



Policies and Processes

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POLICIES

Code of Conduct

The Passivhaus Philippines (herein referred to as “PassivhausPH”) has adopted the following Code of Conduct that all Board of Directors and staff agree to adhere to:

1) Prohibition Against Private Inurement and Procedures for Managing Conflicts of Interest

Fiduciary Responsibility

Members of the Board of Directors and staff have a clear obligation to conduct all affairs of the organization according to the highest ethical standards. Integrity, transparency, accountability, and truthfulness are expected to be practiced and upheld in all actions of the board and staff.

Covenant

Members of the Board of Directors and staff agree to place the welfare of the organization above personal interests, interest of the family members, or others who may be personally involved in substantial affairs affecting the organization's basic functions.

General Disclosure

Members of the Board of Directors and staff disclose all relationships and business affiliations which may now, or in the future potentially or actually conflict with the interests of the organization, or bring personal gain to them or their family business.

Reporting of Disclosures

All disclosures required of the staff will be handled by the Executive Director. All disclosures of the members of the board shall be referred to the Board Secretary. Information disclosed will be held in confidence except when the organization's best interest would be served by bringing the information to the attention of the Executive Committee of the board and the other officers of the organization.

Desisting from Participation

Members of the Board of Directors and staff who may have conflict of interest in any matter shall desist from participating in the deliberation concerning the proposed project, activity or transaction. They are expected to excuse themselves from the meeting unless explicitly requested by the Chair to remain in the meeting to interpret or provide information. Disregard for the need to excuse themselves invites the Chair to request their withdrawal from the meeting room.

Determination of Potential Conflict of Interest

Any individual who is uncertain about a conflict of interest in any matter shall disclose such potential conflict to the appropriate individual as noted above.

Failure to Disclose

Each member of the Board of Director and executive staff should recognize that disclosure of personal and business interest is a requirement for continued affiliation or employment with PassivhausPH, and deliberate failure to disclose a potential conflict of interest could result in disaffiliation or termination of employment.

2) Prohibition Against Sexual Harassment

The Passivhaus Philippines (PassivhausPH) strives to maintain a workplace that is free from illegal discrimination and harassment. While all forms of harassment are prohibited, it is the organization's policy to emphasize that sexual harassment is specifically prohibited. Any board member who engages in discriminatory or harassing conduct towards is subject to removal from the Board. Complaints alleging misconduct on the part of Board members will be investigated promptly and as confidentially as possible by a task force appointed by the Board.

3) Confidentiality

Board members are reminded that confidential financial, personnel and other matters concerning the organization, donors, staff or clients/consumers may be included in board materials or discussed from time to time. Board members should not disclose such confidential information to anyone.

4) Active Participation

Board members and staff are expected to exercise the duties and responsibilities of their positions with integrity, collegiality, and care. This includes:

- Making attendance at all meetings of the board a high priority.
- Being prepared to discuss the issues and business on the agenda, and having read all background material relevant to the topics at hand.
- Cooperating with and respecting the opinions of fellow Board members, and leaving personal prejudices out of all board discussions, as well as supporting actions of the Board even when the Board member personally did not support the action taken.
- Putting the interests of the organization above personal interests.
- Representing the organization in a positive and supportive manner at all times and in all places.
- Showing respect and courteous conduct in all board and committee meetings.
- Refraining from intruding on administrative issues that are the responsibility of management, except to monitor the results and ensure that procedures are consistent with board policy.
- Observing established lines of communication and directing requests for information or assistance to the executive director.

Anti-Competitive Policy and Guidelines

Statement of Purpose

The Passivhaus Philippines (PassivhausPH) is committed to **open-mindedness, collaboration**, complying with all laws, and avoiding improper conduct from an antitrust standpoint when members are participating in programs and projects and/or acting as a representative of the association. The Policy and Guidelines have been created to assist members to conduct themselves in a manner that avoids the appearance of questionable conduct under The Philippine Competition Act (PCA) or R.A. 10667.

Responsibility

The Policy and Guidelines apply to all PassivhausPH members, directors, staff, volunteers, representatives and stakeholders (herein referred to as “Members”). It is designed to ensure Members do not engage in illegal activity knowingly or inadvertently such as fixing prices, allocating markets or customers, bid-rigging, price maintenance, exclusive dealing, deceptive practices, boycotts, and most other anticompetitive actions and actions that could be considered an abuse of dominance. Passivhaus Philippines will neither permit nor condone anti-competitive behavior, whether willful or inadvertent, in connection with any Passivhaus Philippines activity.

General Policy

PassivhausPH encourages active participation by its members in order to add value to the member engaging in association-related affairs, and to further PassivhausPH’s mission. To ensure compliance, Members are required to consider the following while representing or engaging in PassivhausPH business:

Do’s

- Review the meeting agenda in advance of the meeting, including committee meetings.
- Confine discussions with competitors to the immediate subjects related to the meeting.
- Review minutes and committee minutes and report mistakes.
- Be sensitive to discussions that might raise concern and be alert to improper activities.
- Voice concerns immediately if improper discussions arise or if you are perceive that improper discussions are taking place.
- In the event of an impropriety, leave the meeting with your departure noted in the minutes and report the incident to those responsible for their corporate compliance.
- Consult with legal counsel or PassivhausPH before raising any matters or making any statement that you think may involve competitively sensitive information.
- Seek legal advice before reaching agreements on sensitive competition issues.
- Use an impartial, third party to collect and aggregate commercially sensitive information and to preserve anonymity of the data collected.
- Speak in generalities. Provided this may not lessen or be likely to lessen competition members
- consider for example:
 - Exchanging statistics/information about aggregate responses to generic trends, e.g. generic technologies, industry voluntary standards, accessible programs
 - Cooperating on research and development for the benefit of the sector which may result in the development of sector at large industry standards, benchmarks, best practices.

Dont's

- Participate in discussions you think is improper.
- Discuss the possibility of what might be seen as an agreement to boycott and/or refrain from purchasing or using any products or services from any supplier.
- Discuss relationships with suppliers and customers including specific complaints or issues.
- Engage in conversations of the strategic, competitive, marketing nature such as singling out a particular company for derision in a group setting, market segmentation, and geographic territories.
- Promote false or misleading representation to the public.
- Discuss pricing including anything that might directly or indirectly affect pricing such as costs, discounts, payment terms, profit levels, production schedules, cost margins, possible increase or decrease of prices, pricing procedures, credit terms or control of sales or fees such as costs, discounts, terms of sale, warranties, profit margins, individual company's future marketing plans, bidding plans, pricing policies or refusal to deals.
- Divide customers, markets or territories with competitors.
- Require a customer to buy a product only from you.
- Disparage a competitor's product.
- Joke about antitrust compliance.

