	<b>Policy on Non-Disclosure</b>		<b>Document Number:</b>
	<b>Policies</b>		2P-LEG-16.10
	<b>Department:</b> Legal	<b>Effective Date:</b> March 17, 2020	<b>Revision No</b> 0

## Objective

The objective of this policy is to define and classify information relevant to the operations of F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc. into those which are confidential and non-confidential; Provides for the prohibition of disclosure of said confidential information to external parties, and; Provides for the penalties in case of violation thereof.

## Scope

This Policy covers all employees of F2 Logistics Philippines, Inc. and F2 Global Logistics who sign on the Non-Disclosure Agreement; as well as the confidential information relevant to its operations.


## Policies

1. Confidential Information shall be classified as follows:
  - a. Those which are classified the Data Privacy Act of 2012 as Personal, Sensitive, and Confidential Information
  - b. Those which refer to the Accounts, Clients, and Partners of F2 Logistics Philippines, Inc. and F2 Global Philippines, Inc. such as but not limited to:
    - i. Company Names
    - ii. Contact Persons
    - iii. Office Addresses
    - iv. Contact Numbers
  - c. Those which refer to Internal Policies and Procedures
  - d. Those which refer to Commercial and Trade Secrets
2. All employees shall be required to sign on a “NON-DISCLOSURE AGREEMENT” (Annex “A”) which shall contain a commitment against the disclosure of the information provided for under Paragraph 1 to external

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parties. The Agreement shall be notarized and shall be kept in the employee's 201 file.

3. In case any Confidential Information shall be communicated to any external party within Official Business or as required by Law, the same shall be transmitted with an indication that the information is classified as Confidential.
4. The Agreement shall still be effective for a period of Twelve (12) Months from the Employee's termination or separation from the Company.
5. In case any current employee shall be discovered to have violated this Policy, it shall be sufficient ground for his or her termination and he or she may be liable for liquidated damages in the amount of One Hundred Thousand Pesos (Php 100,000.00) and lost revenue (in case of 1-b), as well as criminal prosecution if warranted.
6. In case the violator is no longer connected with the Company, he or she may be liable for liquidated damages in the amount of One Hundred Thousand Pesos (Php 100,000.00) and lost revenue (in case of 1-b), as well as criminal prosecution if warranted.
7. In case any person would like to report any violation of this Policy, he or she is encouraged to report the violation through email at [dataprotection.officer@f2logistics.com](mailto:dataprotection.officer@f2logistics.com).

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## Annex A



Document No. FM-SS-16.01  
 Document Title Non-Disclosure Agreement  
 Department Legal  
 Effective Date March 17, 2020  
 Revision No. 0

This **NON-DISCLOSURE AGREEMENT** is executed by and between;

**F2 LOGISTICS PHILIPPINES, INC. / F2 GLOBAL LOGISTICS, INC.**, a domestic corporation duly formed and existing under the Laws of the Philippines, with principal address at F2 Corporate Center, Irasan St. cor NAIA, San Dionisio, Paranaque City; herein represented by its HR Manager, Ma. Liza O. Magat, hereinafter referred to as **"CORPORATION"**;

And

\_\_\_\_\_, Filipino, of legal age, with address at \_\_\_\_\_, hereinafter referred to as **"EMPLOYEE"**;

**WITNESSETH;**


**WHEREAS**, the **EMPLOYEE** commits not to disclose the following information relative to the operations of the Corporation:

- a. Those which are classified the Data Privacy Act of 2012 as Personal, Sensitive, and Confidential Information
- b. Those which refer to the Accounts, Clients, and Partners of F2 Logistics Philippines, Inc. and F2 Global Philippines, Inc. such as but not limited to:
  - a. Company Names
  - b. Contact Persons
  - c. Office Addresses
  - d. Contact Numbers
- c. Those which refer to Internal Policies and Procedures
- d. Those which refer to Commercial and Trade Secrets

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	<h1>Policy on Non-Disclosure</h1>		Document Number:  2P-LEG-16.10
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WHEREAS, in case the employee violates any provision of this AGREEMENT, he or she shall be liable for Liquidated Damages in the amount of ONE HUNDRED THOUSAND PESOS (PHP 100,000.00) and lost revenue (in case of section b of the first whereas clause)

IN WITNESS WHEREOF, the parties have signed this AGREEMENT this \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
F2 Logistics Philippines, Inc. /  
F2 Global Logistics, Philippines, Inc.  
By: MA. LIZA O. MAGAT

\_\_\_\_\_  
EMPLOYEE

Republic of the Philippines        }  
City of Paranaque                    }S.S.

## ACKNOWLEDGMENT

BEFORE ME, a Notary Public for and in the City of Paranaque, Philippines, this \_\_\_\_\_, personally appeared the foregoing persons, with their respective competent evidence of identity, personally known to me or proved to me on the basis of competent evidence of identity to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free and voluntary act and deed as well as that of the corporations they represent:

This instrument refers to Non-Disclosure Agreement consisting of one (1) page including this page where the acknowledgment is written, and signed by the parties and their instrumental witnesses on the signature page and on each and every other page of this Agreement.

WITNESS MY HAND AND NOTARIAL SEAL on the date and in the place above written.

NOTARY PUBLIC

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of \_\_\_\_\_;  
Cc: 201 File

Distribution: F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc. employees

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