

# KOLIN PHILIPPINES INTL. INC

POLICY ON	WORKPLACE RELATIONSHIPS (FRATERNIZATION) POLICY	SECTION	045
CATEGORY	ALL EMPLOYEES	PAGE	1 of 5
PREPARED BY	THADDEUS GEORGE ROMAN	REVISION	Rev. 00
APPROVED BY	OLIVER M. FILOTEO	EFFECTIVITY DATE:	JAN 20, 2026

## I. PURPOSE

Kolin Philippines International, Inc. is committed to maintaining a professional, respectful, safe, and productive work environment. This policy is established to prevent conflicts of interest, favoritism, abuse of authority, and workplace disruption that may arise from personal relationships between employees. While employees have the right to lawful personal relationships, such relationships must not interfere with business operations, workplace order, safety, productivity, or the organization's reputation, including relationships with store outlets, retail partners, customers, dealers, distributors, suppliers, and other stakeholders.

## II. SCOPE

This policy applies to all employees, regardless of employment status, whether regular, probationary, contractual, or project-based. It covers fraternization and workplace relationships, as well as related conduct occurring within or outside office premises and during or outside working hours, whenever such relationships or related personal matters affect work performance, workplace conduct, safety, store operations or legitimate business interests. The policy applies equally to employees assigned to office-based, internal, or support functions, and imposes limitations where workplace relationships may affect confidentiality, objectivity, influence, operational integrity, or workplace order, even in the absence of direct external transactions.

## III. DEFINITION OF WORKPLACE RELATIONSHIP / FRATERNIZATION

A workplace relationship, also referred to as fraternization, refers to any personal, romantic, dating, sexual, domestic, or marital relationship between two employees. Fraternization includes relationships that may affect workplace professionalism, operational decisions, employee interactions, compliance with partner directives, or business interests. The mere existence of a workplace relationship is not, by itself, a violation of this policy; however, conduct arising from such relationships that disrupts the workplace, compromises professionalism, violates partner or client standards, or creates actual or perceived conflicts of interest may be subject to management action.

## IV. GENERAL STANDARDS OF CONDUCT

Employees involved in workplace relationships are expected to maintain professionalism at all times. Personal relationships must not result in unprofessional behavior, public displays of affection, misuse of work time, resources, authority, or access, or any conduct that disrupts operations, affects productivity, compromises

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workplace order or safety, or damages external business relationships. All employees remain bound by the Code of Discipline and other applicable workplace rules and policies.

## V. PROHIBITED RELATIONSHIPS

Romantic or sexual relationships are strictly prohibited where a supervisory, managerial, or authority relationships exists between the parties. This includes situations where one employee directly or indirectly supervises, evaluates, disciplines, schedules, assigns work to, deploys, or otherwise influences the terms and conditions of another employee's employment.

Romantic or sexual relationships are likewise prohibited between employees whose functions require them to jointly or individually represent the organization, transact with or maintain professional credibility with trade partners, customers, suppliers, stakeholders, or external establishments, when such relationships violate or risk violating partner or client directives, compromise professional objectivity or independence, adversely affect brand representation, or create actual or perceived conflicts of interest.

Romantic or sexual relationships are also prohibited between employees assigned to functions requiring independent review, control, audit, approval, custody of assets, access to confidential or sensitive information, or decision-making authority, when such relationships compromise or reasonably appear to compromise objectivity, internal controls, or the integrity of processes.

Employees who are legally married or in a live-in partnership are prohibited from engaging in romantic, sexual, or intimate relationships with co-employees, external partners, customers, suppliers, stakeholders, or any individual whose relationship may create a conflict of interest, disrupt operations, compromise workplace order, or negatively affect professionalism, reputation, or business relationships. Any conduct of this nature, whether occurring on or off work premises and during or outside working hours, is subject to management action and disciplinary measures.

Any workplace relationship involving coercion, pressure, intimidation, favoritism, relation, or abuse of authority is strictly prohibited and will not be tolerated.

