	Flexible Work Arrangement Policy		Document Number: 2P-SS-05.44
	Department: Human Resource	Effective Date: January 22, 2021	Revision No 0

Scope

The Flexible Work Arrangement Policy applies to all of our employees of F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc. nationwide.

Purpose

In the view of the ongoing outbreak of COVID-19 worldwide and its impact on the business, this advisory is issued to assist and guide the leaders of practices concerning the use of flexible work arrangements as a strategic staffing management solution.

The implementation of various flexible work arrangements as an alternative coping mechanism and remedial measures as better alternatives than outright termination of services of the employees or total closure of the establishment.


Ownership

The Flexible Work Arrangement policy is owned and maintained by F2's Human Resources function. Human Resources is responsible for the creation, administration, updating, and communication of the policy.

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Definition of Terms

Flexible work arrangements refer to alternative arrangements or schedules other than the traditional or standard work hours, workdays and workweek.

The effectivity and implementation of any of the flexible work arrangements shall be temporary in nature, subject to prevailing conditions of the company.

Policies

Flexible Work Arrangements

1. Reduction of Workhours and/or Workdays refer to one where the normal workhours or workdays per week are reduced.
2. Rotation of Workers refers to one where the employees are rotated or alternately provided work within the week.
3. Forced Leave refers to one where the employees are required to go on leave for several days or weeks utilizing their leave credit, if there are any.

Flexible work arrangements are temporary in nature and shall be adopted for as long as the Public Health Crisis Exist.


Distribution

Officers, Managers, Supervisor, Staff, HR Partners

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References:

<https://www.dole.gov.ph/wp-content/uploads/2020/03/Labor-Advisory-No.-09-20-Guidelines-on-the-Implementation-of-Flexible-Work-Arrangements-as-Remedial-Measure-due-to-the-Ongoing-Outbreak-of-Coronavirus-Disease-2019-COVID-19.pdf>

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