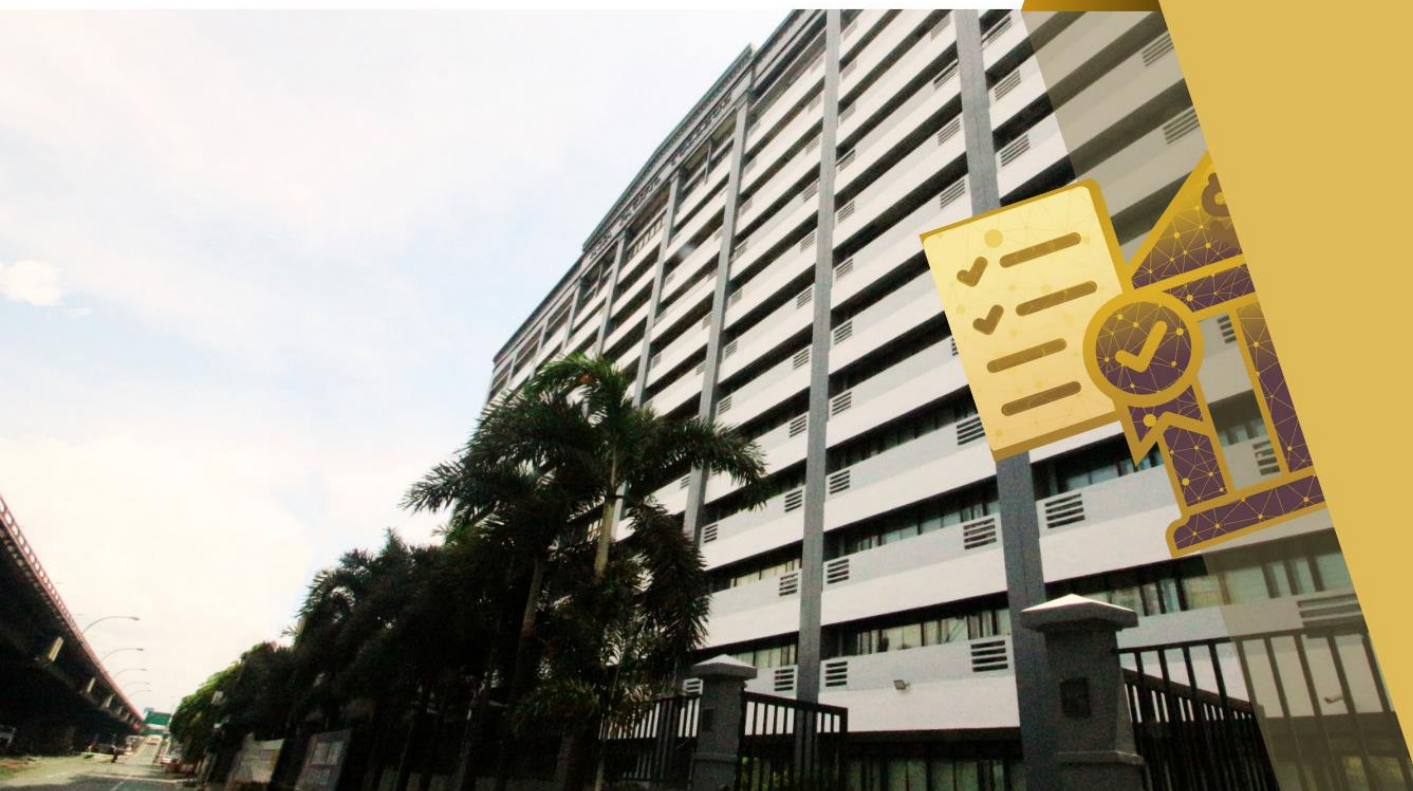




2025

INSTITUTIONAL **SUSTAINABILITY**

POLICY FRAMEWORK



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INSTITUTIONAL SUSTAINABILITY POLICY FRAMEWORK

(ESG-Aligned Governance and Quality Framework)

I. Policy Statement and Institutional Commitment

Asia Pacific College (APC) affirms its commitment to sustainability as a core institutional principle that shall guide its governance, academic programs, operations, research, extension, partnerships, and stewardship of resources. APC recognizes that sustainability requires the integrated pursuit of Environmental, Social, and Governance (ESG) goals in a manner that is measurable, accountable, and aligned with the College's mission, strategic priorities, quality assurance systems, and long-term institutional resilience.

