

KOLIN PHILIPPINES INTL. INC

POLICY ON	:	HEALTH AND WELLNESS PROGRAM	SECTION	:	042
CATEGORY	:	ALL EMPLOYEES	PAGE	:	1 of 2
PREPARED BY	:	THADDEUS GEORGE ROMAN	REVISION		Rev. 01
APPROVED BY	:	OLIVER M. FILOTEO	EFFECTIVITY DATE:		APRIL 1, 2025

At Kolin Philippines, we recognize that the well-being of our employees is integral to the success of the organization. We are committed to fostering a healthy and supportive work environment that enhances the physical, mental, and social health of our employees. To achieve this, we have implemented a comprehensive Health and Wellness Program designed to improve overall employee well-being, promote active lifestyles, and create a more engaged and productive workforce.

Program Overview

The Health and Wellness Program offers a variety of activities that cater to physical, mental, and social health, including:

- **Morning / Afternoon Stretching Sessions:** Short, guided stretching exercises designed to relieve tension, improve flexibility, and increase circulation during the workday.
- **Physical Activities:** Engaging group activities such as badminton, basketball, volleyball, table tennis, and Zumba, aimed to improving cardiovascular health, strength, coordination, and overall fitness.
- **Fun Run / Jogging Events:** Regular fun runs and jogging session to encourage physical activity and a sense of community among employees. In addition to these, we also organize book readings, puzzles, and other engaging activities to promote a well-rounded approach to wellness and teamwork.
- **Mental Wellness Activities:** Chess and other cognitive-based games that promote mental agility, focus, and strategic thinking.

These activities are structured to cater to a wide range of interests and fitness levels, encouraging all employees to participate and prioritize their well-being.

Purpose of the Program

The primary purpose of the Health and Wellness Program is to:

1. **Improve Physical Health:** By encouraging regular exercise and participation in physical activities, we aim to enhance overall health, reduce the risk of chronic illnesses, boost energy levels, and improve physical fitness.
2. **Promote Mental Health:** Mental well-being is equally important as physical health. Through activities like stretching, chess, and group exercises, we aim to reduce stress, boost mood, and foster mental clarity, helping employees stay focused and resilient.
3. **Foster Social Health and Teamwork:** Group activities such as team sports, Zumba, and fun runs provide opportunities for employees to interact, build relationships, and

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strengthen team dynamics, leading to a more cohesive and supportive work environment.

- 4. Increase Employee Engagement and Productivity:** By promoting a holistic approach to well-being, the program seeks to enhance job satisfaction, reduce absenteeism, and foster a positive work culture. A healthier workforce leads to better performance, higher engagement, and greater productivity.

Participation and Expectations

Participation in the Health and Wellness Program is voluntary, and all employees are encouraged to take part in the activities that best suit their interests and fitness levels. The company believes that a diverse range of activities will support the various health needs of our employees.

Employees are expected to engage in all activities safely and respectfully. We encourage a supportive and inclusive environment where every employee feels comfortable participating, regardless of their experience or fitness level.

In addition to participating in the company's wellness activities, Kolin Philippines strongly encourages all employees to take personal responsibility for their own health and wellness. This includes engaging in healthy lifestyle practices and addressing any medical conditions that may arise.

All employees with medical findings are required to schedule a consultation and follow-up appointments as needed, considering these as part of their official business for the day. Employees must provide written proof of their consultation with a physician, including any relevant medical results, as evidence of their absence. While employees are expected to comply with medical advice, they are strongly encouraged to take appropriate actions as recommended by their healthcare provider. Addressing health issues promptly, in line with professional medical guidance, is essential for long-term well-being and the effective management of any medical conditions.