Annual Review

This Policy will be reviewed annually by the Board of Directors.

Association Project and Consultancy Policy

Overview and Purpose

The Association Project and Consultancy Policy provides **transparency** to stakeholder and members as well as important guideline and restrictions related to potential project and contract work, consultancy and calls for expertise and input.

General Guidelines, Provisions and Restrictions

The following defines situations whereby PassivhausPH may participate in research activities, projects and/or consultancy initiatives and may also receive payment for its services and/or contributions.

All initiatives under consideration must be in line with and support PassivhausPH's mission, values and mandate. They must also directly or indirectly benefit the members and/or profession.

The association is committed to ensure transparency to members and stakeholders when engaging and/or participating in research, projects and/or consultancy.

All Memorandums of Understanding (MOU) must outline and define contractual obligations and accountability; specific roles, responsibilities and deliverables as well as revenue sharing and other financial commitments, and be approved by the board or appropriate committee.

- A. PassivhausPH may participate in formal Requests for Information (RFI), even when members are included in the RFI process.
- B. PassivhausPH may engage in sole-sourced and/or direct contract work provided that the scope of work is applicable to PassivhausPH's resources and expertise, and the work does not put PassivhausPH in direct competition with its members.
- C. PassivhausPH may engage in a joint initiative provided the work does not put PassivhausPH in direct competition with its members. In the event that PassivhausPH engages in a joint venture, a formal MOU will be required.
- D. To avoid direct competition with members, PassivhausPH will not respond as a primary proponent to competitive Requests for Proposals (RFP) that would also be made available to members. However, PassivhausPH is able to partner with other respondents and/or a successful candidate and may agree to be listed on multiple teams if its participation is deemed to be appropriate and is not in competition with PassivhausPH members. The conditions of these partnerships are to be negotiated on a case-by-case basis and include a formal MOU.
- E. PassivhausPH may be formally engaged as a "supplier" and/or expert to assist a member and/or stakeholder who has an independent contract, providing that the partnership does not preclude other members from engaging the association. In this situation, there must be a formal MOU between the parties.
- F. PassivhausPH may provide a letter of support for an individual member and/or stakeholder's bid for work. This would be in the form of a supporting letter stating the participant's qualification and role in the organization and/or the association's support of the proposed initiative.
- G. In other cases, or in situations where contract work is proposed that is either regionally specific or that otherwise falls outside the above situations, PassivhausPH's board will review each case individually for appropriate response.

Annual Review

This Policy will be reviewed annually by the Board of Directors.

Board of Directors Policy

Overview and Purpose

The Board of Directors Policy defines the general requirements of Passivhaus Philippines (PassivhausPH) Board of Directors (“the Board”), directors and officers; the terms of office; the process by which to replace and/or add new directors; and board meeting requirements beyond what is prescribed by the association Bylaws.

General Requirements of the Board of Directors

- A. The Board is entrusted to manage and/or supervise the management of the activities and affairs of PassivhausPH
- B. The Board shall consist of a minimum of 6 and a maximum of 12 directors. The precise number of the directors shall be determined by the membership by ordinary resolution or if the ordinary resolution empowers the board to determine the number of directors, by resolution of the Board.
- C. Directors must:
 - be no less than 18 years of age.
 - not have been found by a court or elsewhere to be mentally incompetent
 - not have the status of being bankrupt
 - be a Passivhaus Member in good standing;
- D. Directors may participate at meetings either in person or by telephone, electronic or other means as determined by the Board.
- E. Directors and officers will not be remunerated for their services but may be reimbursed for any pre-authorized expenses incurred by them in the exercise of their functions.
- F. Responsibilities of individual directors include:
 - ensure adequate resources and manage effectively.
 - contribute to discussions, forward suggestions, concerns, support, dissent and comments to the Board or Executive Director, even when not attending a meeting.
 - be aware of the building and energy efficiency trends and issues.
 - determine, articulate and monitor PassivhausPH’s vision, mission, core values, goals, strategy, member value proposition and initiatives.
 - be informed and adhere to PassivhausPH’s articles of incorporation and legislation, as well as its bylaws, policies and procedures and ensure legal and ethical integrity and accountability.
 - be prepared to take action and to support and assist in initiatives as required.
 - follow through in a timely fashion when action is requested or required.
 - represent the membership’s interest and provide leadership.
 - Enhance PassivhausPH’s public standing and promote PassivhausPH’s initiatives.
 - assist the Board in carrying out its fiduciary responsibilities, ensuring good governance.
 - Respect the confidential nature of Passivhaus business and individual information.

Terms of Office

- A. Elections will be held every two (2) years during the Annual General Meeting (AGM). During the AGM, the Elections Committee informs the members of the directors who have not completed their full term of office and a slate of directors is proposed per the Nominations and Election Policy.
- B. Directors shall hold office for a term of two (2) years commencing on January of the year following their election.

- C. Directors-elect will be invited to participate in Board meetings prior to the start of the official board term to facilitate succession planning and orientation. During this interim period, they are not entitled to vote on board decisions.
- D. A single term of office for a director is two years. Directors may serve on the Board for four consecutive 2-year terms. After that time, they may be required to remain off the board for one year, unless the PassivhausPH Board of Directors' votes to request an extension and the director agreed to stand.
- E. Directors appoint among themselves the officers of the Board at the first board meeting of the term. The current Chair, past Chair and incoming Chair recommend the list of officers for the Board to consider.
- F. The officer positions are Chair, Vice-Chair, Secretary, Treasurer and Past Chair. The Executive Director serves as an ex officio member of the Board. Each officer serves a term of two years unless the Board votes to request an extension and the director agreed to stand.
- G. The directors will make every effort to ensure there is diversity on the Board.
- H. If the members do not elect the required number of directors, the Board may fill vacant positions. It may not increase the number of Board positions approved by the members unless the number of directors has been delegated to the Board. If a member vote is required, the Board must call a special Members meeting and follow the Nominations and Election Policy.
- I. A director who fills a vacancy, will hold office for the unexpired term of their predecessor.

Board Meetings

- A. Directors are expected to attend all regular and special Board meetings as well as committee meetings.
- B. Directors are expected to provide pre-read reports as requested within the timeframe noted.
- C. If a director is unable to attend a Board meeting, they are responsible for reviewing the Board materials and ensuring they are aware of the decisions made in their absence. Directors may not vote on board decisions by proxy.
- D. The majority of the directors constitutes quorum.
- E. Each director can exercise one vote at the board meeting.
- F. The content discussed during board meetings is confidential unless otherwise noted in the meeting.
- G. Directors are responsible for disclosing and/or identifying any conflict of interest as per the requirements noted in the Confidentiality, Non-disclosure and Conflict of interest Policy.
- H. If a director misses three consecutive meetings, they may be removed as a director of the association.