## VI. RESTRICTED BUT PERMISSIBLE RELATIONSHIPS

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Workplace relationships between employees who do not have any supervisory, authority, or external-facing conflict may be allowed, provided that such relationships do not compromise confidentiality, access to sensitive information, impartial decision-making, or professional judgment, and do not result in favoritism, perceived bias, or workplace disruption. Employees assigned to office-based or internal functions remain subject to disclosure requirements and management action where a workplace relationship affects or may affect reporting structures, approvals, audits, financial controls, human resource decisions, or any function requiring independence and objectivity.

Employees whose functions involve field deployment, store assignments, customer-facing responsibilities, technical service, collections, or other external coordination may engage in workplace relationships only if they are not assigned to the same outlet, account, area, partner, or operational coverage where one employee may influence the other's work or where professional credibility and partner confidence may be compromised.

## VII. DISCLOSURE REQUIREMENT

Employees are required to promptly disclose a workplace relationship to the Human Resources Department when a reporting, authority, or influence relationship exists or may reasonably arise, when the employees are assigned to functions involving direct interaction with the same trade partners, customers, suppliers, or stakeholders, or when an actual or perceived conflict of interest, operational concern, or reputational risk is present. All disclosures shall be handled with confidentiality and discretion, and disclosure alone shall not be a ground for disciplinary action.

## VIII. MANAGEMENT AND HR ACTION

Upon disclosure or identification of a workplace relationship that presents a conflict of interest, operational concern, reputational risk, or violation of partner directives, management may implement reasonable and appropriate measures such as changes in reporting structure, reassignment of duties, areas, accounts, store outlets, or coverage, or adjustments in work schedules or deployment. These measures are preventive and corrective in nature and shall not be considered punitive.

## IX. STORE, PARTNER, AND EXTERNAL BUSINESS CONSIDERATIONS

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Employees assigned to store outlets, partner locations, customer sites, or other external business environments are required to maintain the highest level of professionalism at all times. Workplace relationships and personal matters must not interfere with store or partner operations, violate partner rules, site policies, or contractual directives, or adversely affect brand image, credibility, or business relationships. Where trade partners, customers, or stakeholders impose specific standards or restrictions relating to employee conduct or relationships, such directives shall be respected and enforced as part of legitimate business interests.

## X. EXTERNAL AND PERSONAL RELATIONSHIP DISRUPTIONS

Employees are expected to ensure that their personal relationships, including private disputes, do not disrupt operations, compromise workplace safety, or create an intimidating, hostile, or disorderly work environment. This includes the influence or presence of non-employees, such as spouses, live-in partners, former partners, or other personal relations, within office premises, store outlets, partner locations, or other external business sites.

Any disturbance, confrontation, or disruptive incident caused by a non-employee in connection with an employee's personal relationship will be treated as a serious workplace concern. Employees are responsible for exercising due care and taking reasonable steps to prevent personal matters from affecting workplace order, safety, or operations.

Management will address this situations under this policy, the Code of Discipline, and applicable security rules. Employees are expected to cooperate fully with management in preventing and resolving disruptions. Non-employees who causes disturbances may be removed from the premises, barred from future entry, and, if necessary, reported to appropriate authorities. Responsibility will be assessed based on the employee's workplace-relative behavior and its impact, not on marital status or private circumstances.

## XI. BREAKUP OR RELATIONSHIP CHANGES

In the event that a workplace relationship ends or materially changes, employees are expected to continue acting professionally and respectfully toward one another. Any form of harassment, retaliation, hostility, or workplace disruption arising from such changes will not be tolerated, and employees may seek assistance from the HR Department should workplace concerns arise.

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## XII. DISCIPLINARY ACTION

Any violation of this policy may result in disciplinary action in accordance with the Company's existing Code of Discipline. All disciplinary actions shall be administered consistently and shall strictly observe due process as required under Philippine labor laws and applicable regulations.