	Employee Handbook		Document Number: 2P-SS-05.42
	Policies & Guidelines	Department: Human Resource	Effective Date: March 20, 2020
			Revision No 0




Employee Handbook

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Using this Book

The policies and practices included in this handbook may be modified at any time. The entire content of this handbook is available through the company's Intranet at <http://f2infra.poweredbyclear.com/Intranet/>.


This handbook is intended for use by all employees of the F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc. It is presented for information purposes only.

Your department has additional specific procedures for many of the general policies stated in the handbook. You are expected to learn your department's procedures and comply with them. You are also expected to conform to the professional standards of your occupation. Please direct any questions to your supervisor, department head, or the Human Resources Department.

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Message From:

Efren E. Uy, President/Chief Executive Officer

Welcome to F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc!

You have joined one of the country's fastest growing and largest domestic & international freight forwarding company. Whether you come to the company as an assistant or a supervisor, an associate, or director, please know that you play an invaluable role in the life of our organization. We hope that you will find your stint here at F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc. as a fruitful and rewarding experience.

This handbook was prepared by the Human Resources Department (HRD) to acquaint you with the various HRD policies of F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc. It is intended to give you a better understanding of your responsibilities and the conditions under which you work. In a nutshell, it contains a brief history of the organization, a description of its mandate, functions, and operations, and the rules and regulations governing the workplace. This handbook should answer the questions most frequently asked by employees and serve as a "ready reference" for you. Your supervisor can help you with any questions you have that are not answered here.

We are pleased to have you as part of F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc. Our human resources are what make this organization truly the company of choice.

Sincerely,

Efren E. Uy
President/CEO

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About F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc.

History

F2 Logistics was established a decade ago by its founding chairman, Mr. Efren E. Uy as a premiere service-oriented transport company in domestic and international forwarding.

As we expanded our horizon over the years to optimize our services in response to the progressive requirements of our clients, we have grown to be a complete integrated business solution partner that offers end to end cost-efficient and diverse logistics services to all market segments in all channels across most industries.

We are committed to provide value-added services through the expertise and vast experience of a strong team of dedicated logistics professionals and practitioners who will ensure excellence in all facets of the supply chain.

For us, It's not a job. It's a commitment. LET'S MOVE NOW!

Our Quality Policy

We, at F2 Logistics Philippines Inc. and F2 Global Logistics Inc., are committed to be THE PARTNER OF CHOICE by providing customized supply chain solutions to our customers.


We maintain good relationship with our customers by:

1. Giving the highest quality service that is measured through performance standards
2. Complying to Customer, Statutory and Regulatory requirements, and
3. Constantly improving our Quality Management System that will enable the company to exceed customer expectations.

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Our Vision

We will be the partner of choice for world class supply chain solutions.

Our Mission

We exist to provide

Flexible, customized supply chain solutions

Fun-filled and excellence-driven work environment for our team members

Fruitful relationship with our partners

Financially rewarding investment for our shareholders

Our Values

Integrity - Be consistent in character

Synergy - Work together towards one goal

Excellence - Do the right things right the first time

Respect - Do unto others what you want others do unto you


Vision - Look ahead, Think beyond

Empowerment - Enable others to have power and responsibility

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I. Terms of Employment

A. Recruitment, Selection, and Placement

The company uses several methods to encourage qualified persons to apply for jobs. These include posting of notices of job openings on company bulletin boards to alert personnel of openings on company email, online job postings and maintaining relationships with staffing sources, including universities. Depending on the type of position open and the labor market that qualifies, recruiting efforts may be local or expanded.

For regular positions, the prospective employee should at least meet the minimum position qualification requirements set by F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc Qualification Standards. The F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc Qualification Standards are set of competencies needed to perform satisfactorily the responsibilities of a certain position. This includes but is not limited to education, experience, training, and personality traits.

As far as practicable, hiring preference is given first to employees working for the company. This is to provide opportunities for employees for their career growth. They will however still have to meet the minimum qualifications set for their applied positions.

