

"We pride ourselves on being able to grow our own people," said Cesar Buenaventura, who noted that there has been a succession of home-grown talent at the top since his own stint as the first Filipino Chief Executive Officer of Pilipinas Shell. "Eli Santiago started out of school and went to the refinery in 1972. Ed Chua was somebody we hired in 1978 as a sales representative, just one or two years out of school. Cesar Romero was someone we hired in 1987 out of university. So they're all home-grown. I don't think there is any other multinational in the Philippines that can claim this same sort of pipeline."

### SHELL CLUB 15 PLUS: A FELLOWSHIP OF SHELL LOYALISTS



In 2017, Nehemias "Brad" B. Salaver celebrated 30 years in Pilipinas Shell. He belongs to the Shell Club 15 Plus, an organisation of retirees and employees who have worked for at least 15 years in Pilipinas Shell. Beyond social events, they organise outreach activities and provide financial or medical assistance to members and their families.

With Shell Club 15 Plus, there is a kind of 'life after Shell,' said Pilipinas Shell director and former Chief Executive Officer Cesar Buenaventura. "There is a feeling of belonging, a fellowship."

#### **LABOUR-MANAGEMENT RELATIONS**

We operate in accordance with the Philippine national and local labour laws, such as the Labour Code, as well as with international standards.

Pilipinas Shell employees can raise concerns through multiple channels, including but not limited to line management and representatives from various departments. In doing so, we avoid work disruptions and help increase job satisfaction, which gained an average score of 84% in the 2017 Shell People Survey.

#### **COLLECTIVE BARGAINING AGREEMENTS**

As of 2017, our employees have formed two unions with collective bargaining agreements (CBAs): the Tabangao Shell Refinery Employees Association (TASREA), which covers the Tabangao Refinery, signed the CBA on March 6, 2017; and Kasamahan ng Manggagawa sa Shell (KMS) for the employees in Pilipinas Shell's supply and distribution arm, who are based in depots and terminals, signed the CBA on January 11, 2017. CBA negotiations occur every three years for TASREA, and every five years for KMS. (102-41)

Pilipinas Shell convenes the Labour Management Council (LMC), to strengthen the relationship between the Company and the unions. The council is a venue for engaging with the employees in the labour unions and for getting feedback on various topics. The LMC meetings for KMS and TASREA are scheduled monthly, but should the need arise, special meetings may also be held. Representatives from Pilipinas Shell's HR and management teams regularly attend these meetings to provide updates and listen to the feedback of union members.

On the other hand, Pilipinas Shell also has staff engagements for non-union members, to discuss business updates and address employee questions.

## Total Number of Employees Covered by Collective Bargaining Agreements (CBAs) (102-8, 102-41)

Total Number of Employees	706	
Percentage Covered by CBAs	23.37%	

#### **DIVERSITY AND INCLUSION**

Diversity and Inclusion (D&I) means that every employee's unique point of view positively impacts our overall performance. Diversity is defined by all the ways we differ from each other; inclusion is creating a working culture where these differences are valued. Managing D&I means we eliminate or reduce barriers that stand in the way of full participation by our workforce. (103-1)

We believe that our differences lead to greater creativity, innovation, and competitiveness. We encourage collaboration through networks that celebrate difference, among them are the Shell Women's Network and the Shell LGBT Network. (103-1)

It is our priority as a company to give equal opportunity to all, including people with disabilities (PWDs). Regardless of circumstance, we at Pilipinas Shell enable our employees and contractors to have a voice. Our stance promotes greater communication and engagement, in line with Shell's core value of respect for people, which underpins a culture of acceptance, non-discrimination, and cooperation. (103-2)

There is a business case for a diversified and inclusive work environment: employees who feel respected and valued also feel more motivated at work and become more productive, which has a direct impact on the bottom line. Being open to differences also favourably builds company reputation and brand image. Consequently, Pilipinas Shell is able to attract and retain talent. All these lead to growth. (103-1)

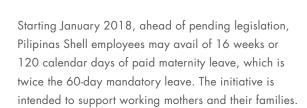
A large part of Shell's D&I Plan is to educate and engage our people about the principles of diversity and inclusion, improve gender representation, and ensure that managers are equipped to handle D&I issues affecting employees at the workplace. (103-2)

A dedicated team of trained D&I facilitators conduct webinars and D&I learning sessions or workshops on topics such as sensitivity to sexual orientation, gender, and disability; gender equality and gender balance (defined as equal participation of men and women in all areas of work); generational differences and conflict resolution between junior and senior staff; cultural awareness; unconscious bias; micro-inequities and micro-aggressions; and feeling free to speak one's mind. (103-2)

Apart from dialogues and workplace diversity training, we also normalise D&I by establishing gender-neutral restrooms in certain offices, like the Tabangao Refinery in Batangas.

