	<h1>Disciplinary Action Policy</h1>		Document Number:
	Policies		2P-SS-05.39
	Department: Human Resource	Effective Date: January 22, 2020	Revision No 0

Objective

The objective of this disciplinary action policy is to provide the Company with a method to instill discipline and order among its ranks by evaluating infractions of its rules and regulations and imposing the appropriate punishment thereof.

Scope

This policy covers all employees of F2 Logistics Philippines, Inc. & F2 Global Logistics, Inc. Depending on severity of infraction, possible punishments shall include:

1. Verbal Warning
2. Written Reprimand
3. Suspension
4. Dismissal

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.


Policies

1. F2 Logistics Philippines, Inc. & F2 Global Logistics, Inc. expects all its employees to act in accordance with established rules and regulations during the performance of their duties and responsibilities. In times when employees fail to abide by the rules, whether deliberately or otherwise, F2 Logistics Philippines, Inc. & F2 Global Logistics, Inc. employs a disciplinary action which is fair, objective, and focuses on the act rather than the individual. This Policy on Disciplinary Action is the epitome of Due Process accorded to all employees. Due Process in this Policy refers to the Right to be informed of the offense or violation, and

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled

	Disciplinary Action Policy Policies		Document Number: 2P-SS-05.39
	Department: Human Resource	Effective Date: January 22, 2020	Revision No 0

the Right to be heard in accordance with the provisions of the Labor Code of the Philippines and the Philippine Constitution.


Procedures

1. Upon commission of an act violative of Company Rules and Regulations, the immediate superior of the concerned employee shall report the incident to the Human Resources Department or Human Resources Partners as the case may be. Said Incident Report shall indicate the employee concerned, act or acts committed in violation of company rules and regulations, rules and regulations or policy violated, and the date of commission of the same.
2. Upon receipt of the incident report, the Human Resources Department shall furnish a Notice to Explain (NTE) to the concerned employee. The NTE shall indicate the act or acts committed, the rules and regulations or policy violated, and the corresponding penalty and shall give a period of five (5) days from receipt of the Notice to file his or her explanation on the matter. Non submission of the employee of his or her explanation letter shall be construed as a waiver of his/her right to be heard.
3. In case the Human Resources Department deems that placing the employee under preventive suspension is necessary, it shall also include the Notice of Suspension in the Notice to Explain. Preventive suspension is resorted to avoid the employee from influencing or meddling with the investigation on the matter. The preventive suspension cannot last for more than 30 days.
4. If the employee does not submit an explanation, the disciplinary process shall continue but the presence of the employee is no longer required. However, the employee must still be notified at all stages of the process.
5. If the employee in the explanation admits the violation, the matter shall be resolved by imposing the appropriate punishment.

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled


	Disciplinary Action Policy Policies		Document Number: 2P-SS-05.39
	Department: Human Resource	Effective Date: January 22, 2020	Revision No 0

6. If the employee disputes the violation, the Human Resources Department shall send a Notice of Administrative Hearing to be conducted in not more than five (5) days from receipt of said Notice. If the employee does not attend the hearing, it shall be deemed as a waiver of his or her right to be heard.
7. During the hearing, the employee, Human Resources, and the Corporate Legal Counsel or Employee Relations Officer shall be present to make sure that all rights of the employee shall be observed. All details regarding the infraction shall be discussed in detail and minutes of the meeting shall be prepared and given to all parties to sign off.
8. After the administrative hearing, the Human Resources Department shall have a period of not more than 30 days to resolve the matter.
9. In resolving the matter, the employee may be found not guilty of the infraction or may be found guilty. If guilty, the appropriate punishment shall be identified in accordance with the Code of Conduct.
10. The Human Resources Department shall then issue the appropriate Notice of Resolution to the concerned employee. It shall indicate the result of the investigation and whether or not the employee is guilty and the appropriate punishment if applicable. If found guilty and the imposable penalty is dismissal, the employee shall then be given another Notice to Explain why the penalty of dismissal should not be imposed. The employee shall be given a period of Five (5) days from receipt of notice to file his response.
11. Upon receipt of the response, another Administrative Hearing shall be conducted to give the employee a chance to explain himself.
12. If after the Administrative Hearing, it is still evaluated that the penalty of dismissal is required, the employee shall be given a Notice of Termination and his employment with the company is deemed ended.
13. At all stages of the Disciplinary Action Process, it must be assured that all the rights of the employee are observed in accordance with the Labor Code of the Philippines.

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled

	Disciplinary Action Policy Policies		Document Number: 2P-SS-05.39
	Department: Human Resource	Effective Date: January 22, 2020	Revision No 0

DDC: This Document is already Approved and Posted on Intranet.

Please refer to printed files for signatures of approvers.

Any printed and saved copy of this document is considered uncontrolled