

	<h1>Whistleblower Policy</h1> <h2>Policies</h2>		Document Number: 2P-LEG-16.04
	Department: Legal	Effective Date: January 22, 2020	Revision No 0

Objective

The objective of the Whistleblower Policy is to provide the employees of F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc. a safe avenue or mode to report suspected ethics violations, violations of law, acts of discrimination, bullying, fraud, or violation of any regulation directly affecting the operations of the business. It enables the organization to make the appropriate corrective actions to its concerns without any risk of backlash and retaliation on the employee.

Scope

This policy shall include reporting of all suspected ethics violations, violations of law, acts of discrimination, bullying, fraud, and violation of any regulation directly affecting operations, committed by employees directly affecting the operations of F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc.

F2 Logistics Philippines, Inc. and F2 Global Logistics, Inc. expects its officers, managers, and other employees to observe and exhibit High Standards of Business and Personal Ethics in the performance of their duties and responsibilities. In the fulfillment of its Mission and Vision, Honesty, Integrity, and Compliance with all Laws and Regulations should be instilled as the guiding principles

Procedures

1. All employees are encouraged to report their serious concerns with their immediate superior.
2. If the employee does not feel comfortable discussing the matter with his or her immediate superior, he or she may consult with the Corporate Compliance Officer (CCO) who shall then require a formal incident report.
3. The incident report shall contain all relevant information about the concern and shall include the employee's possible recommendations or suggestions.

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4. The Corporate Compliance Officer shall evaluate the matter and coordinate with the concerned personnel in such a way that will not incite inquiry as to the incident report or identity of the person who reported the same.
5. The Corporate Compliance Officer shall require the concerned personnel to submit a corrective action report.
6. The Corporate Compliance Officer shall evaluate the corrective action or seek consultation from other senior officers of the company for recommendation.
7. If amenable, the corrective action shall be implemented simultaneous with the creation or amendment of a policy.
8. The Corporate Compliance Officer shall ensure that the matter shall be treated with utmost confidentiality and maintain the anonymity of the reporting employee.

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