Accordingly, APC adopts this Institutional Sustainability Policy Framework to establish a formal, institution-wide structure that:

- a. institutionalizes sustainability beyond project-based or short-term initiatives;
- b. aligns sustainability commitments with institutional planning, leadership, and quality systems;
- c. promotes responsible stewardship of environmental, human, financial, and organizational resources;
- d. strengthens leadership accountability, ethical conduct, and evidence-based decision-making; and
- e. ensures continuity, transparency, and continual improvement in APC's ESG performance.

This Framework shall serve as the umbrella institutional policy for sustainability and shall be implemented through three interrelated pillars:

- (1) Environmental Sustainability,
- (2) Social Sustainability, and
- (3) Governance for Sustainability.

The APC Energy Policy shall be recognized as a supporting implementing policy under the Environmental pillar, particularly in relation to institutional energy management, efficiency improvement, and resource stewardship. Supporting implementing documents under this pillar may include the APC Energy Program Implementation Guide, the Energy Management System (EnMS), and related technical procedures, annual plans, and operational guidelines, while this Framework provides the broader institutional direction for APC's integrated ESG commitments.

II. Policy Objectives

This Framework aims to:

1. institutionalize sustainability as a core governance and quality principle of Asia Pacific College;
2. provide an integrated ESG-aligned policy structure for environmental stewardship, social responsibility, and good governance;
3. ensure continuity of sustainability initiatives beyond specific projects, units, or leadership terms;
4. integrate sustainability into procurement, investments and resource allocation, donations, funding, and partnerships, academic and operational decision-making, campus development and services, and monitoring, reporting, and review systems;
5. establish clear responsibilities, accountabilities, and mechanisms for implementation of sustainability programs and targets;
6. strengthen APC's capacity to demonstrate measurable institutional sustainability performance; and
7. support continual improvement, stakeholder confidence, and long-term institutional resilience.

III. Scope and Applicability

This Framework shall apply to all units, offices, programs, projects, and activities of Asia Pacific College, including all individuals and entities acting on behalf of or in partnership with the institution, as applicable.

It shall apply to:

- a. the Board of Trustees and institutional leadership;
- b. academic units, schools, centers, and administrative offices;
- c. faculty, staff, students, researchers, and campus-based personnel;
- d. contractors, suppliers, service providers, concessionaires, consultants, and partners;
- e. donors, funding partners, and external collaborators insofar as institutional sustainability obligations are relevant.

This Framework shall govern sustainability-related principles, policies, responsibilities, controls, and reporting mechanisms across APC.

IV. Sustainability Governance and Leadership Structure

A. Institutional Oversight and Policy Leadership

1. Office of the President

Overall oversight of this Institutional Sustainability Policy Framework shall reside with the Office of the President. The President shall provide executive direction, ensure institutional alignment, and approve major sustainability policy actions, priorities, and reviews.

2. Sustainability Steering Committee

APC shall maintain or designate a Sustainability Steering Committee to coordinate the implementation of this Framework and its three pillars. The Committee shall serve as the principal cross-functional body for sustainability planning, coordination, review, and institutional alignment. For the Environmental pillar, specialized technical coordination may be undertaken through the APC Energy Management Committee (EMC) or an equivalent institutionally designated committee. The EMC shall function as the energy-focused technical coordination mechanism supporting the Environmental pillar and shall coordinate with the Sustainability Steering Committee on matters requiring institutional integration, review, reporting, or policy direction.

3. Quality Assurance as Central Coordinating and Monitoring Office

The Quality Assurance Office shall serve as the central coordinating and monitoring office for this Framework. It shall support policy integration, tracking of targets and indicators, documentation, consolidation of reports, monitoring of implementation status, and facilitation of periodic review and continual improvement.

B. APC Pillar Leads and Implementing Structure

Implementation of the three pillars shall be led by the following responsible offices:

Pillar	Lead Office
Environmental Sustainability	Executive Director for Technical Services
Social Sustainability	Executive Director for Academic Services
Governance for Sustainability	Director for Quality Assurance

These lead offices should coordinate with the concerned offices, units, and officers necessary for effective implementation. For the Environmental pillar, implementation may be carried out through supporting implementing policies, guides, systems, and technical procedures, including the APC Energy Policy, the APC Energy Program Implementation Guide, and the Energy Management System (EnMS), as applicable.

For employee-related aspects of the Social Sustainability pillar, the Human Resources Office shall serve as the primary implementing office in relation to fair employment practices, labor standards compliance, compensation and benefits administration, employee relations, training and development, occupational safety and health, performance management, diversity, equity, and inclusion, and related workplace sustainability initiatives, in coordination with the Executive Director for Academic Services, Quality Assurance, Technical Services, and other concerned offices.