Source: 2P-SS-05.31 - Recruitment, Selection, & Placement Policy

B. Employment Status


The classification of employment in F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc are as follows:

1. **Regular employees** are those who have successfully completed the probationary period and have met the standards required for a regular position, or those who, upon hiring, are given regular appointment upon the recommendation of the Unit Head or Department Manager.

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2. **Probationary employees** are those hired to fill in regular positions and undergo a probationary period of six months to determine their capability and fitness to hold the position on a regular basis.
3. **Project-based employees** are those hired and has been fixed for a specific project or undertaking, the completion or termination of which has been determined at the time of the engagement of the employee.

Source: 2P-SS-05.26 – Probationary Period & Regularization of Employment Policy

C. Personnel 201 File


The HRD Office acts as the custodian of all employees' personnel records. To keep the records up to date, the following information should be reported immediately to the HRD through a duly accomplished Human Resource Update form and other forms pertaining to SSS, PhilHealth, Pag-ibig, etc. whenever necessary:

- Change in name or surname
- Change in civil status
- Any change in address
- Change in telephone number
- Change of beneficiaries
- An additional member of the family
- A death in the family
- Change in the name of person to be contacted in case of an emergency,
- A report on any special course or seminar completed, and any degree completed
- Any other information which the employee wants included in his or her files.

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D. Promotion

A promotion is defined as an advancement of an employee from one position to another usually accompanied by an increase in duties and responsibilities as authorized by law and accompanied by an increase in salary.

Source: 2P-SS-05.30 - Work Change

E. Transfer

Lateral Transfer is a movement to a position of the same salary grade. A lateral transfer may result in a title change but does not result in salary change. Vacancy/ies in positions within the organization shall be announced by the HR to give the employees the option to apply. Such applications shall be duly approved by the immediate leader and/or department head and shall be evaluated solely on the merits of the applicant, not as an excuse for transfer.

Source: 2P-SS-05.30 - Work Change

F. Separation

Separation means the disengagement of the employee from the institution, which may either be initiated by the company or by the employee.

Employee-initiated separation is commonly termed as resignation. An employee may terminate without just cause the employee-employer relationship by serving at least one (1) month in advance, complete the clearance procedures, and go through an exit interview.


F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc may terminate an employment for any of the following causes:

- Serious misconduct or willful disobedience by the employee of the lawful orders of the company in connection with his work;
- Gross and habitual neglect by the employee of his duties;
- Fraud and a willful breach by the employee of the trust reposed in him by the company;

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- d. Commission of a crime or offense by the employee against the duly authorized representative of the company; and
- e. Other causes are analogous to the foregoing.

Source: 2P-SS-05.10 HR Exit Clearance Policy

II. Working Hours and Office Attendance

The normal workweek for nonexempt full-time employees shall be forty-four (44) hours per week, Monday to Friday – 9 am to 6 pm; Saturday – 9 am to 2 pm.

- a. Except for those employees where work schedule needs to be aligned with the needs of the department, e.g. operations, warehousing
- b. Flexible time shall be allowed the four (4) hour work schedule on Saturdays depending on the needs of the department. Everyone is expected to report punctually for his or her work.

Employees belonging to supervisor and staff are required to register their daily attendance through Web Bundy Clock. Employees are required to key-in two (2) transactions in the Web Bundy Clock; clock-in in the morning and out in the evening. A grace period of ten (10) minutes after the work schedule shall be given to employees without deduction.

Source: 2P-SS-05.23 Working Hours Policy


III. Office Decorum

The F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc. Management desires to create an office environment that is dignified, pleasant, and conducive to serious professional work. Such an environment calls for the adoption and observance of certain standards of propriety, refinement, and formality that, along with competence and moral integrity, mark a true professional.

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Employees are encouraged to foster a work atmosphere conducive to productivity. They should perform whatever tasks they have in hand with order, intensity, and constancy and upon the completion of one task, should take up the next.

A. Visitors/Guest Reception

All visitors or guests, without exception, including employee's relatives, suppliers and former employees of the Company, should be received only at the reception area

B. Proper Use of the Telephone

In order to keep telephone lines open for business calls, employees are discouraged to make personal calls. Personal unavoidable calls when taken or made should be for the shortest possible time only. The use of the telephone by outsiders in employees' respective areas is likewise discouraged unless it is in connection with the company's business.

