	Forced Labor Policies		Document Number: 2P-SS-05.36
	Department: Human Resource	Effective Date: January 22, 2020	Revision No 0

Scope

F2 Logistics Philippines, Inc. and F2 Global Logistics Inc, its affiliates, subsidiaries, and related interests will comply with and respect individual's right under Forced Labor laws.

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.

The Human Resources Department is also responsible revising this policy when appropriate.

Policies


F2 Logistics Philippines, Inc. and F2 Global Logistics Inc. prohibits engagement in any kind and activities of Forced Labor.

1. The company respect its employees to exercise their rights voluntarily without coercion, and freely terminate their employment on appropriate notice.
2. The company do not tolerate any form of forced labor, debt bondage, indentured labor or involuntary prison, nor any involvement in human trafficking in its business activities.

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3. The company shall not destroy, conceal, confiscate, or otherwise deny access by an employee to the employee's identity or immigration documents, such as passports or drivers' licenses, regardless of issuing authority

4. The company discourage use of misleading or fraudulent practices during the recruitment of candidates or offering of employment/contract positions; such as failing to disclose, in a format and language accessible to the potential candidate, basic information or making material misrepresentations during the recruitment of candidates regarding the key terms and conditions, including wages and fringe benefits, the location of work, the living conditions, housing and associated costs (if provided by F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc.), any significant cost to be charged to the candidate, and, if applicable, the hazardous nature of the work.

Distribution

Officers, Team Leaders, Unit Leaders, Team Members, HR Partners

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