

Inter-Office Memo

TO : **ALL EMPLOYEES**

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

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

DATE : November 21, 2024

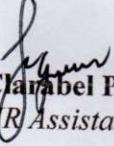
CC : HR/Admin/Audit/MIS/OP/KMI/Finance/Service/Sales/Cavite Plant

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:

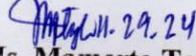
- Books and board games are stored in the book organizer inside HR Training Room
- HR Employee Relations will be in-charge with the book and board games for lending with the employees
- All kolin employees are welcome to borrow a book and/or board games per day **FOR FREE** provided that such employee 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.

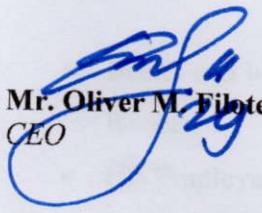
Thank You.


Claribel Piano
HR Assistant Supervisor

Noted By:


Ms. Mamerta Tagle
HR Supervisor

Approved By:


Mr. Oliver M. Filoteo
CEO

- Only 100% of the employees are welcome to participate in the board games per day. FREE provided the employees are not engaged in any other activity during the day. Failure to do so may be subject to disciplinary action.
- Employees will be in-charge with the board and board games per day.
- Only during work hours (lunch break) an employee can handle the board games.
- Employees' right to free playing during office hours will be suspended accordingly.
- Employees shall be on the supervisor's duty.
- All board and board games shall be handled with utmost care in case of damage (loss or damage to the game and the like). Employees are however not shall be held responsible and must pay the whole amount of the board and board games if damaged.

In this regard, we also encourage all employees to make his/her board games a formal part of our culture.