	<h1 style="text-align: center;">Exit Clearance</h1> <h2 style="text-align: center;">Policies and Procedures</h2>	Document Number: 2P-SS-05.10
	Department: Human Resource	Effective Date: October 22, 2024
		Revision No 3

Scope

This policies and procedures cover all separating employees of F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc.

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.

Definition

Termination – the voluntary or involuntary separation of an employee with the company


Policies

1. Upon termination of employment, any employee who intends to resign from the company is required to give his/her immediate leader at least one (1) month or 30 calendar days in advance prior to the effectivity of the resignation to allow enough time to look for his/her replacement and for the proper turnover of tasks and accountabilities. The employee is expected to make a proper turnover of tasks to successor or immediate leader during the notice period to facilitate a graceful exit. **Failure to adhere to these procedures may result in disciplinary action, including termination of employment. Persistent non-compliance may also prompt the company to pursue legal actions in accordance with relevant laws and regulations. This policy aims to uphold orderly transitions, regulatory compliance and safeguard the continuity of company operations.**
2. The employee must complete the termination clearance process by securing clearance from all areas identified in the Clearance for Separation form and submitting it to the HRD on/or before last day of employment.

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3. The employee is responsible for completing the following actions listed on/or before the last day of employment.
 - a. Return all tools, equipment, health card, company-issued cellphones and other company property in his/her possession
 - b. Return of company employee identification card
 - c. Return all keys to offices and/or buildings
 - d. Settle financial matters and/or indebtedness to the company
 - e. Completion of Exit Interview form
4. HR In-charge should conduct exit interview to determine the cause of the resignation and to seek information and data mutually beneficial to the employee and the Company.
5. Failure to return company property or equipment may be construed as theft and appropriate legal action may be taken if the property cannot be recovered.
6. In case employee is dismissed involuntarily, it is the immediate leader's responsibility to ensure compliance with these actions to the greatest degree possible.
7. Any fines or fees that may be owed or indebtedness to the company must be paid by the employee.
8. HRD must be advised in writing of the exact termination date by the separating employee's department head. A copy of the separating employee's resignation letter must be forwarded to HRD.
9. HR In-charge to email IT Helpdesk the separated employees for deactivation of emails and system access, if applicable. (Refer to 2P-SS-07.07 - User Account Deactivation Policy)
10. Computation, processing, and release of final payment is within 30 working days after the completion of Exit Clearance Separation Form.