Annual Review

This Policy will be reviewed annually by the Board of Directors.

Board Nomination and Election Policy

Overview and Purpose

The Board Nomination and Election Policy enables the Passivhaus Philippines (PassivhausPH) to demonstrate sound governance practices and ensures fair, transparent and equitable evaluation, deliberation and practices related to nominating and electing national leaders. The purpose of the Policy is to describe the process by which the Board will select candidates; identify clear expectations and guidelines; address the Election Committee structure; outline nomination requirements; and define how eligible directors are elected to the national Board of Directors by the membership. The policy is designed to follow the requirements that are defined and outlined in the PassivhausPH Bylaws.

General Nomination Policy

- A. The board shall appoint an Election Committee to oversee the nominations and election process.
- B. The Election Committee shall be chaired by the past Chair, unless otherwise determined by the Board, and may include board and non-board members to ensure an open and inclusive process that represents member interests.
- C. The Election Committee shall be responsible for identifying the number of open board positions and seeking qualified individuals to serve as national directors for a two-year term of office.
- D. The Election Committee will distribute a formal “Call for Nominations” to the membership by email that will identify the number of open board positions; required competencies and board requirements; the timeline of the nomination and election process; and any other relevant requirements.
- E. No nominated candidate will be eligible to serve as a director unless they have fulfilled the requirements identified in the official “Call for Nominations”.
- F. The Board shall be composed of voting Members. Unless there is a special resolution of the board, there will be a minimum of twenty-five (25)% of the directors shall be Certified Passive House Designer/Consultant (CPHD/s) or Tradesperson (CPHT).
- G. All applications received will be scrubbed of any identifying information before distributed to the Election Committee to ensure that the selection supports the association’s Diversity, Equity and Inclusion Policy.
- H. The Election Committee shall review all candidates, consider their skills, experience, and background, to the fullest extent possible, recommend nominees and a slate that includes candidates for election that reflects the membership.

Qualifications and Skills

The qualifications and skills of the candidate considered by the Election Committee include:

- A. is not less than 18 years of age;
- B. has not been found by a court or elsewhere to be mentally incompetent;
- C. has not the status of being bankrupt;
- D. is a voting Member in good standing;
- E. is willing to serve as a director, and commit the time necessary to the performance of the duties of a director such as: attending quarterly meetings, the Annual General Meeting (AGM) and other special meetings; contributing time and effort for PassivhausPH’s betterment; supporting and working to further PassivhausPH’s goals and vision; devoting time to fulfill their duties as a director; and

possessing a leadership orientation and desire to add value to PassivhausPH, its members, and the industry;

- F. has proven leadership attributes and the ability to work collaboratively, strategically and engage in debate and discussion;
- G. has experience in the building and energy sectors and a strong sector network;
- H. has previous experience serving on a board (either for-profit or non-profit) and/or knowledge of opportunities and challenges facing non-profits; and
- I. can contribute to the Board's focus on identifying the opportunities to advance Passive House while also improving and expanding upon national programs and services that support and benefit the profession and our members.

Nomination Process

- A. Candidates are responsible for determining their eligibility.
- B. Nominees must be members in good standing with voting privileges.
- C. Candidates must submit within the required time frame identified in the "Call for Nominations"; a letter of intent (with link to your LinkedIn profile or attach CV) describing how they would like to contribute to the organization's vision and mission.
- D. Incomplete applications received after the deadline will not be considered.
- E. Election Committee will convene five (5) months prior to the Annual General Meeting (AGM) to provide sufficient time to review the nomination materials and work with the Board to determine the number of open positions for the upcoming board term.
- F. The Election Committee will review all applications, conduct interviews as required and forward a recommended slate of nominees to the Board of Directors that are in compliance with the Bylaws, ensure the Board of Directors as a whole represent the range of participants in the industry and maintain continued leadership and effective governance practices.

Election Process

- A. The Election Committee will recommend a slate of nominees, based on the candidates identified during the nomination process, to the Board for approval.
- B. In the event that the Election Committee identifies multiple qualified candidates for open board positions and determine that a ballot vote of the membership is required, the Election Committee will oversee an election process prior to the AGM, by way of a ballot to the membership.
 - 1) The ballot will be sent to members in good standing who are eligible to vote well in advance of the AGM to provide sufficient time to receive and tabulate the ballots.
 - 2) The ballot will include:
 - the list of qualified candidates with a summary of their eligibility and credentials;
 - clear instructions on the voting and tabulation process;
 - the timeline of when the ballots are to be received in order to be tabulated;
 - the date and location of the AGM; and
 - verification that the ballot has been submitted by a qualified member.
 - 3) The Election Committee will put forward the slate of directors resulting from the ballot for Board approval and ratification by the members at the AGM.
- C. The members may vote for the slate of directors either in person at the Annual General Meeting or by appointing a proxy holder who is a member in good standing and can act at the meeting in a manner and to the extent authorized by the proxy. The proxy must be in writing and include the name of the proxy holder; the member's name and signature; and instructions on how the proxy holder can vote on the member's behalf.
- I. The majority vote "rules".

Qualifications and Skills Annual Review

This Policy will be reviewed annually by the Board of Directors and/or should the Bylaws be revised.

Sample Call for Nominations – Board of Directors

Position: Director, Board of Directors, Passivhaus Philippines (volunteer position)

Organization Summary:

Passivhaus Philippines is a national non-profit professional association of Passive House volunteer stakeholders (architects, engineers, planners, policymakers, contractors, academe, suppliers, and public) in the Philippines. We work to promote the Passive House Standard and foster a greater public understanding of highly-energy efficient and low-carbon buildings that reduce greenhouse gas emissions and provide resilient structures that can withstand extreme weather related to climate change.

Our vision is that all Filipinos live and work in healthy, comfortable, low-energy, resilient buildings by 2050. We aspire for a Philippines with highly energy-efficient and low-carbon buildings that are solutions to the world's climate change crisis.

Our mission is to make the International Passive House standard of building performance understood, achievable, and adopted by stakeholders in the Philippines through education, technical support, and advocacy.

Overview:

Passivhaus Philippines has **four (4)** vacancies on the Board of Directors.

We are looking for individuals who are passionate about excellent non-profit board governance, with a commitment to the development of Passive House high performance buildings in the Philippines.

Nominees should have expertise in one or more of the following areas: architecture, engineering, policy review and development, law, government relations, academe, information technology, communications, non-profit fund-raising/development, and accounting and finance. Directors with the outlined expertise will complement existing Board members, who are currently building science specialists and/or have experience and knowledge of high-performance buildings and the Passive House standard.

