	<b>Grievance Policy</b>  <b>Policies</b>		<b>Document Number:</b>  2P-LEG-16.01
	<b>Department:</b>  Legal	<b>Effective Date:</b>  January 22, 2020	<b>Revision No</b>  0

## Objectives

The objective of this policy is to provide employees with a formal, efficient and effective machinery or avenue for the airing of their concerns or grievances relating to their employment.

## Scope

This policy shall include all employees currently employed in F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc. regardless of tenure or classification.

## Definition of Terms

A **grievance** shall mean any concern, or complaint which is directly related to the work or work environment of the employee including any act, policy, rules, regulations, or decisions that the employee deems to be unfair and should be rectified.

## Ownership

The Corporate Compliance Officer (CCO) is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.


## Policies

Within 3 months from approval and dissemination of this Policy, the President, upon the recommendation of other Senior Officers of the organization, shall appoint Four (4) members of the Grievance Committee taking into consideration diversity of roles, functions, and

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specializations. Each member shall have a term of One Year from appointment. No member shall be appointed for succeeding terms.

1. All means to settle grievances should first be exhausted before resorting to formal means.
2. The grievance policy should not be used to appeal or question management decisions regarding administrative and disciplinary actions or sanctions including but not limited to suspensions, demotions, suspensions, or termination.
3. The grievance policy should not be used when the issue being raised has already been raised in another avenue or the interference of external parties including government agencies have already been secured.
4. The grievance policy should not be used to pursue increases in salaries and wages, emoluments, allowances, and other benefits, except if such benefits have a direct effect on the working environment of the employee.


### Procedure of the Grievance Committee

1. Upon submission of a written report to the Committee, it shall convene not later than 15 days from receipt thereof and introduce activities like investigations, submissions of incident reports, interrogations, document, and procedural reviews to determine and establish the facts surrounding the case.
2. If necessary, the Committee shall require testimonies and reports from other concerned personnel.
3. The Committee shall set an informal meeting with the employee. The Committee shall, as much as possible, introduce and set an environment where the employee shall feel secured, comfortable, and unrestricted in voicing out his/her grievances.

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4. The Committee, in not less than thirty (30) days from the Informal Meeting, shall render a vote regarding the grievance. If there is a tie among the votes of the Committee members, the President shall render the tie-breaker vote.
5. The Decision of the Committee shall be final. However, the Committee shall also institute appeal procedures.

### Confidentiality

1. All information submitted and exchanged to and within the Committee shall be treated with utmost confidentiality at all times.

### References and Guides

1. Presidential Decree 442 or the Labor Code of the Philippines
2. International Bill of Rights
3. International Labor Organization's 1998 Declaration on Fundamental Principles and Rights at Work

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