Aware that women tend to be under-represented in our industry sector, the Shell Group's D&I Standards put forward a strategic diversity framework. (103-2)





Several studies, including those by the Washingtonbased Institute for Women's Policy Research (IWPR), show that longer maternity leave positively impacts health for both mothers and children, and supports earning power continuity for women. Those granted maternity leave are more inclined to return to work.

#### **DIVERSITY COUNT (102-8, 405-1)**

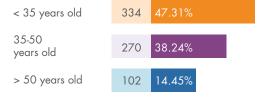
#### **Diversity of Governance Body**

BY GENDER	VALUE	%
Male	8	72.73%
Female	3	27.27%
TOTAL	11	100.00%

#### **Employee Diversity**

BY GENDER	VALUE	%
Male	459	65.01%
Female	247	34.99%
TOTAL	706	100.00%

#### **BY AGE**



#### BY EMPLOYEE CATEGORY



1.42%



#### **BY AGE**

< 35 years old	35-50 years old	> 50 years old
		11111
	İ	****
0%	9.09%	90.91%

#### **Per Employee Category Diversity**

Senior Management

BY GENDER	VALUE	%
Male	9	90.00%
Female	1	10.00%
TOTAL	10	100.00%
BY AGE	VALUE	%
< 35 years old	0	0.00%
35-50 years old	1	10.00%
> 50 years old	9	90.00%
TOTAL	10	100.00%

Middle Management

BY GENDER	VALUE	%
Male	67	71.28%
Female	27	28.72%
TOTAL	94	100.00%
BY AGE	VALUE	%
< 35 years old	10	10.64%
< 35 years old 35-50 years old	66	70.21%
35-50 years old	66	70.21%

#### (102-8)

Front Line Supervision

BY GENDER	VALUE	%
Male	165	63.22%
Female	96	36.78%
TOTAL	261	100.00%
BY AGE	VALUE	%
< 35 years old	113	43.30%
35-50 years old	106	40.61%
> 50 years old	42	16.09%
TOTAL	261	100.00%

Front Line Operations

BY GENDER	VALUE	%
Male	79	46.47%
Female	91	53.53%
TOTAL	170	100.00%
BY AGE	VALUE	%
< 35 years old	122	71.76%
35-50 years old	41	24.12%
> 50 years old	7	4.12%
TOTAL	170	100.00%

Union Staff

VALUE	%
139	81.29%
32	18.71%
171	100.00%
VALUE	%
89	52.05%
56	32.75%
26	15.20%
171	100.00%
	139 32 171 <b>VALUE</b> 89 56 26

Shell is also an ally in celebrating and promoting a safe world for the lesbian, gay, bisexual, and transgender (LGBT) community. In support of our LGBT employees, the Shell Group, including Pilipinas Shell, has been participating in the International Coming Out Day (see page 72). (103-2)

To discourage discrimination and harrassment, employees may report incidents using the Shell Global Helpline under the Tell Shell Programme. (103-3)

To help us manage and evaluate our performance on D&I issues, the annual Shell People Survey incorporates a D&I indicator. We ask our employees five questions: if they feel that they are treated with respect at work, if they feel free to speak without fear of negative consequences, if their views and perspectives are valued, if they have experienced harassment and discrimination, and if their leaders make fair decisions. The results of the survey allow us to make specific interventions targeting identified issues. For 2017, we received a D&I score of 83%. (103-3)

As our Royal Dutch Shell Chief Executive Officer Ben van Beurden said, "a diverse population in Shell contributes different ways of thinking, and helps to encourage the innovation we need to ensure our portfolio is both attractive and resilient. Collaboration is critical to our success, and inclusion and inclusive behaviours are at the heart of effective collaboration. It is therefore vitally important we do not view diversity and inclusion as a 'nice to do' or an 'add on' to business as usual. It must be at the heart of our business plans in the same way that safety is." (103-1)



## #RealStories of female empowerment at Pilipinas Shell

Women have joined every aspect of the business, from field operators all the way to female executives, including three female directors in the current Board. As of last count, women account for 35% of the employees. Pilipinas Shell enables women to compete professionally and on equal footing with colleagues and peers.

This is our new normal:

#### Women work in physically demanding jobs.

Andrea Nicole Acorda is a field inspector in the refinery—a job that entails working at heights, confined spaces, and biking during site inspections. Being one of the few female inspectors, she has fought against stereotyping. "I remain persistent and determined to give my best in everything I do because I've wanted to prove that Shell is right for entrusting such a position to a woman like me. Thanks to Shell for its strong advocacy in diversity and gender equality, for recognising females' strengths that shifts the mind-set of the majority of the population," she said.

#### Women benefit from inclusive leadership. Mae

Ascan serves as the Regional Technical Lead for Asia at Shell Global Solutions. Her team has one male scientist; the rest are female. Not too long ago, she started work as the first female chemist assigned to the (now defunct) Pandacan Terminal laboratory. "Within four years, I became the lab manager, and it was probably 90% female," Ascan said. She describes the transition to a more diverse laboratory as a natural outcome of the intent to be more inclusive. "It's a work in progress," she said.