All telephone calls should be answered promptly and all inquiries handled courteously. Greet the caller pleasantly, courteously and be always at their service.

Determine what the caller wants. If you cannot supply the needed info, transfer the call to the proper person, or jot down the number and the message.

Close with a happy ending. "Thank you for calling" is always in good taste.


C. Good Housekeeping

At the end of the day's work, it is a good habit to keep all books, records and office supplies properly secure. Desks have to be cleared and locked to ascertain that no confidential materials are left exposed. Moreover, important documents must be put inside the records vault at the end of each day. Computers must not be left on. Eating utensils must be kept inside the pantry cabinets. For their own protection, employees should not keep personal valuables inside their desks or filing cabinets.

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D. Use of Office Equipment, Supplies, and Facilities

Employees must observe discretion in the use of equipment, supplies, and facilities. They must keep in mind the Company's efforts to eliminate unnecessary consumption and wasteful practices. Recycling of used folders, envelopes and papers for internal purposes is encouraged.

E. Solicitations and Donations

Solicitations and donations among employees unduly burden everyone because they are difficult to refuse especially if they come from co-employees. In exceptional cases, however, such as the death of an immediate family member, an employee whose house got burned or any situation of such nature, donations/contributions may be requested but only upon the supervision of the HRD.

F. Safety and Security

Safety and security are the concern of everyone. Accidents do not just happen, they are caused. Employees should strictly adhere to safety rules and are requested to report any unsafe conditions or practices within the office premises immediately to the SHE officers and/or HRD. Firearms, explosives or other weapons, which may cause undue fear and alarm in the work area, are not allowed. It is strictly prohibited for employees and/ or their visitors to be under the influence of liquor, intoxicants, or drugs while on the job, or while within the office premises.


G. Confidentiality of Company Data

The business requires that all employees be very discreet regarding Company data including vital figures/statistics, clients' identities and their holdings/transactions with the Company, etc. It is imperative that all employees, without any exception, should strictly maintain the confidentiality of Company data. It follows that confidential data should never be discussed with anybody who does not have any business knowing about the transaction. In this regard, all employees, without exception, are required to comply with the contract agreement upon employment.

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Employees who are found violating this policy will be subject to dismissal or even court litigation, if necessary

H. Whereabouts

Employees should inform their immediate leader of their whereabouts or itineraries daily to ensure continuity of communications.

I. Internet, Email, and Computer Use

The use of the company's electronic systems, including computers, fax machines, and all forms of Internet/intranet access is for company business and authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to the Company or otherwise violate this policy.

Source: 2P-SS-05.22 - Internet, Email, and Computer Use Policy

IV. Compensation and Benefits

A. Salaries


It is F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc's desire to pay all employees' wages and salaries that are competitive with other employers in the marketplace in a way that will be motivational, fair and equitable. Salaries are based on a salary structure approved by the Management Committee.

Existing jobs, position classifications, and salary scales are reviewed regularly. On the basis of any significant findings, the job hierarchy and salary ranges shall be revised accordingly.

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Changes in salaries may be implemented through:

Merit increases are adjustments based on the individual's meritorious work performance.

Increases due to Promotion or Re-classification are adjustments given when there is a change of position from one job to another of a higher classification.

Salaries for employees are paid semi-monthly through a designated bank every 15th and 30th days of the month or earlier if the scheduled days fall on weekends. They shall receive their payslips that show the composition of their salaries and deductions through the payroll system.

B. Overtime

On occasion, staff may be required by their immediate leader to work more hours than their normal schedule. Such work is treated as overtime (OT) and requires a minimum of one (1) hour to be considered, in addition to the official daily eight hours of work.


Employees who engage in overtime work are required to obtain consent from their immediate leader by filing an Overtime Authorization prior to the overtime work.

Aside from overtime pay, a meal allowance is also provided for overtime work rendered for more than 2 hours. This is integrated with the payroll at the end of the month.

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C. Leaves

i. Vacation Leave

F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc. recognizes the importance of granting every employee some respite from work in order to bring renewed vigor and enthusiasm to the job.

