

Policy on Training of Employees

1. Purpose

The purpose of this Policy is to recognize the importance of training and development for the employees as this allows them to hone their skills, acquire more knowledge, sharpen or update existing ones and gain new experience, thereby making them helping them to be effective and perform better. This Policy is to continuously develop employee skills, knowledge and competencies and ensure a learning culture within the Company

2. Covered Persons

This Policy covers all regular employees and new hires.

3. Employee Orientation

All newly hired employees shall undergo orientation program to be conducted by the Human Resources (HR) Department and shall focus on the following among others:

- Company Profile
- Company Vision & Mission
- Organizational Chart
- Policies, Code of Conduct and Procedures
- Benefits
- Company Activities

After the orientation, new hires shall be introduced to other employees and Key Officers of the Corporation. Mine tour shall also be arranged for the new hire.

4. Training Plan

A training plan shall be formulated by the HR Department every year based on the employees' training needs assessment.

5. Technical Training

- 5.1 External workshops or seminars related to the job functions which are conducted by accredited organizations in the Philippine may be participated in/ attended on a need basis by an employee provided the same has been approved by his or her immediate supervisor.
- 5.2 A regular employee may be entitled to technical and Company sponsored training along the line of his present job or to some other lines where he will be transferred or promoted, upon recommendation of his immediate superior and as approved by the CEO.
- 5.3 During workshops, seminars or training, the employee's salary shall continue to be paid. The absence from work shall not be charged to leave privileges.

5.4 Expenses incurred for workshops, seminars or training shall be borne by the Company

6. *Training Agreement*

In view of the payment by the Corporation of the cost of the training/seminar, the holding periods where the Employee shall be working with the Company which period commences from the completeness of the training course are as follows:

Cost / Fee	Holding Period
Php 25,0000.00 or less	6 months
Php 50,0000.00 or less	12 months
Php 75,0000.00 or less	18 months
Php 100,0000.00 or less	24 months

The employee shall pay the amount in case he or she resigns within the holding period.

7. *Report on Course*

The employee who attends the training program or special studies approved by his superior is required to submit a report on the course to his or her superior and HRD or relay the same to his or her co- employees in the department where he or she is assigned. A copy of his Certificate of Attendance shall accompany his or her report and shall form part of the employee's 201 file.

8. *Industry-Related Designated Programs*

The Company offers industry-related courses to regular employees with at least one (1) year of service to enhance their knowledge and skills. Employees are encouraged to enroll in advanced courses such as Certificated Courses, Master's Degree, and other courses related to their work. The Company may advance the cost of tuition for these programs, pay or subsidized the same depending on the agreement with the employee and is subject to a different holding period. Employees who fail these programs shall refund the cost of tuition advanced, paid or subsidized by the Company through payroll deductions.

9. *Miscellaneous*

This Policy has been adopted by the Board of Directors and any material amendment to the terms of this Policy must be approved by the Board. This Policy shall take effect upon approval by the latter and shall apply prospectively. The same shall be reviewed by the Board annually.