Women pursue higher studies and maintain a full-time job. Mae Mojares credits Shell with supporting her dream: she pursues her law studies while working full-time as a legal administrative assistant in Pilipinas Shell. "Sometimes, I need to leave the office earlier than usual to attend to some school requirements. This is when I am grateful to my line manager and teammates in Legal; they are very considerate and sympathetic. They understand the situation and will remind you of the work that needs to be done."

Women negotiate a flexible schedule to achieve work-life balance. Kath Valentin-Ringor, HR Process and Systems Advisor at Pilipinas Shell, experienced a dilemma in 2013 when her prematurely born daughter needed to be brought to therapy thrice a week. Pilipinas Shell offered a flexible working arrangement. "It is the ideal setup for me to be able to attend to my daughter's needs and at the same time pursue my career in Shell," said Valentin-Ringor. "I am able to look after my priorities without giving up one over the other."

Opportunities to lead and work in physically demanding jobs, educational support, and flexible working arrangements are only part of what makes Pilipinas Shell an ideal employer.

### Visible Pride: International Coming Out Day at Shell

On October 11, International Coming Out Day, a riot of rainbow colours marked the lobby and various floors of Shell House in Valero, Makati. Shell delivery trucks and fuel tankers at the Tabangao Refinery in Batangas City also sported rainbow flags. In operational sites, including Shell stations, Diversity Walls – with the challenge, "Let's make our workplace more inclusive for everyone" – prompted employees and the general public to scrawl uplifting messages. All of these signified solidarity with the lesbian, gay, bisexual, and transgender (LGBT) community.

International Coming Out Day raises awareness on the challenges faced by the LGBT community. Pilipinas Shell, on its second year of joining the global celebration, adopted the theme of "Empowering Every Employee to Bring Their Whole Self to Work." This asserts the Shell value of respect for people, and reinforces the standard of a safe workspace for everyone – or in Cesar Romero's words, "in Shell, you can be who you [truly] are."

Shell celebrates difference to make a difference – that is, to #MakeTheFuture by discouraging workplace discrimination.

Pilipinas Shell remains undaunted in its advocacy. "I am a genuine believer that establishing a truly diverse and inclusive culture, despite the challenges, can be a real source of competitive advantage for the Company. A diverse and inclusive workplace, embedded with our principles of honesty, integrity, and respect, brings together remarkable people and enables them to be themselves," said Romero.

"A diverse and inclusive workplace, embedded with our principles of honesty, integrity, and respect, brings together remarkable people and enables them to be themselves."

## LOCAL COMMUNITIES

#### **SOCIAL PERFORMANCE**

ood relationships lead to good business and to good profit. Our main objective is to create a positive presence and legacy in the communities where we operate. (103-1)

As a partner of the Philippines in progress and nationbuilding, we hope to enhance the communities around us, complement their efforts toward self-reliance, and help them develop together with the business.

We strive to be a good neighbour. Our efforts are geared towards sustaining the goodwill we have earned with communities over the last 103 years of responsible operations.

Social Performance is the term that Shell uses to describe how we aim to avoid, mitigate, and manage any negative impact of our business on local communities. At the same time, we seek to deliver direct and indirect benefits through local content and social investment initiatives.

Several studies point to corresponding costs when social impacts are left unmanaged. For one, a study¹ published by the Society of Petroleum Engineers, which was presented at the International Conference on Health, Safety and Environment in Oil and Gas Exploration and Production in September 2012, disclosed that more than 75% of operational delays and cost overruns are due to non-technical risks that arise from unmanaged social impacts.

The Shell Commitment on Social Performance is aligned with the Shell General Business Principles, our Core Values, and our Goal Zero Ambition. (103-2)

Shell's Health, Safety, Security, Environment, and Social Performance Standard guide us in improving our social performance. The latter underscores the need to (1) assess and manage our impacts and include these in our business decisions; (2) respectfully engage our neighbours and other stakeholders; and (3) contribute to the communities where we operate.

The Social Performance (SP) Manual serves as a guide for technical and social performance for Shell assets; in the case of Pilipinas Shell, these include assets such as terminals determined to have a large impact, regardless of monetary contribution. There are 10 requirements outlined in the SP Manual, including developing a strategy and plan for social investment, as well as plans for social performance and disaster relief donations; and minimising impacts to indigenous peoples and cultural heritage.

An orientation on social performance is part of the on-boarding activity for our employees. Contractors also have social performance sessions, where they are informed that they must abide by existing local policies. They are also oriented on culture and community behaviour.

#### **COMMUNITY ENGAGEMENT**

Throughout the business lifecycle, Pilipinas Shell must maintain respectful engagement with stakeholders to help minimise negative impacts and maximise the benefits of our business. Assessments are done before and after the project is implemented, and are considered in decision-making.