The primary role of the Board is to ensure that the organization's strategies align with its mission. As a member of the Board of Directors, you will work with other board members and the Executive Director on strategic decision-making, fundraising, governance, monitoring performance, risk management, as well as developing and maintaining effective partnerships and communication within the organization's members and its stakeholders.

The Board meets quarterly via conference calls. Board Members are expected to read and understand documents and reports prior to meetings, and attend meetings prepared to actively participate in the conversations and decisions. In addition, Board Members often serve and/or lead on specific event or project committees. A Board Member should anticipate dedicating approximately 8-12 hours per month to the role.

The appointment will commence on **January 1, 2027** and end on **December 31, 2028**. Directors are appointed for a 2-year term and may be reappointed until a successor is elected and qualified.

Desired knowledge, skills and experience:

- Previous experience with other non-profit governing boards is desired, complete with a clear understanding and appreciation for policy governance principles;
- Experience in fundraising, partnership development, and policy development;
- Experience in coalition building and community engagement efforts;
- Experience engaging with government regulators and stakeholders;
- Understanding of the strategic planning process and ability to contribute to the development of strategic plans;
- Accounting and finance knowledge and experience;
- Experience in legal matters in relation to human resources, contracts, and partnerships; and
- Ability to identify prospective opportunities and plan accordingly to achieve them.

Additional information:

Our Board operates with integrity and members are expected to adhere to our Code of Conduct. Nominees must demonstrate mature confidence, active participation, and work respectfully with other Board members and volunteers. Passivhaus Philippines actively supports a culture of diversity and welcomes applications and nominations from all who reflect the diverse communities that we serve.

How to Apply:

If you or someone you know has the time, commitment and the specific skills identified above to take on the role of a Director, please send a letter of intent (with link to your LinkedIn profile or attach CV) describing how you would like to contribute to the organization's mission:

To: info@passivhausph.org

Subject: Board Nominations, Passivhaus Philippines

Nomination closing date: September 1, 2026

Next steps:

Once the nominations close, the Nomination Committee will review the nominations received and select candidates that will contribute the desired knowledge, skills and experience outlined above, and make recommendations to the Board and membership in terms of who should be elected to the Board.

Electronic voting ballots will be distributed to the membership between **October 1-15, 2026**. Please note that in order to vote, one must be a registered Passivhaus Philippines member. Each member is entitled to one vote.

Formal ratification will happen during the next Annual General Meeting on **November 18, 2026**.

Thank you and we are looking forward to hearing from you.

Sincerely,

Election Committee

Confidentiality, Non-disclosure and Conflict of Interest Policy

Overview

The Board of Directors of the Passivhaus Philippines (PassivhausPH) is responsible for upholding the association's integrity and best interest. This Policy applies to members of the board of directors, staff, committees, volunteers and contractors ("Members") and clarifies roles and behaviours; provides best practices when carrying out PassivhausPH's business; demonstrates effective governance practices; and provides a consistent and transparent framework of oversight, disclosure and review

General Expectations

- A. Members recognize and support PassivhausPH's vision, mission and core values and participate in open and inclusive dialogue without favoritism or partisanship.
- B. Members shall act in the best interests of PassivhausPH and will not disclose information deemed confidential (that which is not available to the general public or has been declared confidential) during their tenure and for five (5) years after their term of office.
- C. Members shall not represent and/or speak on behalf of PassivhausPH unless otherwise instructed by the Board.
- D. Members must promptly disclose a potential, real or perceived conflict of interest as soon as the issue arises. If they are uncertain there is a conflict of interest, the Chair can provide advice. Whether a conflict of interest is "real", "potential", or "perceived"; the same duty to disclose applies.
- E. Other Members who are aware of a real, potential or perceived conflict of interest of a fellow Members must raise the issue with the Member and, if unresolved, with the Chair.
- F. Every attempt should be made to resolve such matters expeditiously and fairly.
- G. If there is doubt about a real or perceived conflict, the Board will determine by vote if a conflict exists. The Member must abstain from any discussion on the matter, shall not attempt to influence the outcome, shall refrain from voting on the matter and may be asked to leave the room for the discussion or vote. If there is no quorum once the Member has left, the remaining Members will constitute quorum for the vote.
- H. The disclosure and decision as to whether a conflict exists will be recorded in the meeting minutes.
- I. If a Member fails to disclose their interest and potential conflicts, or refuses to abide by the ruling, the Board may impose sanctions, including the suspension or the removal of the Member.
- J. Full disclosure in itself, does not remove a conflict of interest. The Board ruling is final.

Definition of Conflict of Interest

A "conflict of interest" occurs when a Member, members of their family (spouse, children, dependents or other related persons occupying the same house), business partners or close personal associates, directly or indirectly benefits from their position on the Board or Committee. It can include and/or all of the following:

- A. Having direct or indirect interest, financial or otherwise (including that of a shareholder, creditor or debtor) in organizations supplying PassivhausPH with goods and services.
- B. Having access to financial or other resources for personal use (e.g. transportation, training, supplies, etc.)
- C. Having direct or indirect influence on a vendor, supplier, or those doing or seeking business with PassivhausPH and which may potentially influence the decision process in favour of a particular vendor.
- D. Seeking, receiving or accepting benefits from those doing or seeking to do business with PassivhausPH.

- E. Participating in or taking advantage of a business opportunity or activity in which PassivhausPH has an interest.
- F. Being a member of the Board or staff of another organization, which has material interests that conflict with the interests of PassivhausPH; and, dealing with matters on one Board which might affect the other boards.
- G. Involvement direct or indirect hiring, firing, supervision, grievance, evaluation, promotion or remuneration of a family member, business associate or friend of the director.

Annual Review

This Policy will be reviewed annually by the Board of Directors.

Credit Card Use Policy

Overview and Purpose

The Credit Card Policy applies to all card holders who are assigned a corporate credit card for the Passivhaus Philippines (PassivhausPH) and sets out the use, limitations, and responsibilities.