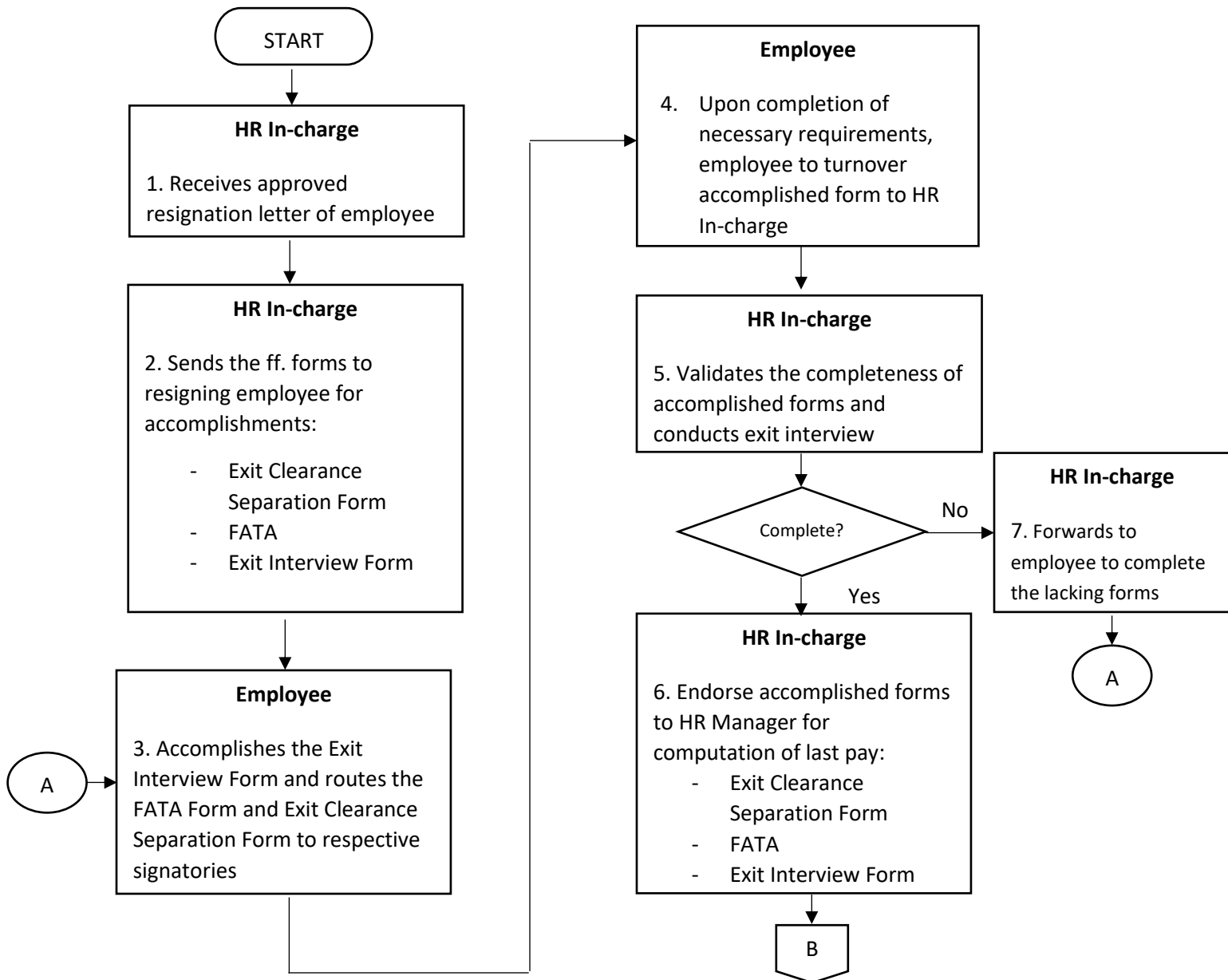
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Procedures

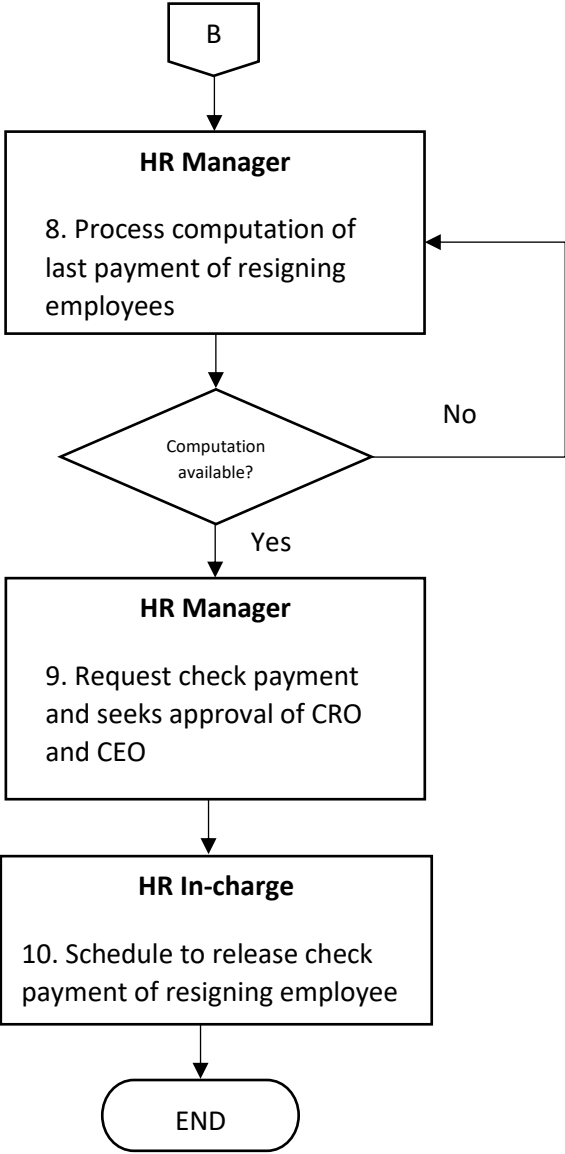


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