

# KOLIN PHILIPPINES INTL. INC

POLICY ON	: POLITICAL NEUTRALITY	SECTION	: 043
CATEGORY	: ALL EMPLOYEES	PAGE	: 1 of 2

PREPARED BY	: THADDEUS GEORGE ROMAN	REVISION	Rev. 00
APPROVED BY	: OLIVER M. FILOTEO	EFFECTIVITY DATE:	MAY 15, 2025

## I. PURPOSE:

Kolin Philippines International, Inc. is committed to maintaining political neutrality in all aspects of its operations. This policy is designed to ensure that the company's activities, business operations, and reputation are not influenced by political involvement, and to maintain a consistent and impartial approach to both internal and external affairs.

## II. SCOPE:

This policy applies to all employee of Kolin Philippines International, Inc. across all departments and levels within the organization.

## III. POLICY OVERVIEW:

### a. POLITICAL NEUTRALITY:

Kolin Philippines International, Inc. adopts a strict policy of political neutrality. The company does not endorse, support, or engage in any form of political activity, whether for a particular party, candidate, or political movement. All employees are expected to refrain from engaging in political activities that could be perceived as conflicting with the company's neutral stance.

### b. EMPLOYEE CANDIDACY FOR POLITICAL OFFICE:

Any employee who wishes to run for public office-whether at the local, provincial, or national level-must submit their resignation from Kolin Philippines International, Inc. upon filing their certificate of candidacy. This is a non-negotiable requirement that applies to all employees, without exception.

The resignation must be submitted immediately upon the formal filing of candidacy, and the employee will be considered to have voluntarily ended their employment upon the filing of their candidacy.

### c. POLITICAL ACTIVITIES DURING EMPLOYMENT:

Employees are free to participate in political activities in their personal capacity, but these activities must not be conducted on company time or using company resources. Additionally, employees must ensure that their political views or activities do not interfere with their duties or create a conflict of interest with the company's business.

### d. FAILURE TO ABIDE:

If an employee is found to violate the policy, the company will issue a formal written warning outlining the nature of the violation. The employee is required to respond within 5 working days. Repetitive violations of the policy will be subject to sanctions

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as outlined in the company's Code of Discipline, which may include further disciplinary action up to and including suspension or termination of employment.

## e. NON-DISCRIMINATION CLAUSE:

Kolin Philippines International, Inc. reaffirms its commitment to treating all employees with fairness and respect, irrespective of their political views. This policy is solely intended to maintain the company's political neutrality and does not in any way undermine an employee's personal right to engage in political activities outside the workplace.