General Policy

- A. The Board shall determine who should receive a corporate credit card.
- B. The Executive Director (ED) and Treasurer will have access to the PassivhausPH credit card.
- C. The ED and Treasurer are responsible for abiding by the bank's credit card agreement and requirements and PassivhausPH's Materials Commitment Policy and supports the general Payment Processes which are approved by the Board annually.
- D. The credit card shall be used for regular monthly or annual subscriptions and business expenditures which are in line with the approved annual budget or by a Board resolution.
- E. The credit card has a credit limit of **₱ 100,000.00** in total.
- F. The use of the credit card for cash advances and/or electronic cash transfers is strictly prohibited.
- G. Any "points" that are accumulated will be used for approved company purchases.
- H. Charging for personal expenses on the credit card is forbidden in any circumstances.
- I. Expenditures associated with the credit card must have corresponding original receipts to facilitate monthly reconciliation by the ED, Treasurer, and Bookkeeper. These receipts must be saved in a shared "payables" drive for reference by the ED, the Treasurer, the Bookkeeper, the Board, and the Certified Public Accountant as required and referenced in the Payables Tracking Sheet with the associate general ledger accounting code as well as a description of the expense.
- J. The Treasurer and/or a PassivhausPH officer reserves the right to view monthly credit card statements.
- K. Lost or stolen cards must be reported immediately to the credit card provider, and the Board must be made aware of the missing card.
- L. The credit card balance must be paid in full each month unless otherwise approved by the Board.

Annual Review

This Policy will be reviewed annually by the Board of Directors.

Diversity, Equity, and Inclusion Policy

Introduction

The Passivhaus Philippines (PassivhausPH) believes that diversity, equity, and inclusion (“DEI”) go hand in hand. Organizations that leverage the opportunities of a diverse workforce also commonly work to identify and address possible systemic barriers embedded within policies and practices that inadvertently exclude individuals.

To better reflect diversity within our organization, PassivhausPH acknowledges the need to attract and retain a skilled, diverse workforce, and value the diversity of our employees by leveraging individual characteristics, experiences, values, and skills.

Through the implementation of this policy, we aim to embrace equity, diversity, and inclusion, and recognize that different backgrounds, strengths, and perspectives will continue to make PassivhausPH stronger and ensure that our leadership, team, and workplace reflects and respects the diversity of our workforce, our members, our partners, and the larger Philippine demographic.

Scope and Application

This policy applies to all staff of PassivhausPH, including full-time, part-time, and temporary employees, contractors, internships, co-op placements, and all members of PassivhausPH’s Board of Directors, in their respective roles, duties, decision-making and conduct. All other Passivhaus policies should be interpreted and applied in keeping with the principles of this policy, including areas such as recruitment, hiring, employment benefits, accommodation, work assignments, promotional opportunities, and compensation.

The application of this policy and its success depend on the commitment and effort of every member of the PassivhausPH team, in particular management. This includes not engaging in, allowing, condoning, or ignoring behaviour that violates this policy. No personal reason or conviction shall exempt any individual from their duty to adhere to this policy.

Purpose

Diversity, equity, and inclusion (DEI) is a policy and practice of ensuring persons of all characteristics can participate and achieve at PassivhausPH. The main objective of this policy is to define and support a caring and inclusive culture in the workplace to foster creativity and openness, invite different backgrounds, strengths and perspectives, embrace other’s ideas and contributions, and as a result, make PassivhausPH more relevant and valuable to PassivhausPH members. One of the ways PassivhausPH demonstrates our commitment to DEI is through the development and implementation of this policy.

Statement of Principles

PassivhausPH strives for DEI equity, diversity, and inclusion in our workplace and practices. When we refer to diversity, equity, and inclusion in this policy, we mean the following:

- **Diversity** is a practice of accepting, welcoming, respecting, valuing, and supporting persons of all backgrounds and characteristics. Diversity demands an active effort to remove any barriers to being part of our Association and, particularly for persons who have been historically marginalized and excluded based on characteristics including but not limited to gender identity, disability, race, ethnicity, sexual orientation, culture, ancestry, religion, and other personal characteristics.
- **Equity** is the process of recognizing the existence of systemic social inequalities or barriers and introducing proactive actions to achieve parity and equal opportunity in policy, process and

outcomes for historically underrepresented or marginalized groups of people and diverse communities (e.g. women, persons with disabilities, etc.)

- **Inclusion** is the constant, conscious effort to involve, in all aspects of work for PassivhausPH, persons who might be excluded based on their backgrounds or personal characteristics. Inclusion requires that we identify, address, and remove barriers to inclusion in all processes, policies, plans, practices, programs, and services.

Commitment to a DEI Culture: PassivhausPH commits to fostering a workplace environment that:

- Embraces diversity, equity, and inclusion by taking progressive action to remove barriers to being a part of PassivhausPH;
- Evaluates individual and group performance on the basis of observable and measurable behaviours and competencies;
- Operates under transparent policies and procedures;
- Demonstrates consistency in our interactions with everyone;
- Creates and maintains a learning culture;
- Is a safe place for all employees to share ideas, differing views, and explore new methods;
- Provides flexible work practices to meet the differing needs of our employees;
- Accepts and embraces change; and
- Is respectful and free of bullying, discrimination, harassment, and violence.

Commitment to Progressive Action: PassivhausPH affirms our commitment to progressive action required to create a diverse, equal and inclusive environment in all aspects of our operations and at all levels of the Association. PassivhausPH's policy on diversity, equity, and inclusion is more than "not discriminating" against people – it is a commitment to removing barriers to being part of PassivhausPH and promoting the success of qualified people who, based on their backgrounds or personal characteristics, might have been historically excluded or held back.

Commitment to Creating a Safe Workplace: PassivhausPH will not tolerate behaviours that do not support an inclusive workplace environment. If you wish to discuss a problem or incident or make a complaint related to non-inclusive behaviour, please contact the Executive Director, who can be reached at info@passivhausph.org.

Roles and Accountabilities

The overall responsibility for championing and applying this policy rests with all PassivhausPH directors and employees. To that end, the following roles and responsibilities are also in effect:

- All staff are expected to:
 - review and abide by the bylaws and our policies;
 - participate in educational and training programs about diversity, equity, and inclusion;
 - assess and modify how they work and make decisions, considering how habits or practices, particularly the impact of unconscious biases, may exclude people from opportunities to contribute and participate;
 - explore ways that they personally can open doors for people who have been historically underrepresented, and help PassivhausPH become a more diverse, equal, and inclusive environment;
 - help celebrate PassivhausPH's successes in achieving greater equity, diversity, and inclusion; and
 - challenge PassivhausPH to do better, by bringing concerns to the attention of the Executive Director, who can be reached at info@passivhausph.org.

- The Executive Committee, working in conjunction with the DEI Committee (once established) and where appropriate, is responsible for the oversight and maintenance of this policy and is accountable to ensure that the Statement of Principles is adhered to, in both the creation of policy and procedure, and when issues or complaints may arise.
- The Board, Executive Committee, and any other members in positions of leadership within PassivhausPH are responsible for adhering to the Statement of Principles in their behaviour and all organizational interactions. Leadership positions are accountable for acting on any issues that may come to their attention, and are responsible for notifying the Executive Director, who can be reached at info@passivhausph.org.

Annual Review

This Policy will be reviewed annually by the Board of Directors.

