

	<b>Employee Engagement Policy</b> <b>Policies</b>		<b>Document Number:</b> 2P-SS-05.46
	<b>Department:</b> Human Resources	<b>Effective Date:</b> September 3, 2025	<b>Revision No</b> 0

## Scope

This policy applies to F2 Logistics Philippines, Inc., F2 Global Logistics, Inc., and all their affiliates, subsidiaries, and related interests. It covers all employees regardless of employment status, location, or department to ensure that employee engagement activities address the eight (8) dimensions of wellness.

## Ownership

The HR Organizational Development is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.

The Human Resources Department shall:

- Plan and implement employee engagement programs in line with the company's annual HR Calendar of Activities.
- Ensure that activities are inclusive, accessible, and aligned with the eight (8) dimensions of wellness (Physical, Emotional, Intellectual, Spiritual, Environmental, Social, Occupational, and Financial).
- Review and revise this policy as appropriate.

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## Policies

### 1. Purpose

The Employee Engagement Program aims to foster a positive work environment, strengthen employee relationships, and promote overall wellness by implementing regular engagement activities as reflected in the company's HR Calendar of Activities.

### 2. Program Dimensions

Engagement activities shall address at least one or more of the following wellness dimensions:

- Physical Wellness – Activities that promote healthy lifestyle, fitness, and ergonomics.
- Emotional Wellness – Programs that enhance emotional resilience, stress management, and mental health awareness.
- Intellectual Wellness – Learning sessions, knowledge-sharing activities, and problem-solving challenges.
- Spiritual Wellness – Activities that encourage personal values, reflection, mindfulness, and purpose.
- Environmental Wellness – Initiatives that promote sustainability, cleanliness, and eco-friendly practices.
- Social Wellness – Team-building, collaborative activities, and community outreach programs.
- Occupational Wellness – Recognition programs, career development activities, and skills improvement sessions.

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- Financial Wellness – Programs that improve financial literacy, budgeting skills, savings, and responsible financial management.

### 3. Activity Planning

- The HR Department shall prepare the annual Employee Engagement Plan with activity schedules, responsible persons, and budget allocations.
- A minimum of two (2) wellness or engagement activities shall be conducted every month to ensure consistent promotion of employee well-being.
- All activities must have measurable objectives and align with the company's vision and values.
- Documentation shall include invitations, attendance sheets, activity reports, and photos as proof of implementation.


### 4. Participation

- All employees are encouraged to participate in engagement activities.
- Department heads shall ensure that participation does not disrupt operations and that proper task turnovers are done before attending.

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## 5. Compliance

- The HR Department shall monitor the implementation of planned activities and report overall participation to management.
- Non-compliance without valid justification shall be subject to review by HR and department leadership.

## Records

- HR Calendar of Activities
- Engagement Activity Proposals and Approvals
- Invitations and Announcements
- Attendance Sheets
- Activity Reports with Photos

## Distribution

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

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