**ASSESSING IMPACTS ON COMMUNITIES** 

<sup>1</sup> www.onepetro.org/conference-paper/SPE-157575-M

As a matter of necessity, Pilipinas Shell provides several channels for stakeholder engagement. There are regular opportunities for members of the community to give feedback and express their concerns on our various assets. We conduct regular "sensing," as well as periodic perception surveys (every three to five years).

We also conduct face-to-face engagements in quarterly town hall meetings, referred to as Ugnayan sa Barangay. Liaison and coordination officers, who are attached to the refinery and terminals, are charged with maintaining direct links with the community to ease communication and, when social needs have been determined, to help in the implementation of action plans.

#### Feedback register and logbook

We use a web-based Global Community Feedback Register to capture both positive and negative feedback. An "owner" is assigned to that feedback until the matter is resolved. The feedback is compiled every quarter and at the end of the year. The Tabangao Refinery maintains a complaint log, where every call made to the refinery is reported to the HSSE focal on duty, and the ER advisor or focal.

All feedback is compiled and analysed for a country performance report. The various engagement channels help Pilipinas Shell improve and refine our management of social impact. For example, when communities complained about noise from the refinery operations, action was taken to mitigate the issue immediately through the installation of noise deflectors. It is also possible to address community concerns from the very beginning through intelligent design, as was the case for NMIF, which integrated spill prevention in its design. (103-3)

## 24/7 RESPONSE AT THE REFINERY

Pilipinas Shell employs the "zero unresolved complaints" rule whereby it is expected that any complaint sent to the refinery must have an appropriate response within 24 hours.



**Government tie-ups.** Pilipinas Shell regularly partners with the Philippine Coast Guard (PCG) and the Bureau of Fire Protection (BFP) to enhance disaster preparedness through practice drills and sharing of experiences.

Since 2011, Pilipinas Shell and Pilipinas Shell Foundation Inc. (PSFI) have been conducting an annual Road Safety Camp in partnership with the Department of Education, Metropolitan Manila Development Authority, Manila Traffic and Parking Bureau, Philippine National Police Highway Patrol Group, Boy Scouts of the Philippines, and the BFP, among others.

PSFI, in partnership with local government units, also trains students and professionals on workplace safety and disaster preparedness.

#### **RESOLVING OUR NEGATIVE IMPACT**

We do all that we can to minimise probable negative impacts of our operations on local communities.

**Odour and noise.** (413-2) Site orientation and facility tours inform members of fenceline communities, as well as local government officials, on the mitigating measures that control and prevent odour and noise. We educate them on our process safety and our strict zero leaks and zero spills protocol. We also prepare and manage the expectations of local communities on the occasion that we conduct a scheduled refinery turnaround (flaring) and depressurisation.

For 2017, we successfully completed our two-month corrective and preventive maintenance and inspection of the Tabangao Refinery to ensure safe and reliable operations. There was no lost time injury (LTI) and no fatality recorded.

**Risk of traffic and oil spill.** (413-2) We recognise that our hauling activities could contribute to traffic, whereas our product loading and unloading has the inherent risk of an accidental oil spill. We manage

these risks through our journey management plan, in addition to our comprehensive health and road safety programmes. We see to it that our haulers are also trained to deal with an oil spill. We collaborate with local government on traffic management and road accessibility.

#### Disputes over local employment. (OG10, 203-2)

In recent years, there has been increased clamour from local government units to source workers and suppliers from the community. In Batangas City, for one, City Ordinance No. 08 promotes the employment of qualified local workers for offices and facilities based in Batangas City. In compliance, the Tabangao Refinery prioritised hiring of residents from Batangas. However, due to unmatched local skill sets, disputes involving barangay officials may arise among community stakeholders. To address this, we have implemented the JobLink Programme to properly match local hires and suppliers to appropriately meet contracting and procurement requirements.

**Involuntary resettlement.** (OG12, 203-2) Our North Mindanao Import Facility (NMIF), in partnership with the Philippine Ports Authority (PPA) and the City Government of Cagayan de Oro, fulfilled settlement agreements with 88 informal settler families adjacent to the facility.

Twenty informal settler families benefited from the housing and livelihood restoration programme in partnership with Gawad Kalinga, while others opted for commercial settlement (buy-out scheme).

A budget was provided by the Company to cover both the housing requirements and settlement agreements. Layoffs from decommissioning. (OG11) A change in zoning regulations necessitated the decommissioning of our Pandacan operations, which resulted in 200 employees being laid off. Those employees who were not absorbed into other areas of operations were provided separation or retirement pay. A number of these employees were rehired for the remediation project, which is set to finish in 2018.



More than 200 employees, mostly local residents, were laid off when the Pandacan Terminal was decommissioned in 2015 (more on this in "A Graceful Exit: Decommissioning and Remediation of Pandacan Terminal").