Material Commitment Policy

Overview and Purpose

The Material Commitment Policy allows Passivhaus Philippines (PassivhausPH) work within a framework for contract review, contract signing authority, assigning authority where appropriate. It provides for sound stewardship, manages risks, clarifies roles and ensures that Passivhaus complies with its contractual obligations and avoids conflicting commitments. The Policy applies to all types of Material Commitments made on behalf of PassivhausPH and shall be followed by all board members, committee members, and officers of PassivhausPH (“Members”).

“Material Commitment” includes any oral or written agreement that commits PassivhausPH to any obligation.

General Policy

- A. No Member shall commit PassivhausPH to any Material Commitment until it has been approved by the Board or signing authority.
- B. PassivhausPH will not enter into any Material Contracts that may be considered a direct, indirect or potential conflict of interest. In the event that a Member has a direct, indirect or potential Conflict with one or more parties involved in a Material Contract, they shall promptly notify the Chair of the Board of the conflict, and in keeping with the Conflict of Interest Policy, to ensure the Board has all information regarding the Material Contract before acting on it.
- M. The Executive Director, has the authority to enter into commitments that are valued at ₱ 20,000 or lower and that fall within the board approved budget.
- N. The Chair has the authority to enter into Material Commitments that are valued between ₱ 20,001 and ₱ 50,000 and that fall within the Board approved budget.
- O. Any Material Commitments over ₱ 50,001 or for those items that are not within the Board approved budget regardless of the authority awarded to the executive director and/or the chair requires the approval of the Board of directors.

Signing Authority

The Chair and Executive Director are the main signatories on any contracts and can delegate who they see fit to act as the main point of contact in dealing with a vendor. All cheques and electronic payments require at least two authorized signatories, one of whom must be an officer of the association. This can include the Chair, Vice-Chair, Secretary, Treasurer, and Executive Director.

Material Commitments Filing Requirements

Signed copies of all contracts will be filed at the PassivhausPH Dropbox.

Annual Review

This Policy will be reviewed annually by the Board of Directors.

Recruitment Policy - Staff

Overview

As a nonprofit organization, people are our most important asset. We therefore recognise that it is crucial to recruit people with the necessary skills, knowledge and experience to help us achieve our charitable purpose and associated goals. We provide appropriate support, supervision and appraisal to allow employees to realise their full potential in the workplace. We value the contributions that employees make to the aims and objectives of Passivhaus Philippines (PassivhausPH). The purpose of this recruitment policy is to provide a framework for a fair and consistent process that will result in a positive and productive experience for all concerned.

Diversity, Equity, and Inclusion

PassivhausPH shall abide by the organization's Diversity, Equity, and Inclusion (DEI) Policy.

Recruitment and Selection

We are committed to compliance with all relevant legislative obligations, which apply to the workplace. Selection criteria are based on the relevant skills, qualifications, experience and potential of candidates. We provide equality of opportunity and we ensure a recruitment process free from any form of unlawful discrimination. Depending on the role to be filled, our recruitment and selection process may include the following stages:

- Preparing, reviewing, and revising a Job Description and terms and conditions of employment;
- Agreeing selection criteria;
- Preparing and placing a recruitment advertisement;
- Shortlisting applicants against agreed selection criteria;
- Notifying interview candidates and unsuccessful applicants;
- Interviewing of candidates by a suitable interview panel;
- Assessing candidates against agreed selection criteria;
- Making an offer of employment to successful candidate(s) (on a provisional basis subject to checking of references and verification of educational qualifications);
- Verifying relevant educational qualifications/licences of the successful candidate(s);
- Checking employment or other references with referees nominated by the successful candidate(s);
- Completion of NBI clearance;
- Ratification of appointments by the Board of Directors;
- Notifying unsuccessful interview candidates;
- Issuing a contract of employment for the employee's signature;
- Providing interview feedback to unsuccessful candidates who request it.

Confidentiality and Data Protection

PassivhausPH respects the right to privacy and confidentiality of our employees and prospective employees. PassivhausPH may from time to time in the course of administering its business, and exercising its legal rights and performing its legal obligations in connection with the recruitment of employees, need to process both personal data and special categories of personal data (including, for example, information relating to health). PassivhausPH will process such data in accordance with the applicable data protection legislations. Further details in relation to what personal data is collected in relation to employees or prospective employees, and the purposes for which such data may be used are set out in PassivhausPH's Terms, Conditions, and Privacy Policy.

Reference Checks

References checks and any verification of educational qualifications, which involves contact with third parties will only take place once PassivhausPH forms a clear view that it would like to recruit a particular employee. PassivhausPH will always request the permission of the candidate in advance of checking references or qualifications. Reference checks for every candidate are carried out in the same way. It is the policy of PassivhausPH to seek at least three (3) references, preferably from separate sources e.g. academic, employment, volunteering etc.

Training and Development

Employees undergo an orientation that provides information appropriate to their role. An appropriate level of training is provided to all employees to assist them to work in a safe and effective manner. Every employee will be provided with:

- A job description;
- Information about the vision, mission, goals and organisational structure of PassivhausPH;
- Information about how the employee's role fits within the broader purpose of PassivhausPH;
- Information about the employee's supervisor/line manager and key contacts within the organization;
- Details of working conditions;
- A copy of PassivhausPH's Code of Conduct and Policies & Processes;
- Details of PassivhausPH's grievance and disciplinary procedures;
- All other relevant policies and procedures;
- An opportunity to ask any queries that they may have about their role.

Probationary Period

A probationary period is normally arranged for new employees and existing employees who have taken on new roles within PassivhausPH. The relevant period is outlined in an employee's contract of employment.

Support, supervision and appraisal

Employees have access to support, supervision and appraisal during the probationary period and throughout their employment period. Difficulties that arise will be dealt with in a fair, open and efficient way and in line with PassivhausPH's grievance and disciplinary procedures.

Remuneration

Remuneration for employees is outlined in their contract of employment.

Expenses

Employees may be reimbursed for expenses incurred, in line with the PassivhausPH's policies and processes and by prior arrangement only.

Annual Review

This Policy will be reviewed annually by the Board of Directors.

Recruitment Policy - Committee Volunteers

Overview

This Policy outlines the process in recruiting committee volunteers of Passivhaus Philippines (PassivhausPH).

Sample Call for Volunteers - Committee Members

We are looking for individuals who are passionate about promoting the Passive House standard in the Philippines.

Position: Committee Members, Passivhaus Philippines (volunteer position)

Organization Summary:

Passivhaus Philippines is a national non-profit professional association of Passive House volunteer stakeholders (architects, engineers, planners, policymakers, contractors, academe, suppliers, and public) in the Philippines. We work to promote the Passive House Standard and foster a greater public understanding of highly-energy efficient and low-carbon buildings that reduce greenhouse gas emissions and provide resilient structures that can withstand extreme weather related to climate change.

