	<b>Disability Employment Policy</b> <b>Policies</b>		<b>Document Number:</b>  2P-SS-05.02
	<b>Department:</b> Human Resource	<b>Effective Date:</b> January 22, 2020	<b>Revision No</b> 1

## Objective

To provide information and guidelines to all employees of F2 Logistics Philippines, Inc. and F2 Global Logistics Inc, its affiliates, subsidiaries and related interests.

The management is committed to a policy under which they recognize their obligations under the R.A. 7277 not to discriminate unlawfully against people with disabilities at any stage of employment, with the following objectives:

1. To employ people with disabilities in jobs suited to their aptitudes, abilities, and qualifications.
2. To ensure that assessments are carried out of the scope of reasonable adjustments which may be made to the workplace and its environment.

## Ownership

The Human Resource (HR) Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.

## Policies


### A.Recruitment

1. Application and selection procedures used in the recruitment and selection of staff must not exclude or discourage those with disabilities.
2. Decisions on interview appointments should be based on the merit and suitability of the candidates and the needs of the institution concerned.

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All candidates should be assessed on their abilities, experience, and likely commitment and their qualities.

- Before an offer of employment is confirmed, any person with a disability must undergo pre-employment health screening.

#### B. Health and safety

- Those with disabilities are not necessarily less safe at work than other staff. Special arrangements may, however, be necessary to ensure that a person's disability does not create any hazard either for the person concerned or for others.
- Absence from work because of the disability and the amount of time taken off is little more than the acceptable level for staff generally, this is unlikely to be a substantial reason justifying less favorable or discriminatory treatment.

#### C. Termination of employment

- Termination of employment of a person with a disability for a reason relating to that disability must be justified under the terms of the Disability Discrimination Act.

#### Distribution

Officers, Team Leaders, Unit Leaders, Team Members, HR Partners

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