	Working Conditions Policy Policies		Document Number: 2P-SS-05.41
	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 the working conditions.

Ownership

The HR Services 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 the policy when appropriate.


Policies

1. The company conforms to the Occupational Health and Safety (OSH) standards set by the labor laws. Please refer to company's Occupational Health and Safety (OSH) manual.
2. The company adheres to working hours, breaks, holidays and leave periods mandated by the labor laws.
 - a. Working Hours, breaks and Holidays- please refer to the following policies
 - i. 2Ps-SS-HRD 05.23-Working Hours and Office Attendance
 - b. Leave periods
 - i. 2Ps-SS-HRD 05.03-Special Leave Benefit for Women

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- ii. 2Ps-SS-HRD 05.08 -Expanded Maternity Policy
- iii. 2Ps-SS- HRD 05.12-Leave for Victims of Violence Against Women and their Children
- iv. 2Ps-SS-HRD 05.13-Solo Parent Leave
- v. 2Ps-SS- HRD 05.15-Paternity Leave
- vi. 2Ps-SS-HRD 05.16-Vacation Leave Policy
- vii. 2Ps- SS-HRD 05.17-Sick Leave Policy

3. The company abides to wage and wage-related benefits set by the labor law.

- a. Wage- please refer to 2Ps-SS-HRD 05.33- Payroll Policies
- b. Wage related benefits- please refer to 2Ps-SS-HRD 05.34 - Mandatory Employee Benefits, Incentives, Coverage, and Contributions

Distribution

Officers, Team Leaders, Supervisors, Team Members, HR Partners

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