



# Home Guaranty Corporation

## **QUALITY AND INFORMATION SECURITY POLICY STATEMENT**

“Operational standards of efficiency, effectiveness, and quality and information security are observed in all aspects of HGC’s system of guarantees. The Corporation and all its employees commit to this and to the improvement of standards and service delivery.”

### **SPECIFIC QUALITY AND INFORMATION SECURITY POLICIES**

1. HGC standards and procedures are in accordance with relevant laws and regulations, attuned to the requirements of the clients , and ever-mindful of the needs of the citizenry it ultimately serves;
2. HGC ensures the confidentiality, integrity and availability of information assets and its supporting medium;
3. Risks and opportunities are identified and managed to help meet the corporate objectives;
4. All steps and procedures of HGC’s systems of guarantees, requirements and benefits, rights and obligations are well defined and clearly understood between HGC and its clients;



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5. All concerned HGC personnel work cooperatively and guided by the same operational standards so as to provide seamless and uniform quality service; and
6. In view of the changing times, HGC's system of guarantees always strive for relevance, driven by the commitment for improvement and with client satisfaction and the best interest of the nation in mind.

## **HGC RISK POLICY**

HGC has a Risk Management Manual to ensure that the risk in its guaranty portfolio is minimized. The objective of the manual as follows:

### **A. External**

1. Ensure that the housing loan borrowers have the capacity to pay.
2. The borrower has met the minimum required level of equity on the property;
3. Ensure that clients have prudent lending parameters.
4. Collateral is properly valued.
5. Strict loan documentation is implemented.
6. Title to the property is clean and property taxes are paid.

### **B. Internal**

1. Reserves are adequate to pay calls.
2. The guaranty is properly allocated per program to effectively manage risk exposure.



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3. The premium is well structured to provide enough funds for future claims.
4. Values assigned properties are preserved.
5. The properties are immediately sold to minimize carrying cost.
6. The sales value of assets is sufficient to assure recovery of guaranty exposure.
7. The funds are properly invested to ensure growth of reserved funds.

