F2 LOGISTICS LET'S MOVE. NOW.	**Employment of Minors** Policies and Procedure		**Document Number:** 2P-SS-05.06
	Department: Human Resource	**Effective Date:** January 22, 2020	**Revision No** 1

Objectives

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

Scope

F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc. its affiliates, subsidiaries and related interests will only employ persons age 18 years and older in regular full-time staff positions. In addition, minors may be employed as temporary employees in accordance with R.A. 9231.

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

1. The establishment provides for employment of minors under conditions intended to properly protect the minor's life, health, safety and welfare. The law considers sex, age, premises of employment, substances with

which the minor must work with, machinery to be operated, number of hours to be worked, nature of employment and other factors.

2. Departments considering employment of a minor, age 15 through age 17, shall comply with the provisions of R.A. 9231. Minors under age 14 shall not be employed.

3. The law mandates that every employer shall be required to obtain from any employee proof that the employee is at least 18 years of age.

Procedure

1. HR in-charge shall require proof of age of any applicant within the department. A birth certificate is considered sufficient proof of age. If a question arises concerning an employee's age, or if proof of age is not available, HR in-charge should send the employee to the local registrar for written verification of age.