

KOLIN PHILIPPINES INTL. INC

POLICY ON	:	EMPLOYEE TRAINING AND DEVELOPMENT	SECTION :	018
CATEGORY	:	ALL EMPLOYEES	PAGE :	1 of 3
PREPARED BY	:	THADDEUS GEORGE ROMAN	REVISION	Rev. 05
APPROVED BY	:	OLIVER M. FILOTEO	EFFECTIVITY DATE:	MAY 15, 2025

I. POLICY STATEMENT

Kolin Philippines International Inc. (KPII) is committed to supporting the professional growth of its employees through targeted training and development. This policy supports two key objectives: (1) addressing performance deficiencies identified through annual performance appraisals and (2) preparing qualified employees for promotional opportunities. Training initiatives are designed to enhance employee capabilities and align with business goals.

II. OBJECTIVES

This policy aims to:

- Address competency gaps through structured learning.
- Support internal talent development for career progression.
- Encourage continuous improvement and a high-performance culture.
- Provide a framework for evaluating and managing training investments.
- Enhance employee engagement and retention through growth opportunities.

III. SCOPE

This policy applies to all regular employees of Kolin Philippines International Inc., across all departments. It may likewise cover probationary employees when such training is essential to fulfill role-specific competencies and to support retention and employee engagement initiatives.

IV. TYPES OF TRAINING

- a. Performance-Based Training** Given to employees with development areas identified during their annual performance appraisal.
- b. Developmental Training for Promotion** For employees identified as potential candidates for promotion or greater responsibilities.
- c. Internal and External Training** Programs may be conducted in-house or externally by selected institution(s).

V. TRAINING REQUIREMENTS AND EVALUATION

To ensure quality and accountability of training programs:

- **Post-Training Examination** All participants are required to take a post-examination test to measure learning outcomes. Results will be recorded in the employee's training file.

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- **Learning Report for External Training** Employees who attend external training are required to submit a learning report to HR within five (5) working days upon return.
- **3-Month Post-Training Performance Assessment** HR, in coordination with the immediate superior, will conduct a performance assessment three (3) months after the training to evaluate the practical application of acquired knowledge and skills.

VI. TRAINING AGREEMENT REQUIREMENT

For company-sponsored training costing Php50,000.00 and above, the employee must sign a training agreement, which includes:

- A minimum return service obligation period, typically 2 years (or longer depending on the cost and training type).
- A reimbursement clause requiring the employee to repay the cost (fully or prorated) if they resign or are terminated due to just cause before completing the obligation period.
- A statement of voluntary consent, ensuring the employee understands and agrees to the terms before attending the training.

Failure to comply with the terms of the agreement may result in financial liability, subject to legal enforcement and payroll deduction provisions, as applicable.

VII. IDENTIFICATION OF TRAINING NEEDS

Training needs are determined through annual performance appraisals, departmental goals and KPIs, talent reviews and succession planning and/or managerial and employee feedback.

VIII. IMPLEMENTATION PROCESS

- Planning and Budgeting** Led by HR in consultation with department heads.
- Program Delivery** Training is scheduled and delivered based on availability and relevance.
- Tracking and Documentation** All training activities, exam results, reports, and agreements are documented and maintained by HR.

IX. ROLES AND RESPONSIBILITIES

- Department Head / Immediate Superior:** Recommend training, monitor post-training performance, and support skill application.
- HR Department:** Oversees the training program lifecycle, including budgeting, documentation, and compliance.

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c. **Employees:** Participate actively, complete all requirements, and apply learning to their roles.

X. BUDGET AND RESOURCES

An annual training budget is allocated and reviewed by HR and management. Cost effective and high-impact programs will be prioritized.