"They were given either good separation pay or retirement pay, and then they dispersed to other companies. But Pilipinas Shell tried its best to absorb as many Pandacan employees as it could, some of whom were transferred to other Shell depots," said Jay Baquiran, Pilipinas Shell's Senior Programme Manager, Soil and Groundwater Focus Delivery Group.

New employment opportunities also opened up for Pandacan residents when Pilipinas Shell started the soil remediation of the former terminal. "We have new local hires just for the remediation project," said Baquiran, adding that they were hired by contractors.

Pilipinas Shell informed the nearby communities about the planned remediation activities and the potential hazards (e.g. soil excavations might cause some noise and bad odour), as well as job openings for skilled workers. While the remediation is ongoing, community liaison officers also regularly update the barangays on the status of the remediation.

Pilipinas Shell also informed the Environmental Management Bureau of the Department of Environment and Natural Resources (DENR-EMB) about the environmental enhancement project. "We also plan to invite DENR leaders to visit so that we can show them our remediation efforts," said Baquiran.

When all is said and done, however, the exit of Pilipinas Shell from Pandacan is seen as a loss to the community.

Patrick Manalo, who grew up in Pandacan, used to play in the Shell basketball court and recalls how neighbourhood boys would swim in the river next to the warehouse of Pilipinas Shell. Eighteen years ago, Manalo joined Shell, following in the footsteps of his grandfather, father, uncle, and cousin who also worked for Shell. "My family started from the bottom and somehow prospered because of Pilipinas Shell," said Manalo, now a supervisor at Shell Aviation Philippines. "Pilipinas Shell had been there [in Pandacan] for 100 years, and nothing bad happened. Shell did its job."

#### **COMMUNITY INVESTMENTS**

Social investments that are linked to business priorities are acknowledged as having greater chances of success, provide stronger social credibility, and enable the business to create value. (103-1) Shell has three global social investment themes: access to energy, community skills and enterprise development, and education focused on science, technology, engineering, and mathematics (STEM).

However, operating in a developing country also means addressing significant social issues in the community that may not necessarily fall under the three global thrusts. Pilipinas Shell therefore crafts a healthy mix of social investments tailor-fitted to the local conditions and the needs of the host communities. (103-2)

#### **EVALUATION AND MANAGEMENT**

The Social Performance Plan includes a Social Investment Strategy. The Non-Technical Risk (NTR) Management Plan per asset also outlines the risks and potential issues, stakeholder and community feedback, and risk mitigation plan. PSFI helps design and deliver strategic programmes and ensures that we maximise our resources, while looking for opportunities to partner with like-minded institutions.

Pilipinas Shell-supported social investments are community-needs based, inclusive and participatory, replicable, and sustainable. Outcomes should be measurable, with mechanisms in place for monitoring and evaluation. (103-3)

Under our Country Disaster Relief and Donation Plan, we require our partners to provide us with a full report, including receipts, that the money for relief assistance was used for the intended purpose. Pilipinas Shell, which serves as a cluster leader for the power sector in the Philippine Disaster Resiliency Foundation (PDRF), usually partners with PSFI and PDRF for disaster relief, Gawad Kalinga and Habitat for Humanity for housing and resettlement, and Weather Philippines for climate resiliency.

Shell conducts a Global Social Performance Audit every three years. Pilipinas Shell uses a logic frame to manage social performance and social investments. This outlines the intent of the programme, as well as its business and social value. Each programme tracks key performance indicators and outputs, including outcomes and long-term impacts.

#### **OUR SOCIAL INVESTMENTS in 2017 (413-1)**

Being a good neighbour to our host communities is important to Pilipinas Shell. As part of nation-building, we conduct various activities that address livelihood, health, environment, education, and disaster risk reduction and management.

#### **BOOSTING SKILLS AND ENTERPRISE**

Bridging the poverty gap by providing training and livelihood opportunities for locals to become more productive, and to improve the overall local economy

TRAINING AND LIVELIHOOD

Sanayan sa Kakayahang Industriyal (SKIL) PSFI provided technical-vocational scholarships to 21 out-of-school youth in the fenceline community of the North Mindanao Import Facility (NMIF) in Cagayan de Oro. The SKIL scholars were sent to a school accredited by the Technical Education and Skills Development Authority (TESDA). Upon graduation, they will be linked to PSFI's partner enterprises for apprenticeship to ease their transition to regular jobs.

	Sanayan sa Kakayahang Pangangalakal (SKP) ( <b>203-2</b> )	PSFI conducted basic entrepreneurial training for 80 women from the NMIF fenceline community in Cagayan de Oro.
TRAINING AND LIVELIHOOD	Integrated Farming Bio- Systems (IFBS)	PSFI reached 1,562 small-scale food producers through the IFBS programme, which helps improve their agricultural productivity and incomes.
	Livelihood Support Programme (203-2)	PSFI taught IFBS to 210 local farmers in Camarines Sur under the Pasacao Typhoon Nina Livelihood Support Programme. In addition, 90 farmers received goats for livelihood and 25 fishermen were given boat rehabilitation subsidy.
	JobLink ( <b>203-2</b> )	JobLink seeks to match skills available in host communities with projects of the Company, or to job openings with other companies in the area. In Tabangao, 560 applications were endorsed in August 2017 for a project with a partner company.

