	<h1>Work Change</h1>		Document Number: 2P-SS-05.30
	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.

Qualified and deserving employees are promoted to higher positions whenever vacancies occur or are transferred to jobs where their proven capabilities can be better utilized.

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.

Definition


- Promotion is a movement from a lower grade to another position of a higher job grade.
- Lateral Transfer is a movement to a position of the same salary grade. A lateral transfer may result in a title change but does not result in salary change.
- Developmental job assignment is a structured opportunity for an employee to gain professional knowledge, skills, and abilities that would not be available to them through their regular work activities.

Policy

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled


	<h1>Work Change</h1> <h2>Policies</h2>		Document Number: 2P-SS-05.30
	Department: Human Resource	Effective Date: November 20, 2022	Revision No 1

- For an employee who is promoted to a position of a higher rank:
 - Employee is regular or permanent
 - Has completed a minimum at least of one year in his/her present position
 - Performance appraisal is above average
- The employee may or may not undergo a developmental assignment for a period of six months to two years as the case may be in order to determine the fitness and readiness of the employee for the job.
- Upon satisfactory performance on the developmental assignment period, with the recommendation of the immediate superior and/or department head, sbu head and the approval of the Chairman, President & CEO, a new appointment is issued for the promotion. A corresponding salary adjustment is likewise given. The effective date of the salary adjustment is on the affectivity date of the promotion.
- An employee may be transferred to another post for the following reasons:
 - Vacancy/ies in position within the Company
 - Decision of management to transfer employee in order to meet an immediate work-related need
 - A request for transfer either by the employee or the immediate leader.
- Vacancy/ies in positions within the organization shall be announced by the HR to give the employees the option to apply. Such applications shall be duly approved by the immediate leader and/or department head and shall be evaluated solely on the merits of the applicant, not as an excuse for transfer.
- Request for transfer has to be in writing subject to the recommendation and approval of concerned immediate leader and/or department head and sbu head. HR facilitates the request and transfer movement.
- Request for transfer, whether by employee or by supervisor, for reasons other than dissolution and/or vacancies of position/s, should be addressed to the department head, who shall either solve the problem at his level or refer the case to HR.

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled

	<h1>Work Change</h1>		Document Number: 2P-SS-05.30
	Department: Human Resource	Effective Date: November 20, 2022	Revision No 1

8. HR shall intervene only after department head has indicated these efforts have failed. Intervention shall take the form of mediation or moderating a conciliation meeting between employee and supervisor/other employees, or through clarification or modification of employee's job description/duties and responsibilities.
9. The transfer or re-assignment of personnel shall not result in diminution of wages and benefits and loss of seniority rights. Term appointments are not included.

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled