

	<h1 style="text-align: center;">Provisions of Night Workers Policy</h1> <h2 style="text-align: center;">Policies</h2>		Document Number: 2P-SS-05.07
	Department: Human Resource	Effective Date: January 22, 2020	Revision No 1

Objectives

F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc. its affiliates, subsidiaries and related interests ensures the protection, safety, and welfare of night workers and will provide policies that apply to all persons who shall be employed or permitted or suffered to work at night. As used herein, “night worker” means any employed person whose work covers the period from 10 o’clock in the evening to 6 o’clock the following morning provided that the worker performs no less than seven (7) consecutive hours of work.

Ownership

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

Policies

1. Workers shall have the right to undergo a health assessment without charge and to receive advice on how to reduce or avoid health problems associated with their work:
 - a. Before taking up an assignment as a night worker;
 - b. At regular intervals during such an assignment;
 - c. If they experience health problems during such an assignment.

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2. The company shall provide mandatory facilities, made available for workers performing night work which include the following:
 - a. Suitable first-aid and emergency facilities;
 - b. Separate toilet facilities for men and women;
 - c. Facility for eating with potable drinking water; and
 - d. Facilities for transportation and/or properly ventilated temporary sleeping or resting quarters, separate for male and female workers shall be provided.

Implementation and Monitoring

Within the establishment, the implementation of the policy and program shall be monitored and evaluated periodically. It shall be managed by Human Resources in coordination with SHE Committee for the program implementation.

Distribution

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

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