#### **COMMUNITY DEVELOPMENT**

Bringing the Philippines closer to meeting the Sustainable Development Goals (SDGs) through initiatives that supplement local government programmes and take care of the fundamental needs of nearby communities

	Carbon Sink Management Programme	The Tabangao Refinery is compensating for its greenhouse gas emissions through the Carbon Sink Management Programme (CSMP). As part of the programme, PSFI manages the planting, maintenance, and protection of tree seedlings.
ENVIRONMENT	(a requirement of the DENR-EMB)	In 2017, 83,000 seedlings of indigenous tree species were planted in the 80-hectare land in Mt. Banahaw, Brgy. Kinabuhayan, Dolores, Quezon, which is under the jurisdiction of the National Power Corporation – Makiling-Banahaw Watershed Management Department.
	Tree Planting	Facilitated by PSFI under the Tabangao Refinery's Environmental Stewardship programme, employees and contractors planted a total of 476 ylang-ylang seedlings around the refinery's new administration building and residential compound.
	Joint Oil, Fire Safety, and Emergency Response Drill	Together with Brgy. Bagong Silang officials, 20 individuals participated in the fire drill at the Shell depot in Puerto Princesa, Palawan. They were also trained in emergency preparedness, response, and rehabilitation.
EMERGENCY RESPONSE AND DISASTER RESILIENCY	Response to Communities Under Emergencies (RESCUE) Training	NMIF trained 40 emergency volunteers in water search and rescue, and first aid. NMIF also donated firefighting equipment and 400-horsepower rubber boat to enhance the capacity for emergency response of Brgy. Puntod, Cagayan de Oro City.
	Disaster Relief	NMIF, together with PSFI, conducted relief operations in response to flashfloods in Brgy. Puntod. 800 packs of relief goods were distributed to affected families.
HEALTH	Medical and Dental Mission (MDM)	This is a bi-annual activity to help improve the health and well-being of our host communities bordering the Tabangao Refinery in TALIM (Tabangao, Ambulong, Libjo, San Isidro, and Malitam) and TSR (Tabangao to Sta. Rita). Additional services such as circumcision, eye check-ups, HIV/AIDS counselling, and a mobile library for children were also provided. The event, held in partnership with ABS-CBN DZMM, involved 46 doctors, 28 nurses, 27 dentists, 18 medical technologists, two pharmacists, 12 Philippine Air Force staff members, and 136 volunteers across Shell companies in the Philippines.

#### INFORMATION, EDUCATION, AND COMMUNICATION (IEC)

Site Orientation and Facility Tours

The teams from NMIF and Tabangao facilities hosted familiarity visits for select stakeholders in order to share best practices in HSSE and to address any concerns from the community.

HIV/AIDS Awareness seminars

In November 2017, PSFI conducted a series of HIV/AIDS Awareness seminars in TALIM. These were held in five schools, attended by 98 high school and 233 elementary students, and four community groups, with 224 community members.

#### **INVESTING IN INFRASTRUCTURE (203-1)**

Pilipinas Shell, together with partner industries, lobbied for the construction of the 10-kilometre Libjo-STAR Diversion Road in Batangas City. The alternate route was proposed to decongest the city's main roads from the passage of various utility trucks from Pilipinas Shell, JG Summit, and San Miguel Corporation, among others. Pilipinas Shell and JG Summit funded a Feasibility and Parcellary Study, which served as the basis for the project. Construction will commence in 2018.

Through PSFI, we also provided resettlement housing for hundreds of underprivileged families residing along the coastline, to better protect them from the threat of typhoon and storm surges. Pilipinas Shell partnered with Habitat for Humanity to build homes for 146 families from Anibong, Tacloban and Gawad Kalinga for 20 families from Barangay Puntod, Cagayan de Oro. In addition, Pilipinas Shell helped build 200 houses for the resettlement of Typhoon Sendong survivors in the GK-Shell Village in Brgy. Canitoan, Cagayan de Oro.

#### **REBUILDING MARAWI (203-2)**

In May 2017, the Battle for Marawi City broke out between government troops and militants calling themselves the Maute Group. The fighting would last for five months, killing more than 1,000 individuals and displacing nearly 400,000 civilians.

To help the refugees and to rehabilitate the ravaged city, Pilipinas Shell promised to match whatever the employees could raise for the relief efforts. In November 2017, Pilipinas Shell released Php 1 million to Xavier University's (Ateneo de Cagayan) #Tabang Marawi relief fund.



Pilipinas Shell is a contributor to the Payment for Ecosystem Services (PES), an environmental system intended to rehabilitate and preserve the forest resources in the upland areas wherein the members of the indigenous people (IP) communities are rewarded for being forest managers.

