	<h1>Premises and Property Procedure</h1> <h2>Policies and Procedures</h2>		Document Number: 2P-SS-08.04
	Department: Materials Management	Effective Date: January 24, 2022	Revision No 1

Premises and Property Security Procedure

1. Overview of the Procedure

F2 Logistics Philippines, Inc. and F2 Global Logistics Inc. are committed to provide a safe and secure work environment for all staff and visitors, which will be achieved by complying with current national and local government regulations. All staff are expected to follow guidance provided in this procedure so that all reasonable steps are taken to ensure the security of staff, visitors and/ or personal property.

2. Considerations


F2 Logistics Philippines, Inc. and F2 Global Logistics Inc. ensures the safety and security of staff and visitors by implementing a variety of security measures.

The office has a closed-circuit television system. The CCTV system is regularly monitored thru Pre-formatted Checklist to ensure if CCTV Camera Monitor is functional.

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3. Procedure Steps

3.1 Entry to F2 Corporate Center Premises

Visitors

All visitors to the organization may gain entry to the office building via intercom camera system and/or electronic keyless entry lock system. Authorized visitors will be permitted entry either via intercom camera system or electronic keyless entry lock system.

All visitors are to complete the sign-in register located right outside the main entrance door of the office when arriving at the premises. Visitors are required to sign-out before leaving the premises.

Staff

The office is located in a building that allows pedestrian access for staff via intercom camera system and/or electronic keyless entry lock system at the front door. Security Guards are expected to lock the roll-up door after office hours.

3.2 Exit from Premises

The last member of staff to leave the premises each evening is to,

3.2.1 turn off all office lights

3.2.2 check all electrical appliance are turned off and are unplugged, and


3.2.3 turn off faucets at pantry and toilets.

The Business Unit Head and/or the MMD Manager is to be informed of and approve work after office hours, or on weekends/holidays.

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3.3 In the Event of an Emergency or a Fire Drill

All staff and visitors follow instructions/ procedures given by the nominated fire warden and/ or CEO/Manager during security/ fire drills or during an emergency situation. Refer to the Business Continuity Plan.

Staff member ensures that visitors are escorted to the evacuation point.

3.4 Theft or Damage to Property or Premises

Staff are provided with a key lockable drawer or cabinet in which to keep valuables. In the event of damage or theft of personal property staff and visitors inform the Officer-In-Charge of Security who will identify and take further action, such as contacting the police.

Any theft or damage to the premises or property is reported to the Business Unit Head/Manager who will identify and take further action, such as contacting the police and/or insurance company.

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