



Working Schedule

6. Your working days shall be five (5) days a week, with two (2) days as rest days. Your working hours shall be eight (8) hours per day, excluding 1 hour break period or forty (40) hours a week. Your specific work days and hours will be determined by your immediate supervisor in relation to business needs.

Training

7. Trainees shall undergo 3 months of probationary employment training in the Areas of (areas of training) necessary to equip them with the skills and aptitude for the job to be undertaken. Trainees' performance shall be graded accordingly as the training progresses. Trainees who shall pass the training shall be expected to continue with their probationary employment until the 6th month when they shall be subject to a performance evaluation necessary for regularization.
8. Trainees who do not pass the training or who shall incur unexcused and unauthorized absences or tardiness in violation of the Attendance Policy and iPloy Code of Conduct shall be asked to discontinue their probationary contract of employment.

Training Bond

9. The iPloy training as described in above paragraph is as intensive and proper which shall equip the employee fully with the job to be undertaken. Trainings are company investments in their employees that will be added value and knowledge to them. As such iPloy trainings shall be assigned costs and the employee shall be required to render employment in exchange for the training received.
10. The iPloy probationary training costs **Php 35,000.00**. Trainees who shall pass the training period shall be required to render at least one (1) year of service after regularization. In the event that the employee who shall be regularized but who shall opt to discontinue their employment with iPloy for any reason not attributable to the company shall be asked to reimburse the cost of Training amounting to Php 35,000.00 in full prior to their resignation.

Holidays and Leave

11. Upon regularization you shall be entitled to ten (10) days' vacation leave and ten (10) days sick leave. Leaves shall not be convertible to cash except for five (5) days of sick leave if unused by the end of the calendar year.