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|  | <b>Paternity Leave Benefit</b><br><br><b>Policies and Procedures</b> |  | <b>Document Number:</b><br><br>2P-SS-05.15 |
|   | <b>Department:</b><br>Human Resource                                 | <b>Effective Date:</b><br>January 22, 2020 | <b>Revision No</b><br>1                    |

## Scope

This policy covers all married male employees of F2 Logistics Philippines, Inc and F2 Global Logistics Inc, its affiliates, subsidiaries, and related interests regardless of their employment status (e.g., probationary, regular, contractual, project basis).

## 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 paternity leave shall be applied to the first four (4) deliveries of the employee's lawful wife with whom he is cohabiting. For this purpose, "cohabiting" means the obligation of the husband and wife to live together.
2. If the spouses are not physically living together because of the workstation or occupation, the male employees is still entitled to the paternity leave benefit.
3. The paternity leave shall be for seven (7) calendar days, with full pay, consisting of basic salary and mandatory allowances fixed by the

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Regional Wage Board, if any, provided that his pay shall not be less than the mandated minimum wage.

4. Usage of paternity leave shall be after the delivery.
5. He has met the following conditions:
  - a. He is employed at the time of delivery of his child
  - b. He has notified his employer of the pregnancy of the wife and her expected date of delivery
  - c. His wife has given birth or suffered miscarriage or an abortion
  - d. He is cohabiting with his wife at the time she gives birth or suffers miscarriage
6. Based on RA 8187

## Responsibility

The employee is responsible for:

1. Reading and understanding this policy on Paternity Leave Benefit
2. Complying with the Paternity Leave Benefit policy
3. Providing supporting documentation if requested
4. Filing of "Application of Leave of Absence"
5. Coordinating usage of Paternity Leave Benefit with immediate leader

The immediate leader is responsible for:

1. Reading and understanding this policy on Paternity Leave Benefit
2. Ensuring timely and approval of Paternity Leave Benefit

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