C. Steering Committee Composition and Support Offices

Consistent with APC's institutional structure and policy development process, the Sustainability Steering Committee or equivalent working group may include, as appropriate:

- Executive Director for Academic Services
- Executive Director for Technical Services
- Director for Quality Assurance
- Director, Research and Creative Works Office
- Director, Logistics
- Director, Finance and Accounting
- Director, Human Resources
- Energy Manager
- and such other offices or representatives as may be designated by the President.

Technical Services shall cover the relevant operational functions under its supervision, including Building Maintenance Office and IT Resources, insofar as these support implementation of the Environmental pillar and related monitoring systems.

D. Role of the Energy Manager and Other Support Offices

The Energy Manager shall serve as a key technical implementer and adviser under the Environmental pillar, particularly in relation to energy performance, monitoring, efficiency initiatives, alignment with institutional energy management systems and practices, and implementation of the APC Energy Program Implementation Guide, the EnMS, and related energy programs approved by APC.

Other offices concerned, including Research and Creative Works, Logistics, Finance and Accounting, Human Resources, and other administrative or academic units, shall support implementation within their respective mandates and in accordance with the applicable pillar, policy, guide, or program concerned.

E. Relationship to Existing Policies and Institutional Bodies

This Framework shall be read in harmony with all related APC policies and institutional issuances relevant to sustainability, quality assurance, health and safety, procurement, finance, human resource management, student welfare, compliance, operational management, and applicable labor and occupational safety regulations, including the APC Energy Policy, the APC Energy Program Implementation Guide, and other approved implementing guides, procedures, or memoranda issued under the Environmental, Social, or Governance pillars.

F. ESG Pillar Structure

- Part A - Environmental Sustainability Policy
- Part B - Social Sustainability Policy
- Part C - Governance for Sustainability Policy

PART A - ENVIRONMENTAL SUSTAINABILITY POLICY

(Environmental Stewardship and Resource Efficiency Framework)

V. Environmental Policy Statement

APC affirms its commitment to environmental sustainability through responsible stewardship of energy, water, materials, waste, emissions, campus environmental quality, and other significant environmental aspects of its operations. APC shall integrate environmental responsibility, resource efficiency, pollution prevention, and climate resilience into its academic, operational, and administrative functions.

In support of this pillar, APC shall sustain and strengthen its energy management practices and systems as a major institutional mechanism for improving environmental performance, operational efficiency, and resource stewardship. APC's energy management systems and practices shall remain central to the operational implementation of the Environmental pillar, and may be operationalized through the APC Energy Policy, the APC Energy Program Implementation Guide, the EnMS, and related energy performance programs, alongside related programs on water conservation, waste reduction, environmental compliance, sustainable procurement, and campus resilience.

VI. Environmental Policy Objectives

APC shall:

1. institutionalize environmental sustainability in governance, planning, and campus operations;
2. promote efficient management of energy, water, waste, materials, emissions, and environmental quality;
3. integrate environmental considerations into procurement, infrastructure decisions, campus operations, and institutional projects;
4. support climate change mitigation and adaptation through resource efficiency and resilience-oriented programs;
5. establish measurable environmental targets and performance indicators.

VII. Sustainable Environmental Procurement, Investment, and Funding

APC shall promote environmentally responsible procurement, investment, and use of funds by:

1. prioritizing efficient, durable, low-impact, and environmentally preferable goods and services;
2. incorporating lifecycle cost and environmental considerations into procurement and infrastructure decisions;
3. supporting investments in resource efficiency, environmental monitoring, sustainable technologies, waste reduction, and campus resilience;
4. ensuring that donations, grants, and externally funded environmental initiatives are aligned with institutional environmental objectives and responsibly managed.

VIII. Integration with Academic Programs and Operations

Environmental sustainability shall be integrated into:

1. curricula, research, innovation, and extension where relevant;
2. campus energy management, cooling efficiency, lighting optimization, water conservation, waste reduction, and digitalization initiatives;

3. operational practices and management systems that improve environmental performance, with energy management serving as a principal implementation mechanism under this pillar, including through campus energy management, cooling efficiency, lighting optimization, metering and analytics, energy-efficient procurement, and behavioral change programs implemented under APC's energy management system and related guides;
4. campus operations designed to improve environmental performance without compromising safety or essential institutional functions.

IX. Environmental Monitoring and Continuous Improvement

APC shall establish procedures for:

1. identifying significant environmental aspects and impacts;
2. setting environmental objectives, targets, and action plans;
3. monitoring indicators such as energy consumption, water use, waste generation, and environmental compliance;
4. conducting periodic review and implementing corrective and improvement actions;
5. applying the Plan-Do-Check-Act cycle to environmental programs.

