	<h1>Anti-Bullying Policy</h1> <h2>Policies</h2>	Document Number: 2P-LEG-16.02
	Department: Legal	Effective Date: January 22, 2020
		Revision No 0

Objectives

The objective of this policy is to inform and educate all employees about the negative effects of bullying and to provide steps on how to avoid it in the workplace in order to provide a more conducive and safer place of work for employees.

Scope

This policy shall include all employees currently employed by the organization regardless of tenure or classification.


Definition of Terms

F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc. defines “BULLYING” as repeated abusive mistreatment of one or more persons committed by another person or a group of persons. F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc. does not tolerate any form of Bullying in any way, shape, or form. Any person who shall commit the enumerated prohibited acts herein shall be identified as a “Bully”.

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

	<h1>Anti-Bullying Policy</h1> <h2>Policies</h2>	Document Number: 2P-LEG-16.02
	Department: Legal	Effective Date: January 22, 2020
		Revision No 0

Policies


Prohibited Acts

1. Any unwanted physical contact between the bully and the victim like punching, pushing, shoving, kicking, slapping, tickling, headlocks, inflicting school pranks, teasing, fighting and the use of available objects as weapons;
2. Any act that causes damage to a victim's psyche and/or emotional well-being;
3. Any slanderous statement or accusation that causes the victim undue emotional distress like directing foul language or profanity at the target, name-calling, tormenting and commenting negatively on victim's looks, clothes and body; and
4. Cyber-bullying or any bullying done through the use of technology or any electronic means. The term shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats.
5. Social bullying, or any deliberate, repetitive and aggressive social behavior intended to hurt others or to belittle another individual or group.
6. Other acts analogous to the above with the effect of belittling, shaming, singling out, hurting, or abusing any person.

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

	<h1>Anti-Bullying Policy</h1> <h2>Policies</h2>	Document Number: 2P-LEG-16.02
	Department: Legal	Effective Date: January 22, 2020
		Revision No 0

Procedures

1. The Human Resources Department shall set a tone of assertiveness in the workplace wherein employees are encouraged to report incidences of bullying by any person including their direct supervisor.
2. The Human Resources Department shall institute confidential meetings between parties involved in such a manner to diffuse the situation as early as possible.
3. If the Human Resources Department fails to address the issue, the same may be referred to the Corporate Compliance Officer for further review and action.
4. The Corporate Compliance Officer (CCO) shall institute the formal action against the erring employee.
5. If the erring employee persists in the acts constituting Bullying, the CCO shall provide options for the victim to criminally prosecute the bully within tribunals outside of the company.

References and Guides

1. Revised Penal Code of the Philippines
2. Republic Act No. 10627 or the Anti-Bullying Act of 2013

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