

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	DEPLOYMENT AND ONBOARDING OF NEW HIRES	Ref. No.
DEPARTMENT :	HUMAN RESOURCES DEPARTMENT	HRDT-16-01-006
TO :	BRANCH MANAGER	JANUARY 05, 2016

OBJECTIVE:

1. To provide standard guidelines trainee's deployment
2. To ensure all newly hired trainees are well oriented on their specific Job Description relevant policies, systems and processes of the company in order to perform and become successful in their roles.

POLICIES:

1. All New Hires are considered under training period of One (1) Month.
2. A trainee must be able to completely pass the On-boarding Procedures and ensure that all the requirements on this period are completely submitted.
3. Failure to pass the performance requirements shall mean termination of training period. The management has the right to terminate Training Period at any given time as deemed necessary.
4. Trainee ID should be surrendered after 1 month of training. Any lacking requirements should also be completed within 1 month. Failure to comply with these requirements shall mean termination of Training Period.
5. **EMPLOYEE ON BOARDING:**
 - 5.1 All newly hired Trainees are expected to have their:
 - 5.1.1 On Boarding Checklist on their 1st week of employment.
 - 5.1.2 Area Managers and Branch Managers are requested to train the Trainees using the checklist given.
 - 5.1.3 The said On Boarding Checklist will be sent to Training and Development after a week of the Trainee's Training period.
 - 5.2 It is the responsibility of the Area Manager to ensure that all Trainee's have been trained using the On Boarding Checklist and all checklists have been sent back to Training.
 - 5.3 Newly Hired employees are also required to read and comprehend the Branch Operations Training Manual.

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5.4 It is the responsibility of the Branch Manager to ensure all trainees under his/her branch have taken the On Line Exams.

5.5 Failure to have the On Boarding Checklist or failure to take the On Line exams is subject for Branch Manager's disciplinary action.

5.6 Online exams will be part of the trainee's evaluation where HR Department can assess and measure and the level of acquisition of each employees.

PROCEDURES:

1. HRD Personnel

- 1.1 List of New Hires will be published weekly by HR Recruitment.
- 1.2 On Boarding Kit will be sent to the Branch 3 days prior Trainee's Deployment.

2. Branch Manager

- 2.1 All Trainees should be oriented every Saturday or One (1) Day before actual deployment in the branch to be familiar on:
 - 2.1.1 Company's History, Business, and Product line
 - 2.1.2 Work Schedule
 - 2.1.3 Administrative Policies
 - 2.1.4 Job Description
 - 2.1.5 Code of Discipline
- 3. On the actual deployment schedule, the Branch Manager will contact HR Recruitment Associate to inform that the applicant has reported or if back out.
- 4. They will instruct Branch Manager the trainee to sign and send the receiving copy of the documents included in the On Boarding Kit to HR Recruitment.
- 6. Receiving copy of Trainee kits must be submitted immediately upon reporting to training venue.
 - 6.1 Endorsement Letter
 - 6.2 Acknowledgement/Undertaking
 - 6.3 Orientation Form
 - 6.4 Company Code of Discipline Acknowledgement Receipt
 - 6.5 Organizational Chart
 - 6.6 Code of Discipline Acknowledgement Receipt

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7. On Boarding Program

7.1 Branch Manager

- 7.1.1 Prepare On Boarding Checklist for newly hired trainee prior to actual deployment date.
- 7.1.2 Upon deployment of new hires, ensure that he/she will have the opportunity to be oriented on the basic operational policies and procedures of the company using the On Boarding Checklist.
- 7.1.3 All Branch Operations Policies and Procedure as well as the employee's Job Description are specified in the On Boarding Checklist. Ensure that all details be discussed.
- 7.1.4 On the checklist provided, listed there are the key principles the Trainee must learn. Branch Manager should take time to orient/brief the Trainee of the policies or the things to remember.
- 7.1.5 If the subject has been covered or undertaken, please affix a signature and date on the spaces provided.
- 7.1.6 For completion of On Boarding Checklist, after the Trainees 1st week, send a scanned copy of the Last part. Send it to bckptraining@mitsukoshomotors.com this serves as the Trainee's evaluation, from her/his 1st week of Learning period.
- 7.1.7 Facilitate On Boarding Examination to Newly Hired Employees.
- 7.1.8 Upon completion of Exams, Training and Development will be publishing results. Ensure that employees with low scores will be coached by on areas to improve.

7.2 Trainees

- 7.2.1 Read and comprehend the Branch Operations Manual for full awareness of the Company's Policies and Procedures and for On Line Exam preparation. PDF file will be sent thru Area Managers.
- 7.2.2 On the 2nd week of Trainee's Learning Period. Take the following exams as part of Evaluation:
 - 7.2.2.1 Admin Policies and Procedure
<http://www.surveygizmo.com/s3/2390663/Administrative-Policies>
 - 7.2.2.2 Basic Motorcycle Parts and Product Knowledge
<http://www.surveygizmo.com/s3/2390574/Basic-Motorcycle-parts-Product-Knowledge>
 - 7.2.2.3 Sales Computation/ PCF
<http://www.surveygizmo.com/s3/2390233/Petty-Cash-Fund-Sales-Computation>
 - 7.2.2.4 Contracts and Documentation
<http://www.surveygizmo.com/s3/2390551/Contracts-and-Documentation>
 - 7.2.2.5 Warranty and Inventories
<http://www.surveygizmo.com/s3/2390460/Warranty-and-Inventory>

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3. Training and Development

Exam Results will be reviewed and HR Training & Development shall publish results as part of the Branch Manager's performance Evaluation to the newly hired employee.

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