PART B - SOCIAL SUSTAINABILITY POLICY

(People, Well-Being, Inclusion, and Community Responsibility Framework)

X. Social Policy Statement

APC affirms its commitment to social sustainability by promoting the health, safety, well-being, dignity, inclusion, development, and participation of students, faculty, staff, service personnel, and other stakeholders. APC recognizes that institutional sustainability must protect people, strengthen community, uphold a supportive, equitable, and respectful campus environment, and promote decent work and full compliance with applicable Philippine labor and occupational safety and health regulations in employee-related matters.

XI. Social Policy Objectives

APC shall:

1. institutionalize social sustainability in governance, planning, student development, employee support, and campus operations;
2. promote safe, healthy, inclusive, respectful, and equitable learning and working environments;
3. uphold fair employment practices, decent work, and full compliance with applicable Philippine labor, occupational safety and health, and related regulations;
4. support student and employee welfare, well-being, development, participation, and continuous improvement;
5. integrate social sustainability into academic and student development programs, human resource practices, recruitment, onboarding, compensation and benefits, employee relations, training and development, performance management, campus health and safety, stakeholder engagement, outreach and extension, and service provision and partner relations where relevant;
6. uphold research independence and academic freedom by ensuring that funding, partnerships, and sponsorships do not compromise the integrity, objectivity, or intellectual autonomy of academic and research activities, and that all engagements are conducted in accordance with institutional ethical standards and scholarly principles; and
7. establish measurable social sustainability programs, indicators, and review mechanisms.

XII. Socially Responsible Procurement, Investment, and Funding

APC shall promote socially responsible procurement, investment, and funding decisions by:

1. encouraging engagement with suppliers, service providers, and third-party contractors that comply with lawful, safe, ethical, labor-related, and socially responsible practices consistent with institutional sustainability expectations;
2. ensuring that all procurement, investment, and funding activities are conducted with integrity, free from bribery, corruption, and any form of unethical inducement, in compliance with applicable laws, institutional policies, and recognized ethical standards;
3. considering social implications in decisions affecting students, employees, campus users, and partner communities;
4. supporting resource allocation for health and safety, wellness, accessibility, inclusion, student support, employee development, training, employee welfare programs, and HR-led ESG initiatives and community engagement;
5. prohibiting any form of modern slavery, including forced labor, human trafficking, child labor, and any form of exploitation within APC's operations and supply chain, and requiring all partners and suppliers to uphold the same standards in compliance with applicable laws and ethical practices; and
6. ensuring that donations, grants, and funded initiatives are aligned with institutional values and stakeholder welfare.

XIII. Integration with Academic Programs and Operations

Social sustainability shall be integrated into:

1. curricula, student formation, ethics, citizenship, and socially responsive learning experiences;
2. health and safety systems, wellness programs, counseling and support services, accessibility initiatives, inclusive campus practices, and employee welfare programs;
3. outreach, extension, community partnership activities, and HR-supported volunteerism or employee engagement initiatives that promote environmental and social responsibility;
4. grievance, feedback, and stakeholder engagement mechanisms; and
5. Human Resources functions, including recruitment, onboarding, compensation and benefits, employee relations, training and development, occupational safety and health, and performance management, insofar as these support the social sustainability commitments of the College.

XIV. Social Monitoring and Continuous Improvement

APC shall establish procedures for:

1. identifying key social sustainability issues, risks, and priorities;
2. setting objectives and action plans related to safety, well-being, accessibility, participation, stakeholder engagement, fair employment practices, decent work, and regulatory compliance;
3. monitoring indicators such as safety performance, wellness participation, accessibility improvements, grievance handling, stakeholder satisfaction, labor-related compliance, training participation, contractor compliance checks where applicable, and completion of relevant social sustainability initiatives;
4. reviewing program performance and implementing corrective and improvement actions; and
5. applying the Plan-Do-Check-Act cycle to social sustainability programs.

PART C - GOVERNANCE FOR SUSTAINABILITY POLICY

(Ethics, Accountability, Compliance, and ESG Oversight Framework)

XV. Governance Policy Statement

APC affirms that good governance is the institutional foundation that enables environmental and social sustainability to be implemented effectively, ethically, transparently, and accountably. APC therefore commits to uphold integrity, lawful conduct, responsible decision-making, transparent reporting, proper oversight, and stewardship of institutional resources in all sustainability-related actions.

