	<h1 style="text-align: center;">Non-Discrimination Policy</h1> <h2 style="text-align: center;">Policies</h2>		Document Number: 2P-SS-05.35
	Department: Human Resource	Effective Date: January 22, 2020	Revision No 1

Objectives

It is the policy and commitment of F2 Logistics Philippines, Inc. And F2 Global Logistics, Inc. its affiliates, subsidiaries and related interests that it does not discriminate on the basis of race, age, color, sex, national origin, physical or mental disability, or religion.

Scope

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

Ownership

The Human Resource Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.

Policies

A. Equal Employment Opportunity

F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc. is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability, or religion or otherwise as may be prohibited by federal and state law.

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Any employee, board member, volunteer or client who believes that s/he or any other affiliate of F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc. has been discriminated against is strongly encouraged to report this concern promptly to the Human Resources Department.

B. Discriminatory Harassment

Harassment or intimidation of a client, staff person or guest because of that person's race, age, color, sex, national origin, physical or mental disability, or religion is specifically prohibited and may be grounds for termination. Harassment and intimidation includes abusive, foul or threatening language or behavior.

The companies are committed to maintaining a workplace that is free of any such harassment and will not tolerate discrimination against staff members, volunteers or agency clients.

Issues of discriminatory treatment, harassment, or intimidation on any of these bases should immediately be reported to the Executive Director or immediate supervisor and, if substantiated, prompt action will be taken.


Responsibility

- a. The employee is responsible for:
 1. Reading and understanding this policy on Non-Discriminatory.

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2. Complying with the policy on Non-Discriminatory
3. Providing supporting documentation if requested

b. The immediate leader is responsible for:

1. Reading and understanding this policy on Non-Discriminatory.
2. Complying with the policy on Non-Discriminatory
3. Providing supporting documentation if requested

c. The Human Resources Department is responsible:

1. Cascading of policy of Non-Discriminatory

Distribution

Officers, Team Leaders, Unit Leaders, HR Partners

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