Our vision is that all Filipinos live and work in healthy, comfortable, low-energy, resilient buildings by 2050. We aspire for a Philippines with highly energy-efficient and low-carbon buildings that are solutions to the world's climate change crisis.

Our mission is to make the International Passive House standard of building performance understood, achievable, and adopted by stakeholders in the Philippines through education, technical support, and advocacy.

Duties and Responsibilities:

EDUCATION Committee shall be responsible for raising awareness and building capacity of Filipino designers and builders to become Passive House designers and tradespersons by upskilling the local industry through training courses and events. The volunteer tasks of this committee include:

- Help develop training materials;
- Help develop training calendar;
- Help execute training courses and events;
- Help conduct Passive House research;
- Attend committee meetings on the dates and times agreed by the committee;
- Abide by organization's bylaws, code of conduct, policies and processes.

TECHNICAL SUPPORT Committee shall be responsible for increasing projects in the Philippines built and certified to the Passive House standard by assisting stakeholders in delivering their projects to Passive House standard. The volunteer tasks of this committee include:

- Provide technical support in Passive House research;
- Liaise and triage local stakeholders with international Passive House professionals;

- Maintain inventory of Passive House materials and components that are locally available in the Philippines;
- Help identify resource persons for organization's events (project feature, vendor feature, etc.);
- Help local stakeholders understand and navigate the requirements of the Passive House standard.
- Attend committee meetings on the dates and times agreed by the committee;
- Abide by organization's bylaws, code of conduct, policies and processes.

ADVOCACY Committee shall be responsible for advocating for Passive House standard be mandated in building code, policies, and tender specifications by lobbying and campaigning for necessary actions from governments and organizations to adopt the Passive House standard towards achieving net-zero. The volunteer tasks of this committee include:

- Identify, develop and maintain relationship with various governments and organizations responsible in building codes, policies, and tender specifications;
- Assist Board of Directors in Fundraising;
- Develop white papers to support advocacy efforts;
- Attend committee meetings on the dates and times agreed by the committee;
- Abide by organization's bylaws, code of conduct, policies and processes.

Communications Committee shall be responsible for developing and executing communication strategies to accelerate awareness of the Passive House standard. The volunteer tasks of this committee include:

- Help develop annual Communications Plan;
- Help coordinate and implement communications activities as identified in the Plan;
- Help assess the effectiveness of the strategies and take corrective actions if necessary;
- Attend committee meetings on the dates and times agreed by the committee;
- Abide by organization's bylaws, code of conduct, policies and processes.

Membership & IT Committee shall be responsible for managing online member portal and providing internal IT support to the organization. The volunteer tasks of this committee include:

- Provide IT support to organization committees;
- Attend committee meetings on the dates and times agreed by the committee;
- Abide by organization's bylaws, code of conduct, policies and processes.

How to Apply:

If you or someone you know has the passion, time, and commitment to volunteer on the tasks identified above, please send a letter of intent (with link to your LinkedIn profile, if available) describing how you would like to contribute to the organization's mission:

To: info@passivhausph.org
Subject: Volunteer position, Passivhaus Philippines

Call closing date: Open until filled

Thank you and we are looking forward to hearing from you.

Sincerely,

Passivhaus Philippines

Terms, Conditions, and Privacy Policy

This Terms, Conditions, and Privacy Policy is applicable to the Passivhaus Philippines (PassivhausPH). This Policy demonstrates PassivhausPH's commitment to privacy and providing safe websites for visitors of all ages. The Policy identifies how PassivhausPH gathers and uses information on this website (the "Site"). PassivhausPH complies with all applicable privacy laws and regulations including the Republic Act 10173 - Data Privacy Act.

Although users are not required to register to access our Site, they may be asked to provide personal information when visiting certain sections of the Site and to access requested products or services. The use of the Sites signifies the user's acknowledgement and consent to this Policy. If a user does not agree to this Policy, they should not continue to use the Site.

By using this Site, the user signifies acceptance of our Policy and any changes in effect at the time of use, and will adhere to its terms and conditions. By submitting personal information, the user agrees it will be governed by this Policy.

Payment Terms

All prices and transactions processed on this website are deemed to be effected in the Philippines and in Philippine pesos only and, unless otherwise stated, include VAT.

We accept payment via credit card or direct deposit only. If payment is made using a credit card issued outside Philippines, any currency conversion will be done according to the terms and conditions of the card. There may be a current conversion fee charged by your card issuer. Credit card payments are processed through our chosen online payment system provider.

Refunds

If you are not able to attend an event you have registered for, a substitute delegate may take your place. Prior notice of this substitution is required.

Refunds can only be given with at least ten business days' notice before the date of the event. If you wish to cancel your registration a full refund, minus a PHP 100 administrative fee, will be given provided you have notified us in writing (by receipted email or signed-for letter) at least ten business days before the start of the event. If less than ten business days' notice of cancellation or transference is given then we regret that a refund cannot be given.

Refunds will not be given in any other circumstances except as required by law. Passivhaus Philippines (PassivhausPH) reserves the right to cancel any event if minimum numbers are not reached or unforeseen circumstances (like illness, death). In such cases a full 100% refund of the amount paid shall be given. Similarly, Passivhaus reserves the right to change the venue of an event with prior notice to everyone registered.

Delivery

Receipts of payment will be issued electronically. Events will be held at the dates and venues specified in the event announcement on our website.

Security of Payment Details

We do not store credit card information on our website or in our database. Your credit card details have the security offered by our chosen online payment system provider. No actual card data is held or used by us.

Links to Other Sites

The Site may have links to other sites. Links to third party websites are provided as a convenience and for informational purposes only. The Privacy Policy applies only to the Site and not to websites of other organizations to which the Sites is linked. PassivhausPH does not endorse, nor is responsible for the content or privacy practices of other sites. Users are encouraged to be aware when they leave the Site and to read the privacy statements of any other site that collects personally identifiable information and/or make any necessary inquiries in respect of that privacy policy with the operator of the linked site.

Collection of Personal Information

Personal Information is the information about users that identifies them as an individual (e.g. name, address, e-mail address, or telephone number). PassivhausPH is the sole owners of the information collected on the Site. It only has access to/collect information provided voluntarily provide by email, online applications and registrations, surveys, feedback questionnaires, or other direct contact with users.

Use of Personal Information

Before forwarding any personal information, be advised that information gathered may be used in the aggregate for research and development relating to the Sites and/or for future site development and, if asked, to send promotional materials. PassivhausPH may use information gathered for the following: to monitor interest in products and services; to tailor Site content by collecting information about user preferences using page view analytics; and/or to send information about PassivhausPH and promotional material about products and services.