XVI. Governance Policy Objectives

APC shall:

1. institutionalize governance for sustainability as a core institutional control and accountability function;
2. define oversight, authority, and responsibility for sustainability-related implementation and reporting;
3. promote transparency, integrity, compliance, and ethical conduct in sustainability-related decisions and processes;
4. ensure that sustainability commitments are supported by proper governance mechanisms, including committee structures, reporting lines, review and approval procedures, documentation and records, and auditability and compliance controls; and
5. support credible sustainability reporting and evidence-based management review.

XVII. Sustainable Governance in Procurement, Investment, and Funding

APC shall ensure that procurement, investment, donations, and funding processes relevant to sustainability are governed by:

1. transparency, fairness, and proper authorization;
2. documented procedures and segregation of responsibilities;
3. conflict-of-interest safeguards and ethical conduct;
4. accurate records and accountability for decisions and use of resources;
5. zero-tolerance on any form of bribery and corruption, and shall operate on integrity and accountability; and
6. periodic review of alignment with institutional values and sustainability objectives.

XVIII. Integration with Academic Programs and Operations

Governance for sustainability shall support:

1. alignment of sustainability initiatives with institutional strategy, quality assurance, and regulatory obligations;
2. proper administration of environmental, social, finance, procurement, reporting, and campus management systems;
3. clear accountability of academic, administrative, and operational units for sustainability-related responsibilities; and
4. responsible data management, issue escalation, review, and decision-making.

XIX. Governance Monitoring and Continuous Improvement

APC shall establish governance systems and procedures for:

1. assigning responsibilities and reporting lines;
2. documenting implementation, approval, and review processes;
3. monitoring governance-related indicators such as policy compliance, report submission, review completion, training on ethics/compliance, and closure of findings;

4. conducting periodic management review and internal assessment of sustainability governance effectiveness;
5. implementing corrective and improvement actions; and
6. applying the Plan-Do-Check-Act cycle to governance processes.

XX. Integrated Management Systems, Monitoring, and Continuous Improvement

APC shall maintain an integrated sustainability management approach that supports coordination across the Environmental, Social, and Governance pillars.

This shall include:

1. consolidated sustainability planning and target setting;
2. assignment of responsible offices and reporting schedules;
3. periodic review of ESG indicators, KPIs, and action plans;
4. alignment of sustainability initiatives with institutional quality assurance and strategic planning; and
5. integration, where applicable, with existing institutional systems for environment, health and safety, procurement, finance, compliance, and operational management.

XXI. Reporting, Transparency, and Accountability

APC shall promote transparent, accurate, and accountable reporting of sustainability performance.

Accordingly, the College shall:

1. prepare periodic institutional sustainability reports or equivalent consolidated reports covering environmental, social, and governance performance, drawing as necessary from pillar-specific implementation records, reports, and approved supporting guides;
2. document progress against sustainability objectives, targets, programs, and action plans, including those implemented through supporting policies, guides, systems, and technical coordination mechanisms under each pillar;
3. maintain records necessary to support evidence-based planning, management review, compliance, and institutional accountability;
4. provide relevant sustainability information, as appropriate, to leadership, regulators, accrediting bodies, donors, partners, and stakeholders; and
5. use reporting results to inform decisions, improvements, and future planning.

XXII. Policy Review and Sustainability Assurance

This Framework shall be reviewed every three (3) to five (5) years, or earlier as may be required by:

- a. changes in laws, regulations, accreditation standards, or institutional priorities;
- b. emerging sustainability risks, stakeholder expectations, or operational needs;
- c. findings from management review, internal audit, compliance review, or institutional assessment; and
- d. revisions in related institutional policies and frameworks.

Any revision shall ensure continued relevance, effectiveness, institutional ownership, and alignment with APC's sustainability commitments.

XXIII. Separability Clause

If any provision of this Framework is declared invalid or unenforceable, the remaining provisions not affected thereby shall continue in full force and effect.

XXIV. Repealing Clause

All prior policies, issuances, memoranda, guidelines, or portions thereof inconsistent with this Framework are hereby amended, modified, or repealed accordingly.

XXV. Effectivity

This Framework shall take effect upon approval by the appropriate governing authority of Asia Pacific College and shall remain in force until amended, repealed, or superseded by a subsequent institutional issuance.

ANNEXES

Annex A - Definition of Terms

Annex B - ESG Governance Structure and Responsible Offices

Annex C - ESG Objectives, Targets, and KPIs

Annex D - ESG Monitoring and Reporting Matrix

Annex E - Related Institutional Policies and Crosswalk