F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc. grants annual vacation leave credits to employees starting on the date of the regular appointment of an employee or upon reaching one's 6th month of service.

The employee planning to avail of the VL shall accomplish the Leave Form duly approved by the immediate superior prior to the date of the leave through the payroll system. Emergency leave is filed under Vacation Leave and must be filed within three (3) three days (business day) upon return to work.

Unused Vacation Leave credits are not convertible to cash and not cumulative. Unused Vacation Leave credits corresponding to the current year (e.g. 2011) shall be forfeited if not used by January 31 of succeeding year (e.g. 2012)

Source: 2P-SS-05.16 Vacation Leave Policy

ii. Sick Leave

Sick leave is a privilege, which employees can avail of only in genuine cases of sickness. Regardless of their position level, regular employees are entitled to 15 days of sick leave every year starting on the date of the regular appointment of an employee or upon reaching one's 6th month of service.


Application for SL should be filed within three (3) days (business day) upon return to work. An unused SL credit can be accumulated at a maximum of twenty (20) days

Source: 2P-SS-05.17 Sick Leave Policy

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iii.Special Leave Benefit for Women

All female employees regardless of age and civil status are entitled of 2 months leave with full pay based on her gross monthly salary provided she has complied with the following conditions:

- Has undergone surgery due to gynecological disorders as certified by a physician.
- Has rendered continuous aggregate employment service of at least 6 months for the last 12 months prior to the surgery.
- Has filed an application for special leave at least 5 working days prior to the actual date of leave.
- Has submitted 'Admitting Order' from the physician who is to perform the surgery

Source: 2P-SS-05.03 Special Leave Benefit for Women

iv.Expanded Maternity Leave

Pursuant to the policy of RA No. 11210, an act increasing the maternity leave period to one hundred (105) days for female workers with an option to extend for an additional thirty (30) days without pay, and granting an additional fifteen (15) days for solo mothers, and for other purposes

Eligibility of Maternity Leave


To qualify or the grant of maternity leave benefit, the female employee must meet the following requirements:

- She must have at least three (3) monthly contributions in the twelve-month period immediately preceding the semester of childbirth, miscarriage, or emergency termination of termination of pregnancy.

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- b. She shall have notified the company about the pregnancy and the probable date of her childbirth, which notice shall be transmitted to the SSS in accordance with the rules and regulations it may provide.

Source: 2P-SS-05.08 Expanded Maternity Leave Benefit Policy

v. Paternity Leave

The paternity leave shall be for 7 calendar days, with full pay, consisting of basic salary and mandatory allowances and its usage shall be after the delivery. He also has to meet the following conditions:

- He is employed at the time of delivery of his child
- He has notified his employer of the pregnancy of the wife and her expected due date
- His wife has given birth or suffered a miscarriage or an abortion
- He is cohabiting with his wife at the time she gives birth or suffers a miscarriage.

Source: 2P-SS-05.15 Paternity Leave

vi. Leave for Victims of Violence Against Women and their Children


The leave benefit shall cover the days that the woman employee has to attend to medical and legal concerns. To be entitled to the leave benefit, the only requirement is for the victim-employee to present to her employer a certification from the Barangay chairman or Barangay Kagawad or prosecutor or the Clerk of Court. In addition to the other paid leaves, under existing laws, company policies and/or collective bargaining agreements, the qualified victim-employee shall be entitled to leave up to ten (10) days with full pay.

Source: 2P-SS-HRD 05.12 Leave for Victims of Violence Against Women and their Children

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vii.Solo Parent Leave

Covers any solo parent or individual who is left alone with the responsibility of parenthood. The parental leave, in addition, to leave privileges under existing laws, shall be for seven (7) workdays every year, with full pay, consisting of basic salary and mandatory allowances. He/she must have rendered at least one (1) year of service, whether continuous or broken, has notified his/her employer that he/she will avail himself/herself of it, within a reasonable amount of time, and must present to his/her employer a Solo Parent Identification Card.