User Access and Control Over Information

With user permission, information gathered may be used for marketing and promotional purposes by PassivhausPH, provided notice of this fact is made available online. Users have the option of opting out of future contact by e-mail request or modifying the registration information provided. In addition a user can or request the following at any time by email: to view their personal information that has been gathered; to change/correct or delete his/her specific data; and/or to express concerns about the use of his/her data.

Disclosure of Information

PassivhausPH will not share, sell or rent your information with any third party outside of our organization, other than as necessary to fulfill your request (e.g. process an order). PassivhausPH will not disclose personal information that has been provided on its Sites to any third parties other than to a PassivhausPH agent except: in accordance with the terms of this Privacy Policy, or to comply with legal requirements such as a law, regulation, warrant, subpoena or court order, and/or if a user reports an adverse event/side effect, in which case the PassivhausPH may be required to disclose such information to bodies such as, but not limited to, Philippine and/or international regulatory authorities.

Note, any of these disclosures may involve the storage or processing of personal information outside of Philippines and may therefore be subject to different privacy laws than those applicable in the Philippines, including laws that require the disclosure of personal information to governmental authorities under circumstances that are different than those that apply in the Philippines.

Sharing of Information

PassivhausPH may from time to time share aggregated demographic information with stakeholders. This is not linked to personal information that can identify an individual. Note, PassivhausPH uses an outside membership and event software provider and credit card processing company. These companies do not

retain, share, store or use personally identifiable information for any secondary purposes beyond filling your order. PassivhausPH also partners with companies that provide specific services to our members such as Sponsors. When the user signs up for these services, PassivhausPH will share names, or other contact information needed for the third party to provide these services. These parties are not permitted to use personally identifiable information except for the purpose of providing these services.

Security

PassivhausPH takes precautions to protect your information. When sensitive information is submitted through the website, personal information is protected both online and offline. When sensitive information is collected (e.g. credit card data) the information is encrypted and transmitted in a secure way. To verify this, look for a lock icon in the address bar and looking for "https" at the beginning of the address of the webpage. PassivhausPH also protects information offline. Only PassivhausPH representatives who require access to personal information in order to perform a specific job (e.g. membership processing) have access to identifiable information. The computers/servers where personally identifiable information is stored are kept in a secure environment.

Policy Change

Revisions to PassivhausPH's Privacy Policy will be posted on the Site so that users are informed about the information collected, its use and the circumstances under which it may disclose it.

Questions and/or Concerns

If you believe PassivhausPH is not abiding by its Privacy Policy, contact us at info@passivhausph.org.

Annual Review

This Policy will be reviewed annually by the Board of Directors.

PROCESSES

Member Directory Guidelines

Terms of Use

The Passivhaus Philippines (PassivhausPH) Member Directory provides an opportunity to source a PassivhausPH member to inquire about the services they provide and to facilitate networking between members.

The Directory may not be used to sell or market a business, product, or service; to solicit contributions, sponsorships, or business opportunities; or for any unlawful use. The contents of the Directory may not be used to generate mailing lists, e-mail lists, phone lists, or other lists for any commercial purposes.

By using the Directory, you agree not to solicit the members included on this list unless your solicitation is a direct result of having obtained the members' contact information from another source in the ordinary course of your business. You agree not to release or sell the Directory or its contents to any third parties. Nothing herein shall prohibit or limit the use of information generally available to the public.

By accessing the PassivhausPH Member Directory, you are agreeing to these terms and conditions.

If you are unsure about the appropriate uses of the Directory, please contact info@passivhausph.org.

Passivhaus Member Directory Do's and Don'ts

Do's

- Do utilize the directory for professional networking purposes.
- Do contact a member for insight, ideas, and general feedback on how to handle a particular issue.
- Do contact members to discuss news and topics relevant to the field.
- Do share content with members that is solely informative or educational e.g. to learn about the services they provide.

Don'ts

- Don't make unsolicited contact with other members to describe or promote your business or services, or to make a sale.
- Don't use the directory to promote your clients.
- Don't use the directory contents to generate bulk communications, direct mail, or e-blast lists.
- Don't share the directory with third parties.

Annual Review

This Policy will be reviewed annually by the Board of Directors.

Financial Processes

Statement of Purpose

This Policy outlines the process and accountability related to Passivhaus Philippines (PassivhausPH)'s financial transactions to ensure a transparent process and clear lines of responsibility, accountability and record keeping.

Signatories and Banking

- The Treasurer and two (2) Members residing in the Philippines shall be the signatories with the bank.
- In addition to the above signatories, the Chair and the Executive Director (ED) are permitted have banking and credit cards which allow them full access to the account either in person, through an ATM and/or other electronic means.
- The Treasurer is the holder of the cheques.

Revenue

- The ED will be responsible for depositing and tracking payments made to the association.
- Payments may be made by online payments through the website, by cheques and/or e-transfers/deposits.
- "CreditCard-company (TBD)" is the credit card provider for online payments
- Online payment activity is tracked through software reports.
- For cheque payments, the ED will use the Bank Deposit Tracking sheet to record and monitor the deposits and ensure that the revenue is attributed to the correct chart of accounts.
- E-transfers/deposits related to membership will be tracked through the PassivhausPH website. The ED will record e-transfers/deposits on the individual member record.
- All other e-transfer/deposit may be recorded on the Banking Deposit Tracking sheet to ensure the revenue is attributed to the correct bookkeeping chart of accounts.

Expenses

- All bills to be paid should be forwarded to the ED for tracking and payment.
- All bills paid must have supporting documentation.
- All expenses incurred must comply with the Material Commitment Policy.
- All payments must be noted on the Accounts Payable Tracking sheet.
- All payments must be approved before being paid and in line with the Material Commitment Policy and/or in any other manner approved by the Board.
- Invoices generated by ED must be pre-approved by an officer and according to the Material Commitment policy. The director(s) approval will be recorded using the Accounts Payable Tracking sheet and the approved email saved for future reference. Once approved the ED may be authorized to pay the invoice.
- If more than one authorization is required, the authorizations must be recorded on the Accounts Payable Tracking sheet before the invoice is paid.

Bookkeeping

- PassivhausPH's financial activity shall be recorded using QuickBooks.
- The bookkeeper will reference the web-based reports, the Bank Deposit Tracking sheet and the Accounts Payable Tracking sheet along with support documentation as required.

- Tracking documents will be housed on a shared Dropbox drive with access by directors, ED and bookkeeper:

Annual Review

This Policy will be reviewed annually by the Board of Directors.