

# 12 Employee Training Policy

## I. POLICY STATEMENT

The Company recognizes the important role played by its employees and the contributions that they can offer towards its overall growth. It is committed to the employees' professional and personal development and growth. To achieve this, the Company aims to provide training and personal development programs to all qualified employees to enable them to enhance their knowledge and improve their skills and at the same time assist them in developing a positive attitude in their work and their daily lives.

## II. GENERAL PROVISIONS

### A. DEFINITION

- Training/Seminar** - An organized activity aimed to improve the employees' performance to help him/her attain a required level of skill and proficiency.
- Training Bond** - The contract wherein the employee agrees to guarantee his continued service to the company for a period of time as a result of the company investing in the employee's training and the cost thereof.
- Cost of Training** - Expenses incurred by the Company including training fees, transportation allowance, training materials, air fare (where applicable), full board and accommodation.

### B. REQUIREMENTS

- Training Request Form (properly filled out and approved)
- Training Application forms (as supplied by the training entity if external)
- Properly signed Training Bond (when cost of training so requires)

### C. GUIDELINES

1. In order to ensure that the needs of the Company are met, employees who have been nominated for training courses are required to enter into a bond of service with the Company.
2. The length of the bond will depend on the cost of the training including expenses such as travel, accommodation and training materials. Below is a table relating such costs to the training bond period.

<b>COST OF TRAINING</b>	<b>LENGTH OF BOND</b>
Below P 20,000	no bond
P 20,000 - P 50,000	1 year
P 50,001 - P 100,000	2 years
P 100,001 - P 150,000	3 years
Above P 150,000	5 years

3. The bond starts from the first working day after training is completed or in the event that the employee has existing bonds, on the working day immediately following the latest existing bond.
4. The employee shall be liable to refund all the total training expenses incurred by the Company prorated to the time left not served under the bond without further negotiation, should the trainee:
  - Fail to complete the course in any way whatsoever.
  - Be dismissed from the Company's employment for any reason whatsoever during the bond period.
  - Refuse or by the trainee's own conduct render himself unsuitable to serve or continue to serve the Company during the bond period.
  - Resign or leave the employment of the Company during the bond period.
  - Act in any way in breach of the bond agreement.
5. The company shall have the right to deduct such costs from the final salary & benefits of the departing employee. If there be costs which exceed the employee's final salary & benefits, the employee shall pay the company within thirty (30) days from the date of termination of the bond agreement, failing which the Company shall be entitled to charge interest at the rate of eight per centum (8%) per annum on the total sum outstanding from the date due to the date of full payment.

### **III. PROCEDURES**

#### **A. APPLICATION FOR TRAINING**

1. Training Courses and/or Seminars shall be determined in various ways. Some courses shall be predetermined and required for a particular job or position of the employee. Other courses or seminars may be requested by the employee's department head who shall justify the value of such course or seminar. Some courses may be in-house conducted by our own training department while others external conducted by third parties. These courses are announced in our company portal from time to time.
2. In all of the above cases the Department Head will have the employee fill out the Training Request Form and recommend the approval of such to his Division Head. If such training is not within budget then the approval of the President shall also be required.

3. The Training Request Form shall then be submitted to HRD Benefit Administration who shall consult with accounting to determine the total cost of training. If such cost warrants the issuance of a training bond then HRD shall have the document prepared for the employee's signature.
4. If the employee refuses to sign the Training Bond the same will be noted on the Training Request Form and the said form shall be filed in his 201 file. The process shall end here.
5. If the employee signs the Training Bond then HRD shall file a copy of it in the employee 201 file together with a copy of the Training request form. Another copy of the training request form shall be sent to the training department with copies of the training brochure or agenda. The original Training Request Form and the Training Application form (from the training entity) shall be returned to the employee.
6. If the cost of the training exceeds the amount budgeted for the purpose the approval of the President shall be required and secured before the process goes any further.
7. The employee shall then prepare the request for payment form and submit such to accounting for payment. If local or foreign travel is required he must also coordinate his travel requirements with the Secretary of the Chairman who shall make his travel arrangement and hotel accommodation. If per diem or cash advances are in order then he must file requests for these separately.
8. The Training Department shall maintain a database of all training courses attended by all employees and therefore upon receipt of the Training Request Form they shall update the said database record of the employee and file the said form.
9. The HRD Benefit Administration Assistant shall monitor all Training Bonds ensuring that the agreements therein are properly implemented.

#### **B. AFTER TRAINING PROCEDURE**

1. The employee upon completion of his training and return to his duties shall submit a training evaluation report and turn over all the original materials of the training to the training department. The Training Department will reproduce a copy of the material in the event that he chooses to keep one.
2. If the Training Department deems it warranted the Employee may be required to cascade the said training to the Trainers.
3. The training Department shall be responsible for keeping said training materials and when necessary cascading the knowledge to where and whom it is deemed needed.