Under the memorandum of agreement with Xavier Science Foundation and the North Mindanao Import Facility (NMIF), PES is being piloted within the ancestral domain of the Miarayon-Lapok-Lirongan-Tinaytayan Tribal Association (MILALITTRA), which is among the 12 lumad communities in the protected area of Mt. Kalatungan in Talakag, Bukidnon.

Mt. Kalatungan Range Natural Park is the sixth highest mountain in the Philippines, and comprises 5.5% of Bukidnon's land area. Its population is composed of 80% indigenous people from the Talaandig, Higaon, and Bukidnon cultural communities.

NMIF donated Php 662,858 at the start of the project for the rehabilitation of 10 hectares of land, to be completed in 2019. Ultimately, the community development master plan of MILALITTRA aims to reforest 832 hectares, while 816 hectares will be allotted for agroforestry.

In February 23, 2017, Xavier University recognised Pilipinas Shell for being the first corporate partner in rehabilitating Mt. Kalatungan Range National Park and the headwaters that flow to the Cagayan de Oro River.





Making the Future means investing in today. For Pilipinas Shell, our commitment to nation-building means helping to create an environment where disadvantaged Filipinos can become productive and responsible members of society.

of the Filipino

We do this through PSFI which independently implements our development programmes. Established on August 19, 1982, PSFI addresses significant social issues in the country. "We do whatever little contribution to help uplift the lives of people," said Cesar Buenaventura, PSFI's founding chairman.

Currently, PSFI's development programmes focus on Shell's global social investment thrusts of providing access to energy; developing skills and enterprises; and enabling the youth to pursue higher education courses in science, technology, engineering, and mathematics (STEM). Beyond these thrusts, PSFI also implements programmes on health, sanitation, and safety; environmental stewardship; disaster relief; and leadership enhancement and attitude development.

"We have a little more flexibility, because the funding for PSFI does not only come from Shell but also from other sources," said Buenaventura. This allows the foundation to extend its reach beyond Shell worksites and host communities to other areas of the country where help is also needed.

Buenaventura added, "We've been very fortunate because we also have a team of dedicated and devoted workers who place the well-being of all our beneficiaries to heart."

After 35 years, PSFI has touched more than 12 million lives. Moving forward, PSFI will continue to empower more Filipinos to become partners in progressive and sustainable development.

#### **PSFI's outstanding programmes**

#### MOVEMENT AGAINST MALARIA

Movement Against Malaria (MAM), formerly Kilusan Ligtas Malaria or KLM, helped the country achieve Millennium Development Goal 6 (Combat HIV/ AIDS, malaria, and other diseases) in 2008; it is now contributing to achieving Sustainable Development Goal 3 (Ensuring healthy lives and promoting well-being at all ages) by 2030.

The programme started in 1999, when PSFI, funded by the Malampaya Joint Venture Partners, implemented the community-based KLM. Putting its community organising experience to good use, PSFI first worked with the Provincial Health Office and the Department of Health Regional Office to set up microscopy centres in 320 villages to ensure early diagnosis and prompt treatment of malaria.

Thanks to the programme, the number of malaria cases and deaths significantly declined in Palawan, calling the attention of the World Health Organization (WHO) and the Global Fund to Fight AIDS, Tuberculosis, and Malaria. The Global Fund invested \$14.3 million in the programme in 2006, and \$31.4 million in 2010. "We are the first corporate foundation to partner with the Global Fund," said Buenaventura.

With the grant, PSFI first expanded MAM's reach from Palawan to Apayao, Quirino, Sulu, and Tawi-Tawi. By 2010, they were beating the disease in 40 malaria-endemic provinces in the country; in fact, malaria was delisted from the 10 leading causes of morbidity in the Philippines after almost 50 years of consistently being on the list.

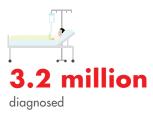
MAM's contribution to the reduction of malaria cases earned it the distinction of "Millennium Development Goal Warrior" from the United Nations Development Programme (UNDP) in 2011.

#### #MaketheFuture #MalariaFree



**2,435** medical facilities







381,283
anti-malaria kits for pregnant women



2.2 million

houses sprayed with residual insecticides



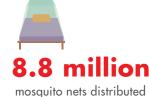
Decline from

**755** deaths (1999)

to **4** deaths (2017) and

**48,441** cases (2003)

to **4,020** cases (2017)





As of last count, 42 provinces in the country are malariafree, while 31 provinces are now in the elimination phase. There has been a 92% reduction in the total number of cases and 98% reduction in deaths due to malaria in the country in 2017 compared to the 2003 baseline.

"We've done quite a bit on the malaria programme; now we're looking at HIV and tuberculosis. I guess a healthy Philippines is really something we would like to aspire for because health is a very important part of the makeup of any human being," said Buenaventura.

