	Code of Conduct (COC) Policies and Procedure		Document Number: 2P-SS-05.38
	Department: Human Resource	Effective Date: January 22, 2020	Revision No 0

Objective

This policy is intended to impose a penalty to an erring employee to reform or correct the employee.

Scope

This policy covers all employees of F2 Logistics Philippines Inc. and F2 Global Logistics Inc, its affiliates, subsidiaries and related interests.

Definition of Terms

Code of conduct are policies and table of disciplinary actions to promote and maintain high standards of ethics and conduct among employees in the performance of their respective duties within the company and in their dealing with internal and external clients.

All employees, regardless of rank and status, must instill in them a sense of discipline and constant awareness of their obligations and responsibilities towards the company and their co-employees.


All employees should observe the policies, orders and regulations governing official conduct, and shall always be committed to uphold the interest of the company in the attainment of its goals.

Penalty is not meant to be punitive. Sanction is resorted to as a last recourse – after maximizing all possible discipline options.

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Ownership


The Human Resources Department 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.

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I. Attendance

Infractions	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	6 th Offense
1. Tardiness						
A. Tardiness for four (4) times in a month regardless of the number of minutes, or an accumulated tardiness of 180 minutes in a quarter, whichever comes first	VW	WR	S (1)	S (2)	S (4)	D
B. Tardiness in reporting to work or returning to duty following rest or meal periods.	VW	WR	S (1)	S (2)	S (4)	D


II. Absences

Infractions	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	6 th Offense
1. Authorized Absence						
A. Failure to submit a sick leave application to	WR	S (1)	S (2)	S (3)	D	

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Human Resources office within three (3) days upon returning to work.						
B. Failure to submit a doctor's certificate upon returning to work.	WR	S (1)	S (2)	S (3)	D	
C. Giving a false reason for sick leave, emergency leave of absence or time off from work; or giving false statements in obtaining or renewing a leave of absence	S (1)	D				
D. Failure to file a leave application for all other days absent from work, even for valid reason/s	WR	S (1)	D			
2. Unauthorized Absence or Unexcused Absence (AWOL)						
A. Unauthorized or unexcused absence for one (1) day or less	WR	S (1)	S (2)	D		
B. Unauthorized or unexcused absence for two (2) to three (3) days	S (2)	S (3)	D			
C. Unauthorized or unexcused absence for	S (3)	D				

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four (4) days						
D. Unauthorized or unexcused absence for more than four (4) days	D					


III. Hours of Work

Infractions	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	6 th Offense
1. Leaving the work place or work post during work hours without permission from the employee's superior, except for legitimate reasons or to attend to the "call of nature".	WR	S (1)	S (2)	D		
2. Interfering with or failing to abide by work schedules, including meal and break periods.	WR	S (1)	S (2)	D		
3. Arranging a replacement of work shift without permission from a supervisor or department manager, even if the arrangement is favorable to a department or to the company	WR	S (1)	S (2)	D		
4. Failure to work	WR	S (1)	S (2)	D		

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overtime without a valid reason even after receiving instructions superior to render overtime during employer's urgent business needs						
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IV. Timing In and Out

Infractions	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	6 th Offense
1. Failure to time in/out for at least two (2) times within a pay period without a valid reason	WR	S (1)	S (2)	D		
2. Failure to time in/out for at least three (3) times within a pay period without a valid reason	D					


V. Work Performance

Infractions	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	6 th Offense
1. Having two (2) successive below average performance appraisals which indicate no	D					

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improvement in the work performance						
2. Failure to carry out the instructions of his/her superior without a valid cause resulting to actual or potential damage or prejudice to the company	S (1)	D				
3. Negligence, inattention to duty, inattention to duty, careless performance, non-performance or non-completion of assigned work	WR	S (1)	S (2)	D		
a. When no injury, damage or prejudice is caused						
b. When injury, damage or prejudice is caused	S (1)	S (2)	D			
c. Insubordination or refusal to follow or comply with the legitimate orders or instructions to perform designated work or directives by authorized company officials	S (2)	D				

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VI. Respect for Person

Infractions	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	6 th Offense
1. Using discriminatory, disrespectful, abusive, indecent, profane, obscene or offensive language to a co-employee	S (2)	D				
2. Taking the life of any person willfully or through negligence	D					
3. Sexual harassment of an employee, customer, visitor, or any person at the workplace, housing facility, or during group activities regardless of whether or not moral ascendancy exists	S (1)	D				
4. Immoral conduct or lascivious actions within company premises regardless of whether or not committed during work hours. This includes possession, viewing, exhibition, display or distribution of pornographic materials	S (1)	D				
5. Making false or malicious statements, spreading misleading or incomplete information work-related or not, or intriguing against another						

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employee or officer, or harming or destroying the reputation, honor, authority or official standing of such employee or officer, whether inside or outside company premises	S (2)	D				
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VII. Care for Property

Infractions	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	6 th Offense
1. Tampering, hacking, or accessing any computer system or program without proper authority	D					
2. Vandalizing/willfully destroying, abusing or defacing company or visitor's material or property	D					
3. Carelessness, negligence or mischief that results in loss, damage, waste or the property of guests or visitors, or which create unsafe or unsanitary conditions	D					
4. Embezzling, stealing or attempting to embezzle or steal property from any other person, or being an accomplice in such action	D					

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5. Obtaining company materials through misrepresentation or by using fraudulent papers	D					
6. Misappropriation of company's, co-employee's, visitor's or client's funds or properties	D					
7. Using company supplies for personal reasons	S (1)	S (2)	D			
8. Disclosing business or company- related confidential information without prior authorization	D					
9. All other acts of dishonesty which cause prejudice to the company	D					


