

	Breastfeeding Policy Policies		Document Number: 2P-SS-05.37
	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 women's right under Breastfeeding Policy.

Ownership

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


Policies

1. The establishment/management recognizes the importance of breastfeeding for both mother and baby and hereby supports and promotes breastfeeding.
2. The establishment/management provides facilities and the support necessary to enable mothers in their employment to balance breastfeeding/breast milk expression with their work.
3. Provision of facilities and support includes:
 - a. Lactation breaks are compensable breaks and will allow mothers to express breast milk in the designated lactation station during breaks or as the need arises.

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- b. Flexibility for breast milk expression breaks. There is flexibility for mothers to take lactation breaks during their workday.
- c. Facilities include clean, private area, with comfortable chair, hand washing facilities, and a refrigerator.
- d. Access to breastfeeding information. All women who are going on maternity leave will be provided with information on how they can combine breastfeeding and work once they return to work.

Responsibility

1. Within the establishment, the implementation of the policy and program shall be monitored and evaluated periodically. The safety and health committee or its counterpart shall be tasked for this purpose.

Distribution

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

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