## Upgrading skill sets, uplifting lives

Through the years, PSFI has implemented a cluster of programmes that are designed to improve the technical-vocational skills of Filipinos and further enhance their work opportunities, benefiting more than 8,000 individuals. These include Sanayan sa Kakayahang Industriyal (SKIL, est. 1983), primarily benefiting out-of-school youth; Gas Mo, Bukas Ko (GMBK, est. 2007), which is designed for Shell retail station staff; the Driver Reward and Incentive Programme (DRIVE, est. 2010) for Class A drivers, dispatchers, safety officers, mechanics, and their dependents; and the Unlad sa Pasada (est. 2010), a scholarship programme benefiting dependents of public utility vehicle drivers who belong to the Shell

Pepeng Pasada Club, the loyalty programme of Pilipinas Shell's Retail business.

## Spurring innovation through science education

PSFI supports the Filipino youth in pursuing their studies, enabling them to innovate and create technologies, products, and services that can compete in the global markets and stimulate further economic growth for the Philippines. In 2013, PSFI partnered with the Philippine S&T Development Foundation–Manila, Inc. (PhilDev) for the Shell-PhilDev Scholarship Programme, which has provided science and engineering scholarships to 165 students; as of December 2017, 39 have graduated (two graduating magna cum laude, and 17 cum laude), while 126 are presently enrolled.

In addition, PSFI implemented the Gas Mo, Bukas Ko - Fund for University Education and Leadership Development (GMBK-FUEL) programme in 2014, which provided scholarships to 100 students of Polytechnic University of the Philippines (PUP) taking up industrial engineering, electrical engineering, accountancy, and transportation management. The programme reached its culmination in May 2017 with the graduation of 83 scholars (two graduating magna cum laude and 17 cum laude).



For decades, some of our most recognised programmes, the Shell National Student Arts Competition (NSAC) and the Shell National Youth Active Chess Championship (SNYACC) have given the youth from all over the Philippines development opportunities. Whether it is giving up-and-coming artists a platform to exhibit their work, or giving aspiring young chess players a venue to test their skills, Pilipinas Shell has — through these programmes — contributed to the country's cultural growth.

## 50 Years of Shell National Student Arts Competition

The Shell National Student Arts Competition (NSAC) traces its roots to 1951, with a simple art contest for works that would be exhibited in a calendar. From there, NSAC has grown to become one of the most well-known and prestigious youth art contests in the country.

This year's theme, "The Golden Voyage, 50 years of powering student's artistry," underscored how NSAC has helped launch the careers of many young artists. Past winners of the contest include Jose Joya in 1952, Federico

Aguilar Alcuaz in 1954, Ang Kiukok in 1955, and Benedicto "BenCab" Cabrera in 1962, who would all later earn recognition as National Artists.

Other past winners include Juvenal Sanso, Angelito Antioni, Norma Belleza, Danila Dalena, Mario Parial, Luis "Junyee", Jr., Nestor Olarte Vinluan, Ronald Ventura, Ivan Roxas, Rodel Tapaya, and Leeroy New, all of whom have achieved great success locally and abroad.

To mark NSAC's 50th anniversary, over 200 pieces of artwork — all previous contest winners — were donated to the Ayala Museum in October 2017. These works, the earliest dating back to 1955, showcase a cross-section of styles and aesthetics from half a century ago to the current day.

This year, young, aspiring artists from 37 colleges submitted a total of 859 entries. An important aspect of the contest is that any college student in the country may enter; this allows NSAC to really tap into the artistic talent of young Filipinos.

Francis Eugene Andrade from Bulacan State University is a three-time NSAC winner who knows first-hand how this contest can change the course of anyone's career as an artist. "I've been recognised by galleries, other people, collectors, and fellow artists. I've entered the art scene without expecting it," he said.

By inspiring artists to create great artwork, NSAC has become our greatest contribution to the country's active art scene, helping to make it even more dynamic and vibrant.

## 25 Years of Shell National Youth Active Chess Championship

Since it began in 1992, the Shell National Youth Active Chess Championship (SNYACC) has given opportunities to potential champions and grandmasters. Hundreds of chess players in three age brackets, all across the country, have been given the opportunity to join the tournament.

This 2017, its final year, the SNYACC started with 1,700 contenders playing in elimination legs in Batangas, Cebu, Manila, Cagayan de Oro, and Davao.

In total, SNYACC has produced 9 Grandmasters, 12 International Masters, 16 FIDE (World Chess Federation) Masters, 29 National Masters, 16 female International Masters, 9 female FIDE Masters, and 10 female National Masters.

SNYACC has also produced teachers. Several former SNYACC participants — including Wesley So, a former national champion and current US champion from Cavite — have gone on to become personal teachers and coaches for chess teams, helping to nurture the next generation of chess masters.

"Since it began in 1992, the Shell National Youth Active Chess Championship (SNYACC) has given opportunities to potential champions and grandmasters."

