	<h1 style="text-align: center;">Anti - Sexual Harassment Policy</h1> <h2 style="text-align: center;">Policies</h2>		Document Number: 2P-SS-05.14
	Department: Human Resource	Effective Date: November 20, 2022	Revision No 2

DObjective

Pursuant to the provisions of Section 4, Republic Act No. 7877, *An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and For Other Purposes*, the following policies and procedure are hereby issued by F2 Logistics Philippines, Inc. & F2 Global Logistics, Inc. to prevent sexual harassment in its workplace and to provide the procedure for the resolution, settlement and/or disposition of sexual harassment cases.

Scope

This policy covers all employees of F2 Logistics Philippines, Inc. & F2 Global Logistics, Inc. its affiliates, subsidiaries and related interests.

Ownership

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

Company Policy Against Sexual Harassment


F2 Logistics Philippines, Inc. & F2 Global Logistics, Inc. believes that employees should be afforded the opportunity to work in an environment free of sexual harassment. Sexual harassment is a form of misconduct that undermines the employment relationship. No employee, either male or female, should be subjected verbally or physically to unsolicited and unwelcome sexual overtures or conduct.

Sexual harassment refers to behavior that is not welcome, that is personally offensive, debilitates morale and, therefore, interferes with work effectiveness. Such behavior may be in the form of unwanted physical, verbal or visual sexual advances, requests for sexual favors, and other sexually oriented conduct which is offensive or objectionable to the

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recipient, including, but not limited to: epithets, derogatory or suggestive comments, slurs or gestures and offensive posters, cartoons, pictures, or drawings.

F2 Logistics Philippines, Inc. & F2 Global Logistics, Inc. will not tolerate any behavior that amounts to sexual harassment and any officer or employee found to have committed sexual harassment shall be subjected to disciplinary action, up to and including dismissal.

Definition

F2 Logistics Philippines, Inc. & F2 Global Logistics, Inc. have adopted, and its policy is based on, the definition of sexual harassment set forth in Section 3 of R.A. 7877. It provides that sexual harassment in workplace is committed by an employer, employee, manager, supervisor, agent of the employer, or any other person who, having authority, influence or moral ascendancy over another in a work environment, demands, requires or otherwise requires any sexual favor from the other, regardless of whether the demand, requests or requirement for submission is accepted by the object of said Act.

In a work-related or employment environment, sexual harassment is committed when:


1. The sexual favor is made as a condition in the hiring or in the employment, re-employment, or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
2. The above acts would impair the employees' rights or privileges under existing labor laws; or
3. The above acts would result in an intimidating, hostile, or offensive environment for the employee.

Where Sexual Harassment is Committed

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Sexual harassment may be committed in any work or training environment. It may include, but are not limited to the following:

1. In or outside the office building or training site;
2. at office or training-related social functions;
3. in the course of work assignments outside the office;
4. at work-related conferences, studies or training sessions; or
5. During work related travel.

Forms of Sexual Harassment

Sexual harassment may be committed in any of the following forms:

1. Overt sexual advances;
2. Unwelcome or improper gestures of affection;
3. Request or demand for sexual favors including but not limited to going out on dates, outings, or the like for the same purpose;
4. Any other act or conduct of a sexual nature or for purposes of sexual gratification which is generally annoying, disgusting or offensive to the victim.


What is not Sexual Harassment

1. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally

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offensive, that debilitates morale, and that, therefore, interferes with work effectiveness.

Responsibility

A. Employer's Responsibilities

1. F2 Logistics Philippines, Inc. & F2 Global Logistics, Inc. undertakes to provide its officers and employees a work environment free of sexual harassment by management personnel, by co-workers and by others with whom officers and employees must interact in the course of their employment in F2 Logistics Philippines, Inc. & F2 Global Logistics, Inc. Sexual harassment is specifically prohibited as unlawful and as a violation of F2 Logistics Philippines, Inc. & F2 Global Logistics, Inc. policy. F2 Logistics Philippines, Inc. & F2 Global Logistics, Inc. are responsible for preventing sexual harassment in the workplace, for taking immediate corrective action to stop sexual harassment in the workplace and for promptly investigating any allegation of work-related sexual harassment.

Procedures on Sexual Harassment Cases

1. Complaint Procedure


Any officer or employee, who experiences or witnesses any act of sexual harassment in the workplace, shall report the same immediately to the Committee on Decorum and Investigation. They may also report acts of sexual harassment to any other member of F2 Logistics Philippines, Inc. & F2 Global Logistics, Inc. management or ownership. All allegations of sexual harassment will be quickly investigated. To the extent possible, the identity of the officer or employee shall remain confidential and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, all parties will be informed of the outcome of the investigation.

A Committee on Decorum and Investigation shall be constituted and shall be composed of the management and the employees' representative to receive complaints, investigate and hear sexual harassment cases. The Committee shall develop its own rules in the settlement and disposition of sexual harassment cases. The Committee shall

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also develop and implement programs to increase understanding and awareness about sexual harassment.

2. Retaliation

F2 Logistics Philippines, Inc. & F2 Global Logistics, Inc. will permit no employment-based retaliation against anyone who brings a complaint of sexual harassment or who speaks as a witness in the investigation of a complaint of sexual harassment.

3. Written Policy


All officers and employees of F2 Logistics Philippines, Inc. & F2 Global Logistics, Inc. shall receive a copy of F2 Logistics Philippines, Inc. & F2 Global Logistics, Inc. sexual harassment policy upon assumption of their respective offices. If at any time an officer of employee would like another copy of the policy, please contact the Office of the Committee on Decorum. If F2 Logistics Philippines, Inc. & F2 Global Logistics, Inc. should amend or modify its sexual harassment policy, all officers and employees will receive an individual copy of the amended or modified policy.

Annex:

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COMPOSITION OF COMMITTEE ON DECORUM AND INVESTIGATION ON SEXUAL HARASSMENT POLICY

	Name	Position in Establishment
Chairman	Chabio T. Sison	Senior Vice President - Chief Finance Officer & Chief Resources Officer
Secretary	Lizzie O. Magat	HR Manager
Members	Evangeline Manzano	Assistant Vice President - Finance
	Arley Gregorio	Area Manager NCR & South Luzon - Global
	Evelyn Adriano	Business Development Manager
	Juanito Petalino	Claims Supervisor
	Marylou Magyaw	Credit & Collection Manager
	Joy Pardilla	Billing Analyst
	Maria Angelica Amponin	QA Analyst

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