	<b>Guidelines on Damaged, Lost and/ or Stolen Company Property</b>		<b>Document Number:</b>  2P-SS-08.07
	<b>Department:</b> Finance / Materials Management Department	<b>Effective Date:</b> November 20, 2022	<b>Revision No</b> 1

## Scope

This policy applies equally and strictly to all employees of F2 Logistics and 3<sup>rd</sup> party manpower provider.

## Definition of Terms

*FATA – Fixed Asset Transfer Accountability Form, form being used to document asset issued to the employee.*


## Ownership

The Finance Manager and/or MMD Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**

	<b>Guidelines on Damaged, Lost and/ or Stolen Company Property</b>		<b>Document Number:</b>  2P-SS-08.07
	<b>Department:</b> Finance / Materials Management Department	<b>Effective Date:</b> November 20, 2022	<b>Revision No</b> 1

## Policies

F2 Logistics believes that all employees must have a sense of responsibility and diligence with respect to the use and care of company property as well as the consistent observance and implementation of work procedures. The company provides appropriate resources, systems, and procedures required by its employees to deliver the services expected of them. Thus, an employee and 3<sup>rd</sup> party manpower provider shall be held liable for any stolen/lost, and damaged property under his/her accountability as a result of negligence or failure to observe company policy, work procedures, rules and regulations.

This policy shall provide proper guidance on the accountability of any employee and 3<sup>rd</sup> party manpower provider with respect to use and care of company property.

## Guidelines


This policy applies equally and strictly to all employees of F2 Logistics and its accredited 3<sup>rd</sup> party manpower provider.

1. Accountability for lost company property due to negligence / failure to exercise due diligence in handling / use thereof.
  - a. The employee and its accredited 3<sup>rd</sup> party manpower provider shall be held accountable for the lost or stolen company property (e.g., cell phone, digital, camera, laptop, etc) inside and outside of the workplace due to his negligence or failure to exercise due diligence.
  - b. Depreciated (net book) value of lost/stolen equipment shall be imposed and shall then be deducted from the employee's salary and/or accredited 3<sup>rd</sup> party manpower provider billings. In case the item/equipment is already fully depreciated, the basis of charging shall be the fair market value or salvage value of the asset.

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**

	<b>Guidelines on Damaged, Lost and/ or Stolen Company Property</b>		<b>Document Number:</b>  2P-SS-08.07
	<b>Department:</b> Finance / Materials Management Department	<b>Effective Date:</b> November 20, 2022	<b>Revision No</b> 1


2. Accountability for damaged items due to employee and/or 3<sup>rd</sup> party manpower provider's negligence in the use of company equipment property.

Charging Matrix for Employee/3rd Party Manpower Provider				
Type / Extent of Damage	Amount	Accountability of employee and/or 3 <sup>rd</sup> party manpower provider	Company Share	Remarks
Can still be repaired	Cost of Repair			
	a) Amount Php 10,000 and below	a) Full amount	a) None	
	b) Amount Php 10,001 to Php 100,000	b) Php 10,000	b) In excess of Php 10,000	
	c) Amount Php 100,001 and above	c) 10% of the amount	c) In excess of the employee share	
Irreparable / Beyond Repair		Net Book Value of the damaged property or salvage value if fully depreciated		Ownership to be given to the erring employee

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**

	<b>Guidelines on Damaged, Lost and/ or Stolen Company Property</b>		<b>Document Number:</b>  2P-SS-08.07
	<b>Department:</b> Finance / Materials Management Department	<b>Effective Date:</b> November 20, 2022	<b>Revision No</b> 1

## Procedures

### 1. Lost / Stolen and Damaged Company Property

1.1 A Fixed Asset Transfer Accountability (FATA) form specifying the company property to be assigned to the employee must be filled out and signed by the employee, his/her immediate superior and BU Manager.

1.2 The employee concerned shall submit an incident report to his/her superior within 48 hours from the time of the occurrence.

1.2.1 For any company property in his/her accountability that is damaged, it must be presented to the respective Business Unit (e.g., Laptop to IT department) for inspection and assessment of extent of damage.

1.2.2 For loss of company property due to negligence, the report should indicate the details relating to such loss or damage (i.e., cause of loss / damage, date and time of occurrence, etc.)

1.2.3 An affidavit of loss should be attached to the report.

2. The BU Supervisor and BU Manager shall review the incident report and resolve the case. If the case cannot be resolved at their level, escalate to a committee composed of at least three of the following Senior Officers; a) General Manager; b) Senior Vice – President/CFO c) Chief Operating Officer; and/or d) President.

Note: All charges for the account of employees and/or 3<sup>rd</sup> party manpower agency will be covered by a debit note. Payment terms may be discussed and negotiated with Finance Department.

**DDC: This Document is already Approved and Posted on Intranet.**

*Please refer to printed files for signatures of approvers.*

**Any printed and saved copy of this document is considered uncontrolled**