Source: 2P-SS-05.13 Solo Parent Leave

D. Hospital, Medical and Dental Benefits

Upon regular employment with F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc., employees are enrolled in the HMO type hospitalization/medical program. He/she can avail of regular consultation with the clinic or any of the hospitals accredited by our company's Health Maintenance Organization (HMO). Under certain limits, hospital accommodations, surgery, etc. are taken care of. However, there will be an employee premium share depending on the agreed contract rate between the HMO and F2.

E. Group Personal Accident Insurance

Upon regular employment with F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc. employees are entitled to group personal accidents. The amount of coverage is dependent on the employment of the employee


F. Retirement

The purpose of this plan is to provide financial security to regular employees upon their retirement Retirement benefit formula is based on the number of years of service with corresponding vesting rights.

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Source: 2P-SS--05.11 - Retirement Policy

G. Mortuary Assistance Program (MAP)

Mortuary Assistance Program (MAP) is cash assistance given to the employee whose qualified dependent/s becomes deceased; it is also given to the legal dependent of a deceased employee. The employee must be a regular employee of the company. For project-based employees, should have a minimum of one (1) year tenure. Financial cash assistance of Php 20,000 will be given to the family of a deceased employee while financial cash assistance of Php 5,000 for a qualified dependent of an employee.

The qualified employee must inform the Human Resources Department about the mortuary assistance. Requests for check payment is to be submitted to Finance by HR department upon receipt of information and submission of a death certificate or any other document to support the death benefit claims.

Source: 2P-SS-05.24 - Mortuary Assistance Program (MAP) Policy

H. Company Identification Card

All employees are required to wear their ID cards at all times when inside the office premises. In cases of loss, the employee should notify HRD immediately within two days from the date of loss and should submit an affidavit of loss and pay Php50 to finance as a replacement fee. ID cards remain the property of the Company and should be surrendered upon severance of employment.


I. Office Uniforms

All employees are required to observe the rules on proper office attire during on Mondays through Thursdays of every week. Fridays are considered Smart Casual while Saturday is washday. Wearing of a tank top, midriff top, cut-off jeans,

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sweatpants, exercise pants, Bermuda shorts, sports shorts, hot pants, form-fitting pants for exercise, flip flops are not allowed.

Source: 2P-SS-05.25 Uniform Wearing Policy

J. Personal Cash Advance (PCA)

It is cash assistance granted to employees subject to eligibility, to defray financial expenses resulting from emergency situations and for other reasons accepted by the Company. Take-home pay shall not less than 50% of basic salary upon amortization of PCA, including all other deductions.

K. Career and Personnel Development

It is the policy of F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc.'s to encourage its employees to develop in their jobs so that they may improve job performance and qualify for more advanced positions. To further this policy, the company offers training and career development services.

a. Training and Seminars


The HRD offers various training opportunities for F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc. employees both for skills relating to their position and for personal improvement. Employees may need to receive the permission of their immediate leader before attending certain workshops to check with their training development plan. Classes address a wide range of training issues, including management and supervisory skills, computer skills, basic communication skills, and writing and literacy skills.

External training may also be available either through invitation and sponsorship of a company, foundation or upon the recommendation of the employee's immediate leader and HRD.

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Source: 2P-SS-05.01 Training Program Procedure

b. Career Development Services

To support the managers and the workforce in meeting the expectations of the organization, trained staffs from the HRD's Organizational Development and Training are available through individual appointments and department consultations to assist with:

- Personal assessments of employee skills, competencies, knowledge, and values
- Career counseling, planning, skill/competency assessment, and job choice help
- Provide referrals to other community-based job assistance services and useful websites, insightful readings, references and referrals
- Job change information
- Referrals for professional development/training options
- Needs of staff on layoff status
- Guidance on mentoring relationships
- Promotional and succession planning assistance for units

V. Employee Recognition Programs


A. Performance Evaluation System

Work Performance is a joint responsibility of every employee and his/her supervisor as it reflects their efforts and relationships toward the attainment of assigned tasks/goals in a productive, open, trusting, inspiring and empowering

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work environment. Twice a year, in August and February both are tasked to undertake performance evaluation. The company continuously updates its evaluation system toward maximum individual and organizational benefits.

