	<h1>Uniform Wearing Policy</h1>		<b>Document Number:</b>  2P-SS-05.25
	<b>Department:</b> Human Resource	<b>Effective Date:</b> November 20, 2022	<b>Revision No</b> 1

## Policy Statement

This policy is intended to serve as a guide for employees regarding acceptable standards of dress and appearance. Employees are expected to maintain a professional appearance and demeanor at all times, both within the workplace and when representing the company.

## Scope

This policy and procedure applies to 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.

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*Please refer to printed files for signatures of approvers.*

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	<h1>Uniform Wearing Policy</h1> <h2>Policies</h2>	<b>Document Number:</b>  2P-SS-05.25
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### Procedure

The following Guidelines on the wearing of office uniforms by the employees of F2 Logistics Philippines, Inc. are hereby issued:

1. All employees of F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc. are required to wear the office uniforms on the following days:


	MALE	FEMALE
<b>MONDAY</b>	Yellow F2 t-shirt and jeans (except tattered jeans)	
<b>TUESDAY</b>	Yellow F2 t-shirt and jeans (except tattered jeans)	
<b>WEDNESDAY</b>	Yellow F2 t-shirt and jeans (except tattered jeans)	
<b>THURSDAY</b>	Yellow F2 t-shirt and jeans (except tattered jeans)	
<b>FRIDAY</b>	Wearing of uniform is not required. However, observance of Dress Code prescribed in the F2 Dress Code policy shall be strictly observed. Business attire and/or smart casual, ie. slacks or chinos, button-up dressed shirts with basic colors; collared shirt, polo, long sleeves; preferably leather shoes.	Wearing of uniform is not required. However, observance of Dress Code prescribed in the F2 Dress Code policy shall be strictly observed. Business attire and/or smart casual, ie. skirts, dresses, slacks, chinos; blazer, cardigans, collared blouses or dressy shell; at least two-inch high heeled shoes or closed shoes.
<b>SATURDAY</b>	WASH-DAY; t-shirts, sandals w/ straps, rubber shoes. Wearing of shorts and flip flops is not allowed during this day.	WASH-DAY; t-shirts, sandals w/straps, rubber shoes. Wearing of shorts and flip flops is not allowed during this day.

2. The following employees are exempted from wearing of office uniforms:
  - a. Supervisory levels and up who are on official business outside the office;
  - b. Pregnant women;
  - c. Those who are engaged in work which entails soiling or dirtying of clothes (ie. Mechanic) are allowed to change their uniforms to a more comfortable appropriate outfit during the performance of said tasks;

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3. Each new employee will receive four (4) uniforms upon hire.
4. Maintenance and care of company uniforms become the employee's responsibility upon distribution. If a uniform requires repair or replacement, employees will be expected to pay for a new one.

## Violation, Enforcement and Penalties

- a. The following shall constitute an offense:


The non-wearing of proper office uniforms/dress code for ten (10) times in a month for two (2) months in a semester or for two (2) consecutive months in a year shall constitute an offense.

- b. For the effective implementation of these guidelines, the following monitoring procedure shall be adopted:
  - i. The Security Guard on duty together with Human Resources shall be directly responsible for the implementation of this Order.
  - ii. Weekly report of any violation shall be submitted to HRD by listing the names of the employees on Report of Employees not in prescribed Dress Code.
  - iii. HRD shall keep a separate record of the number of times an employee failed to wear the proper dress code for appropriate action as warranted.
- c. Clothing that does not conform to the policy or fails to meet the organization's requirements will be decided by the HR department, and a warning will be issued to the employee.

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## Penalties

The non-wearing of proper dress code shall mean violation of reasonable office rules and regulations and shall have the same schedule of penalties as follows:

1<sup>st</sup> offense – verbal warning

2<sup>nd</sup> offense – written reprimand

3<sup>rd</sup> offense – considered absent for each day of violation

4<sup>th</sup> offense – dismissal

The Human Resources Department is responsible for:

1. Cascading this policy on Uniform Wearing Policy to respective SBUs.

## Distribution

Officers, Managers, Supervisors, HR Partners

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