	<b>Job Induction</b> <b>Policies and Procedures</b>		<b>Document Number:</b>  2P-SS-05.32
	<b>Department:</b> Human Resources	<b>Effective Date:</b> September 5, 2025	<b>Revision No</b> 2

### Scope

This policy and procedure apply 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 is regularly reviewed and updated to reflect actual practice.**

### Purpose

F2 Logistics Philippines Inc., and F2 Global Logistics Inc. believe that its employees are fundamental to its success. To enable employees to become efficient and effective in their role as quickly as possible, it is essential that new hires **are provided timely and consistent induction training.** This training is regarded as a vital part of staff recruitment and integration into the working environment. This policy, associated procedures and guidelines define the Company's commitment to ensure that new employees are supported during the period of induction, to the benefit of the employee and Company alike.


### Objective

It is the objective of F2 Logistics to ensure that employee induction is dealt with in an organized and consistent manner, to enable staff to be introduced into a **new role** and working environment quickly, so that they can contribute effectively as soon as possible. This induction policy, **together with schedules per business unit and facilitated by subject matter experts, sets out the process and requirements.** It is expected that all leaders and staff shall adhere to this policy.

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### Induction Program

The HR-in-charge should work with the department head to set up the new employee's job orientation **within a reasonable period after hiring, depending on the scheduled induction.**

HR shall conduct a job induction every third week of the month, subject to a minimum of five (5) confirmed attendees. Should the required number of attendees not be met, the job induction shall be deferred and rescheduled to the following month, regardless of the number of attendees at that time.

The job induction program may include discussions of:


1. Introduction to F2 Logistics, including details about the company's mission, vision, values and quality policy.
2. Code of conduct / ethics / public interest disclosure;
3. The various departmental standards and procedures
4. The core duties and responsibilities of the position, based on the job description, etc.

Using the job induction training attendance in RISA, the supervisor/department head in cooperation with the HR department will ensure that all essential information is communicated to the employee in an appropriate manner and within an appropriate time frame.

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## Roles and Responsibilities

The **Company** expects that the implementation of Job induction by managers/supervisors will:

1. Enable new hires to settle into the Company quickly and become productive and efficient members of staff within a short period of time.
2. Ensure that new hires are highly motivated and that this motivation is reinforced.
3. Assist in reducing staff turnover, lateness, absenteeism and poor performance generally.
4. Assist in developing a management style where the emphasis is on leadership.
5. Ensure that employees operate in a safe working environment.
6. **Help** reduce costs associated with repeated recruitment, training and lost production


The **Department Head** is responsible for:

1. Reading and understanding this policy on Job Induction.
2. Ensuring new hires are inducted in accordance with this policy and the associated procedure.
3. Ensuring new hires are allocated sufficient time within their workload allocation to participate in and complete all induction processes.
4. Ensuring Job Induction Program in coordination with HR Department **is properly implemented.**

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The **Human Resources Department** is responsible for:

1. Ensuring that new hires and their immediate leader/s are aware of the requirements to participate in the induction processes.
2. Ensuring that this document reflects actual practice.
3. Revising this policy when appropriate.

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