Source: 2P-SS-05.29 Work Performance Policies

B. Service Awards

These awards are given to employees who have served the Company for 5, 10, 15, 20 years in recognition of their valuable contribution to the organization.


C. The Employee of the Year Award

F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc. appreciate the efforts of its employees to achieve corporate goals and to fulfill its vision statement. Outstanding employees deserve to be recognized both as a reward for exceptional performance and as a model to other employees.

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VI. Code of Conduct (CoC)

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


A. 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	VW	WR	S (1)	S (2)	S (4)	D

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rest or meal periods.						
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B. 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 Human Resources office within three (3) days upon returning to work.	WR	S (1)	S (2)	S (3)	D	
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	WR	S (1)	D			

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other days absent from work, even for valid reason/s						
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 four (4) days	S (3)	D				
D. Unauthorized or unexcused absence for more than four (4) days	D					

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C. 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 overtime without a valid reason even after receiving instructions superior to render overtime during employer's urgent business needs	WR	S (1)	S (2)	D		

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D. 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					


E. 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 improvement in the work performance	D					
2. Failure to carry out the instructions of his/her superior without a valid cause resulting to actual or	S (1)	D				

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F. 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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G. 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					

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H. 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 defective work or material information, etc.	D					
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				

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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 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	S (2)	D				
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	S (2)	D				

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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						
10. Soliciting, accepting or agreeing to accept gifts, bribes, favors, free service, gratuity, 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	D					
11. Bribing, or offering money, gift or anything of value to any employee, personally or through the	D					

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mediation of another, to seek or qualify for preference, benefit of favorable condition of employment						
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 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		

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18. Non-compliance with any other company or department regulation, written or verbal, or any company practice	S (1)	D				
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I. 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 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	D S (1)	D				
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-	S (1)	S(2)	D			

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job injury or damage to company property						
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 S (1)	S (2)	D			
7. Operating a machine or equipment contrary to standard operating procedures a. when damage occurs b. when no damage occurs	D S (1)	S (2)	D			
8. Smoking inside company premises, workshops, generator room, or other non-smoking designated areas	D					

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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 beverages or non-prescribed drugs	S (1)	D				
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					

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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					
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		

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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				
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Source: 2P-SS-05.38 Code of Conduct (CoC)

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VII. Policy on Disciplinary Action

F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc. expect 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. and F2 Global Logistics, Inc. employ a fair disciplinary action, 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 the Right to be heard in accordance with the provisions of the Labor Code of the Philippines and the Philippine Constitution.

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 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

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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.
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

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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.

Source: 2P-SS-05.39 Disciplinary Action Policy

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Receipt and Acknowledgment of F2 Logistics Philippines, Inc. & F2 Global Logistics, Inc. Employee Handbook

I, the undersigned, acknowledge receipt of the Employee Handbook (first edition) for the employees of the F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc. I understand that the policies and benefits described in it are subject to change and may be done so by F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc. at any time for reasons it deems fit.


I further understand that my employment with F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc. is governed by the following agreement:

1. That I agree to diligently perform the duties and responsibilities pertaining to the job which I have been hired for and other such duties that the management may assign from time to time.
2. That I shall faithfully comply with the company rules and regulations and meet the standards of performance prescribed by F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc.
3. That it is understood that in case of resignation, a thirty (30) days prior notice of intention to resign should be given to the Management.
4. That it is understood that if, at any time, I am found unqualified or unfit for employment after due process and careful evaluation of my work performance vis-a-vis the prescribed standards of performance, F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc. may, in its exclusive discretion, lay me off.

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Confidential Information

I am aware that during the course of my employment confidential information will be made available to me (i.e. product designs, marketing strategies, customer lists, pricing policies, and other related information, etc.). I understand that this information is proprietary and critical to the success of F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc. and must not be given out or used outside of F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc. premises or with non - F2 Logistics Philippines, Inc./ F2 Global Logistics, Inc. employees. In the event of termination of employment, whether voluntary or involuntary, I hereby agree not to utilize or exploit this information with any other individual or company or else risk litigation.

Employee's Printed Name & Signature

Position

Date

Source: 2P-LEG-16.10 Policy on Non - Disclosure

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