

KOLIN PHILIPPINES INTL. INC.

POLICY ON	DRESS CODE GOOD GROOMING	SECTION	024
CATEGORY	ALL EMPLOYEES	PAGE	1 of 4
PREPARED BY	THADDEUS GEORGE ROMAN	REVISION	Rev. 07
APPROVED BY	OLIVER M. FILOTEO	EFFECTIVE DATE	DEC 1, 2025

I. POLICY

The company's corporate image is strongly reflected through the professional appearance of its employees. All employees are required to maintain appropriate dress and grooming standards according to their roles and responsibilities. Proper attire promotes a positive work environment, ensures safety, and upholds the company's reputation in dealings with clients, partners, and colleagues.

The company provides uniforms or appropriate attire based on job roles and operational needs. All employees are expected to comply fully with this policy.

II. SCOPE

This policy applies to all employees across all departments, including office staff, field personnel, production workers, warehouse staff and support services.

III. UNIFORM ISSUANCE

- a. The company provides uniforms or appropriate attire to employees based on their job roles and operational requirements.
- b. Uniforms are issued according to department and position needs and may vary depending on job function.
- c. Product Merchandisers are expected to follow the uniform requirements as specified by the stores they serve and may be provided with uniforms accordingly.
- d. Uniform replacement and issuance schedules will be determined by the company to ensure proper upkeep and professional appearance.
- e. Employees are responsible for maintaining their uniforms in good condition. Any loss or damage beyond normal wear and tear may be subject to replacement costs borne by the employee.
- f. Pregnant employees and those with medical conditions seeking exemption from wearing the prescribe uniform must submit a valid medical clearance to Human Resource.

IV. DRESS CODE GUIDELINES

a. GENERAL OFFICE DRESS CODE (MONDAY TO THURSDAY)

- i. Employees must wear appropriate office attire or the prescribe uniform.

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- ii. Clothing should be clean, neat, properly fitted, and suitable for a professional environment.
- iii. Employees must project the company's value through their appearance at all times during working hours or official assignments.

b. WASH DAY ATTIRE (FRIDAY)

- i. Fridays are designated as wash day, allowing employees to wear business casual attire.
- ii. The company provides an official company polo shirt for all employees to wear on Fridays or during scheduled wash day.
- iii. Polo shirts should be paired with clean maong pants or slacks and appropriate closed shoes.
- iv. The following are prohibited on wash day:
 1. Sleeveless or sando shirts,
 2. Walking shorts or capri pants (tukong),
 3. Slippers, flip-flops, or open-toed sandals,
 4. Torn, faded, or inappropriate clothing.

V. SPECIFIC DRESS REQUIREMENTS

This section applies only to employees who are temporarily exempt from wearing the company uniform due to specific and approved circumstances. These include employees who have not yet been issued a uniform, those whose uniforms are worn out or damaged and pending replacement, those with an approved exemption slip from Human Resources, or those attending official external meetings or events where they are expected to represent the company professionally.

a. FEMALE EMPLOYEES

Office attire for female employees under these conditions should include dresses, skirts, or slacks paired with blouses or tops with collars. Shoes must have at least a inch heel or be formal step-in sandals. The following are strictly prohibited: maong pants from Monday to Thursday, revealing or plunging necklines, micro miniskirts (defined as skirts with hemlines above the knee), rubber shoes, slippers, or informal sandals (except in medically justified cases), distracting accessories such as excessive bangles or large dangling earrings, and any type of shorts or overly casual wear.

b. MALE EMPLOYEES

For male employees, proper attire includes long-sleeved polos with slacks (tie optional), polo barongs, or short-sleeved polos with slacks. The following are not allowed: T-shirts, sando shirts, maong pants—except for those in authorized field roles such as technicians or drivers—shorts, rubber shoes, slippers, and other informal footwear.

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VI. ADDITIONAL GUIDELINES

- a. All employees must maintain good personal hygiene and grooming at all times. Hair must be clean and neatly styled in a professional manner. Fingernails should be well-groomed, and strong perfumes or colognes should be avoided to maintain a neutral and comfortable workplace environment.
- b. Employees are required to visibly wear their company-issued identification badges at all times while on company premises or when representing the company externally. In case of loss or damage, the employee must report the incident immediately and shoulder the cost of a replacement.
- c. Employees in manufacturing, warehouse, and field positions must adhere to additional safety requirements by wearing the prescribed personal protective equipment such as safety shoes. Slippers or other unsafe footwear are not allowed in operational areas under any circumstance.
- d. The company acknowledges cultural and religious diversity. Accommodations for religious or cultural attire may be granted upon request, subject to approval by Human Resources.
- e. Employees who are pregnant or have documented medical conditions that prevent them from wearing the prescribed uniform are required to submit a valid medical clearance. These exemptions must be reviewed and approved by both Human Resources and the employee's immediate supervisor. While exempt, these employees are still expected to follow the specific dress requirements for non-uniform days. The company will not provide alternative uniforms for the duration of their exemption.
- f. As the company uniform bears the company logo, employees are expected to wear their uniforms properly and respectfully even outside company premises. Wearing the uniform in public reflects the professionalism of the individual and the image of the company. Employees are reminded to avoid any behavior or appearance that may negatively impact the company's reputation while in uniform.

VII. COMPLIANCE AND DISCIPLINE

Failure to adhere to the dress code and uniform policy will be treated as a violation of company rules and may result in disciplinary action. Sanctions will be based on the severity and frequency of the violation in accordance with the company's Code of

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Discipline. Supervisors and managers are expected to serve as role models and are responsible for monitoring and enforcing compliance within their teams.