	<h1 style="text-align: center;">Leave for Victims of Violence Against Women and their Children</h1> <h2 style="text-align: center;">Policies and Procedures</h2>		<p>Document Number:</p> <p style="text-align: center;">2P-SS-05.12</p>
	<p>Department: Human Resource</p>	<p>Effective Date: January 22, 2020</p>	<p>Revision No 1</p>

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.

Scope

Private sector women employees who are victims as defined in RA 9262 shall be entitled to the paid leave benefit under such terms and conditions provided herein.

The leave benefit shall cover the days that the woman employee has to attend to medical and legal concerns.

Ownership

The HR Services is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.


Definition of Terms

“Violence against women and their children,” - as used in Republic Act 9262 (the “Anti-Violence Against Women and their Children Act of 2004), “refers

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to any act or series of acts committed by any person against a woman who is his wife, former wife, or against a woman with whom the person has had a sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, within or without the family abode, which will result in or is likely to result in physical, sexual, psychological harm or suffering, or economic abuse including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty.

Policies

A. Requirement for Entitlement

To be entitled to the leave benefit, the only requirement is for the victim-employee to present to her employer a certification from the barangay chairman (Punong Barangay) or barangay councilor (Barangay Kagawad) or prosecutor or the Clerk of Court, as the case maybe, that an action relative to the matter is pending.

B. The Benefit


In addition to the other paid leaves under existing labor laws, company policies and/or collective bargaining agreements, the qualified victim-employee shall be entitled to a leave up to ten (10) days with full pay, consisting of basic salary and mandatory allowances fixed by the Regional Wage Board, if any.

The said leave shall be extended when the need arises, as specified In the protection order issued by the barangay or the court.

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C. Usage of the Benefit

The usage of the ten-day leave shall be at the option of the woman employee. In the event that the leave benefit is not availed of, it shall not be convertible to cash and shall not be cumulative.

Responsibility

a. The employee is responsible for:

1. Reading and understanding this policy on Leave for Victims of Violence Against Women and their Children
2. Complying with the policy on Leave for Victims of Violence Against Women and their Children
3. Providing supporting documentation if requested
4. Filing of "Application of Leave of Absence"
5. Coordinating usage of Leave for Victims of Violence Against Women and their Children with immediate leader

b. The immediate leader is responsible for:

1. Reading and understanding this policy on Leave for Victims of Violence Against Women and their Children
2. Ensuring timely and approval of Leave for Victims of Violence Against Women and their Children


c. The Human Resources Department is responsible:

1. Cascading Leave for Victims of Violence Against Women and their Children to respective SBU.

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Distribution

Officers, Team Leaders, Unit Leaders, HR Partners

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