

KOLIN PHILIPPINES INTL. INC

POLICY ON	:	EMPLOYEE BADGE	SECTION	:	007
CATEGORY	:	ALL EMPLOYEES	PAGE	:	1 of 2

PREPARED BY	:	THADDEUS GEORGE ROMAN	REVISION		Rev. 05
APPROVED BY	:	OLIVER M. FILOTEO	EFFECTIVITY DATE:		MAY 1, 2025

I. POLICY STATEMENT

All employees are required to wear their company-issued identification badge at all times while on company premises and when performing official duties outside the company premises, such as in dealer outlets, customer(s) or external engagements.

The employee ID badge serves as a means of identification and helps regulate movement within and outside the company's facilities.

II. GUIDELINES

1. Issuance of Identification Card

All employees will be provided with a company identification card and lanyard at the company's expense. The ID Card is the property of the company and must be returned to the Human Resource Department upon separation from the organization, whether due to resignation, termination, retirement, or any other reason.

2. Mandatory Wearing of ID Card

Employees are required to wear their ID cards visibly at all times while within company premises. Non-compliance with this guideline will result in appropriate disciplinary action in accordance with the Company Code of Discipline.

3. Loss, Damage, or Defacement of ID Cards

Any loss, damage, or defacement that renders the ID card unusable must be reported immediately to Human Resource Department. Replacement of lost ID cards will incur a fee of One Hundred Fifty Pesos (PHP 150.00), payable by the employee. Human Resource Department will provide a replacement at no cost if the ID card is deemed unusable due to normal wear and tear.

4. Use of ID Card Outside Company Premises

The company issued ID must be used as official identification during business-related activities outside company premises. This includes, but is not limited to, visits to clients, dealer outlets, partner institutions, government agencies, banks and other public or private offices.

The ID serves as a means of validating the employee's affiliation with the company and must be presented in a professional and appropriate manner when conducting business on behalf of the organization. Employees are expected to maintain the integrity and appearance of their ID at all times, ensuring that it is clean, legible, and not tampered with.

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Any misuse of the company ID – such as using it for personal transactions, lending it to others, or altering its appearance – constitutes a violation of company policy and shall be subject to disciplinary action in accordance with the Company Code of Discipline.

5. Return of ID Card Upon Separation

The employee ID card must be surrendered to Human Resource Department as part of the exit clearance process upon separation from the company. Failure to return the ID may result in delays in the release of final pay or clearance documentation.

In cases where the ID is lost or otherwise unavailable at the time of clearance, the employee must submit a written explanation and may be required to pay a replacement fee as determined by the Human Resource Department. This policy ensures that all company-issued assets are properly accounted for and helps protect the integrity of the company's security protocols and identity systems.