VIII. Compliance with Laws and Company Policy

Infractions	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	6 th Offense
1. Falsification of or attempt to falsify company data records, documents, work or employment records, documents, work or employment records, work time records or production reports; or concealing	D					

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defective work or material information, etc.						
2. Failure of a managerial or supervisory level employee to appropriately action any violation of this Code of Conduct and other company work rules within his or her knowledge	D					
3. Acting beyond one's scope of job's authority, role and responsibility which resulted to confusion among employees, or damage to company processes, systems, or property	D					
4. Being convicted in a court of law of any felony	S (1)	D				
5. Engaging in sabotage activities	S (1)	D				
6. Driving without a valid driver's license, violating traffic or parking regulations when using a company vehicle	S (1)	D				
7. Failure to report to a company official evidence of activity by a department, contractor or employee, constituting to a violation of policies or regulations, fraud	S (2)	D				

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in the operations of departmental programs, misappropriation of company resources, acts which endanger the or safety of the public or employees and mismanagement of programs of programs or funds, or abuses of authority						
8. Retaliating, in whatever form, against an employee who reports a violation or who offers evidence in support of the case	S (2)	D				
9. Gambling or promoting gambling activities (unless authorized by management during company sponsored activities), including the operation of gambling devices, conducting a lottery or pool, games for money or property, or selling or purchasing a number slip or ticket while on company owned or leased property or while on work duty	S (2)	D				
10. Soliciting, accepting or agreeing to accept gifts, bribes, favors, free service, gratuity,	D					

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entertainment, or other items of economic value from any person, personally or through the mediation another where the purpose of the donor is to influence the employee in performing official acts and duties to the prejudice of the company or if the donor has or is seeking to obtain confidential information concerning the company						
11. Bribing, or offering money, gift or anything of value to any employee, personally or through the mediation of another, to seek or qualify for preference, benefit of favorable condition of employment	D					
12. Knowingly giving false statements or concealing material facts in an investigation conducted by an authorized representative of the company	D					
13. Horseplay, or other disorderly or disruptive conduct while on company premises	WR	S (1)	S (2)	D		
14. Sleeping or giving the						

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appearance of sleeping during work hours which causes inattention to duty	WR	S (1)	S (2)	D		
15. Failure or refusal to maintain or obtain required license, certification or registration as may be required by the company	S (1)	S (2)	D			
16. Failure to wear uniforms and proper attire in accordance with the job performed during work duty	WR	S (1)	S (2)	D		
17. Failure to observe telephone courtesy	WR	S (1)	S (2)	D		
18. Non-compliance with any other company or department regulation, written or verbal, or any company practice	S (1)	D				


IX. Health and Safety

Infractions	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	6 th Offense
1. Failure to comply with safety rules regulations, programs, and practices; civil defense rules or engaging in any unsafe conduct	D S (1)	D				

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a. when injury or prejudice is caused to a person and/or company b. when no injury or prejudice is caused to a person and/or company						
2. Failure to wear safety gear in dangerous and restricted areas after being instructed by superior to do so or when the nature of the work requires the use of such safety gear	WR	S (1)	S (2)	D		
3. Failure to report an accident involving an on-the-job injury or damage to company property	S (1)	S(2)	D			
4. Failure to cooperate in investigations involving on-the-job injuries or damages to company property	S (1)	S (2)	D			
5. Refusal to obey security officials, safety personnel, or other proper authorities in cases of emergencies	D					
6. Tampering with safety equipment or devices a. when damage occurs b. when no damage occurs	D					

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	S (1)	S (2)	D			
7. Operating a machine or equipment contrary to standard operating procedures						
a. when damage occurs	D					
b. when no damage occurs	S (1)	S (2)	D			
8. Smoking inside company premises, workshops, generator room, or other non-smoking designated areas	D					
9. Entering prohibited areas, except upon clearance from concerned personnel	S (1)	D				
10. Use or threatening to use, or possession of firearms, or other lethal materials or dangerous weapons or explosives of any kind in company premises or staff houses	D					
11. Possession, use or distribution of liquor or other intoxicating beverages in company premises or staff houses	D					
12. Reporting to work and/or working under the influence of intoxicating	S (1)	D				

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beverages or non-prescribed drugs						
13. Use, production, possession, distribution, and dispensation of illegal drugs and/or drug paraphernalia; being under the influence of illegal drugs or controlled substances in company premises, including (but not limited to) the employee housing; or during company-initiated activities	D					
14. Unlawfully conspiring, negotiating, or arranging to purchase, sell, possess, distribute, or dispense a controlled substance, illegal drug or its paraphernalia	D					
15. Littering and spitting within company premises or employee housing	WR	S (1)	S (2)	D		
16. Knowingly reporting to work with an infectious or contagious disease that is listed in the National Center for Disease Control's (NCDC) published list of infectious and communicable diseases without notifying the department manager	D					

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17. Refusal to comply with medical requirements, (Example: annual physical exam and random or mandatory drug testing), and willful violation of other safety or health regulations	D					
18. Failure to shut off electrical power after use or before leaving the work station	WR	S (1)	S (2)	D		
19. Any act, conduct or behavior prejudicial to the interest of the company but not specifically included in this Code of Conduct shall also be punishable	S (1)	D				

Legend:

- VW** Verbal Warning
- WR** Written Reprimand
- S (1)** Suspension for 1 day
- S (2)** Suspension for up to 2 days
- S (4)** Suspension for up to 4 days
- D** Dismissal

Distribution

Officers, Team Leaders, Unit Leaders, HR Partners

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