	Work Performance Policies and Procedures		Document Number: 2P-SS-05.29
	Department: Human Resource	Effective Date: November 20, 2022	Revision No 1

Scope

This policy and procedure applies to all regular employees of F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc.

Performance Evaluation of employees by their respective supervisor is conducted twice a year. The supervisor should discuss the evaluation with their direct reports.

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.

Policy


A. Performance evaluation serves the following purposes:

1. To identify the areas of strength and weaknesses of the employee to improve performance.
2. To provide employees with ongoing feedback.
3. To be used as a basis for rewards for outstanding performance.

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B. Performance Review Discussion

Work Performance is a joint responsibility of every employee and his/her supervisor as it reflects their efforts and relationships toward the attainment of assigned tasks/goals in a productive, open, trusting, inspiring and empowering work environment. Twice a year, in August and February both are tasked to undertake performance evaluation. It will be accomplished through the Performance Management Module in the Resource Information System Application (RISA) or manual submission.

PHASE	COVERAGE	DUE DATE
MID-YEAR	JANUARY to JUNE WORK PERFORMANCE	on/before August 31
YEAR-END	JULY to DECEMBER WORK PERFORMANCE	on/before February 28

The company continuously updates its evaluation system toward maximum individual and organizational benefits.

C. Rating


Categories for evaluating the performance of an employee. There are four levels of rating:

1. Exceeds Expectations- The employee is an essential part of the team, whose performance consistently exceeds expectations. The employee desires to enhance oneself, office processes, the team, and/or the department. The individual exceeds expectations in contributing to the success of the department or unit. The rating for this level is 1-1.99 score.
2. Meets Expectations- The employee meets all defined job requirements and is a dependable and consistent performer. The employee typically performs well and requires minimal supervision. The individual exhibits initiative to accomplish the position's targets and goals. The rating for this level is 2-2.99 score.
3. Fair Expectations- The employee meets a portion of the work requirements, but not all. The individual requires guidance and assistance to complete tasks.

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Generally, the employee's performance is at a minimum level, and he or she must improve to satisfy all expectations. The rating for this level is 3–3.99 score.

4. Does Not Meet Expectations- The employee meets some but not all employment requirements. The individual needs guidance and assistance to finish responsibilities. Generally, the employee's performance is poor, and he or she must improve to satisfy all expectations. The rating for this level is 4 and above score.

D. Consideration of Professional and Personal Development

The employee and supervisor list the training and development activities that were taken since the last review period, and identify specific activities to be pursued for the next review period. An agreement should be reached between the supervisor and the employee on a plan designed to improve or enhance the employee's performance which may include developmental activities such as special assignments or work projects, job rotation, work on committees and attendance to seminar-workshops. Consideration may also be given to developing the employee for further career employees.

E. Summary Documentation

After the performance review discussion, the employee is encouraged to comment on the overall review. Once agreed by both parties, an employee performance evaluation must be submitted through the Performance Management Module in Resource Information System Application (RISA).

The complete form and any other related documentation should be held in confidence and is then forwarded to HR for filing.

F. Roles and Responsibilities


I. Employee is responsible for:

A. Participates in the establishment of semi-annual targets and career development goals with the supervisor and makes suggestions for updating performance objectives during the evaluation process.

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B. Understands clearly the supervisor's expectations and seeks clarification when necessary.

C. Addresses performance areas identified as requiring improvement.

II. Supervisor is responsible for:

A. Seek employee's input on individual goals and professional development objectives over the next six months.

B. Assists employees whose performance in one or more areas has been identified as requiring improvement in order to make the appropriate adjustments.

C. Meets with employees individually to discuss their evaluations and development needs. Documents the discussion as necessary.

III. Department Head is responsible for:

A. Provide the training necessary to enhance the performance management and evaluation competencies of supervisors.

B. Ensure that all supervisors are aware of this policy's processes and standards and adhere to them.

IV. Human Resources is responsible for:

A. Setting sustainable standards.

B. Ensure that the company's senior management understands and adheres to this policy's processes and criteria;

C. Facilitate the performance management process for employees and their managers; and

D. Maintain records and files.

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