

POLICY GUIDELINES FOR TRAINING AND DEVELOPMENT PROGRAM

Philtrust Bank supports the growth and development of all its employees; hence, adopted the Policy Guidelines for Training and Development Program for its employees to keep them abreast with changes in banking laws, rules and regulations, as well as with the Bank's internal policies and procedures, develop/strengthen key competencies, provide opportunity to attain professional growth, and promote employee satisfaction with their job.

Under the Guidelines, trainings are mandatory on Employee Code of Conduct and other Human Resource policies; consumer protection laws, rules and regulations; Anti-Money Laundering laws, rules and regulations; and internal policies and procedures relevant to the given areas. On the other hand, trainings that are relevant to employees' key functions/roles shall be provided to employees to enable them to work with competence subject to specific terms and conditions.

The Personnel Department has the primary responsibility for developing an annual training program, together with the budget allocated therefor. The program must be developed annually and submitted to the Office of the President for approval, in time for its full implementation in the following year.