

Inter-Office Memo

TO : **ALL EMPLOYEES**

SUBJECT : **KOLIN MINI LIBRARY AND BOARD GAME**

REF NO. : HRD-REC-24-A-1083

DATE : November 21, 2024

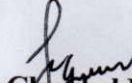
CC : HR/Admin/Audit/MIS/OP/KMI/Finance/Service/Sales/Cavite Plant

As part of our continuous effort to increase employee engagement and a stress free environment, we will be launching the "**KOLIN MINI LIBRARY and BOARD GAMES**" on December 2, 2024. Guidelines are as follows:

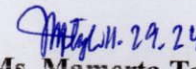
- Books and board games are stored in the book organizer inside HR Training Room
- HR Employee Relations will be in-charge with the book and board games for lending with the employees
- All kolin employees are welcome to borrow a book and/or board games per day **FOR FREE** provided that such employee must return the book same day before 5pm. Failure to do so, employee shall be penalized worth Php20 which will form part of the 5s fund.
- Only 1 book/board game are allowed per employee
- Only during breaks (am/pm or lunch break) an employee can read/or play. Employees caught reading/playing during office hours will be sanctioned accordingly
- Borrowers shall log on the borrower's card
- All books and/or board games shall be handled with utmost care. In cases of abuse (torn out pages/missing pieces and the like), employee who borrowed last shall be held accountable and must pay the whole amount of the book/board game for replacement.

In this regard, we also encourage all employees to donate old books and/or board games to form part of our mini library.

Thank You.


Claribel Piano
HR Assistant Supervisor

Noted By:


Ms. Mamerta Tagle
HR Supervisor

Approved By:


Mr. Oliver M. Filoteo
CEO

In this regard, we also encourage all employees to donate old board sports board games as form part of our mini library.