

## 3.06 TRAINING BENEFITS

The Company realizes its responsibility for employee development in all aspects. In this regard, employees may be sent from time to time to attend the training programs to improve the employee's knowledge and skills or this work attitude and for values – formation. All training seminar expenses are shouldered by the employees' respective departments/cost centers.

**3.06.01**      **Training Facilities** – Each Station is furnished with a training Room and equipment necessary for training purposes. These facilities are under the custodianship and control of the respective Administration Departments in each station.

**3.06.02**      **Employee's Personal Commitment to Professional Growth** – One's own professional development should be each individual employee's concern. Attending company-sponsored seminars should be viewed as a benefit in itself. As such, the employees should be prepared to invest their time and effort or even to incur incidental personal expenses to attend these seminars for professional growth.

### **3.06.02.01**      **General Guidelines: Attendance to Training Program**

- a. No overtime pay shall be allowed if the seminar extends beyond regular office hours or is held on a Saturday, whether inside or outside office premises. However, attendance to training programs entitles employees to compensatory time as stipulated in 2.04.03.03 – b.2.
- b. An allowance may be granted in meritorious cases as recommended by the Department Head with the concurrence of the respective HR Department and with the Group Human Resources Director.
- c. An employee who is included in a training program is excused from his scheduled work hours for that same calendar day for the duration covered by the actual training program. In case of outside station training, the duration shall also include a reasonable travel time; e.g. 1 hour each for travel to/from the training venue.
- d. Training programs held outside the workstation are not considered out-of-base official business, hence

the employee is not entitled to per diem and/or meal allowance. However, the employee is entitled to reimbursement of travel expenses to / from training venue.

**3.06.02.02** **Specific Guidelines – Attendance to Training Programs of Shift Employees.** – When due to the needs of operations the employee is required to report for work before/after the scheduled training program, any hours of work rendered outside the training schedule within the same calendar day in excess of a total of 8 hours (inclusive of training/work schedule) shall be considered OT work. Determination of OT hours rendered shall be consistent with the provisions of law regarding the "24-hour work rule".

**3.06.03** **Training Agreement.** – All employees of the Chemphil Group up to managerial level who undergo training abroad or locally for an extended period of time, or whose attendance to such training program will cost the company at least P5,000.00 shall first execute a Training Agreement with specific provisions on a service commitment upon the completion of the training program.

**3.06.04** **Foreign Training**

**3.06.04.01** **Eligibility for Training.** – Any regular employee may be sent abroad for training along the line of his present job or to some other lines where he will be transferred or promoted, upon recommendation of his Department Head as approved by the Division Head.

**3.06.04.02** **Expenses for Training.** – All expenses incurred for the travel shall be borne by the Company, including processing of travel papers, transportation, accommodations, reasonable pocket money, and other incidental expenses.

**3.06.04.03** **Salary During Training.** – The employee's salary shall continue to be paid to his authorized representative or held in trust by the Cashier. The absence from work shall not be charged to leave privileges.

If the employee is expected to report back to work at a definite day but fails to do so, such absence shall be charged to his vacation leave, unless he can show cause for the delay, like non-availability of air

