

SOARING HIGH THROUGH THE ₿ POWER OF CASH

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F2 LOGISTICS

LET'S MOVE. NOW.



Code of Conduct

Code of Conduct

It is our policy to promote and maintain high standards of ethics and conduct among its employees in the performance of their respective duties within the company and in their dealing with internal and external clients.

All employees, regardless of rank and status, must instill in them a sense of discipline and constant awareness of their obligations and responsibilities towards the company and their co-employees.

All employees should observe the policies, orders and regulations governing official conduct, and shall always be committed to uphold the interest of the company in the attainment of its goals.



Code of Conduct

The main objective of F2 Logistics Philippines Inc. in imposing a penalty to an erring employee is purely to reform or correct the employee.

Penalty is not meant to be punitive.
Sanction is resorted to as a last recourse – after maximizing all possible discipline options.



Code of Conduct

SCOPE

This policy shall apply to all employees, regardless of rank and status.

EFFECTIVITY

This Code of Conduct (COC) shall take effect after cascade to all concerned.



Code of Conduct

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Code of Conduct

I. Attendance

The company expects all employees to come to work on time. A reliable and consistent attendance is an important requirement to get the job done.

1. Tardiness – arriving at work past the appointed starting and restarting time without the approval of the immediate leader.

Employees are allowed ten (10) minutes grace period before being considered tardy for work.



Code of Conduct

I. Attendance

- a. Tardiness for four (4) times in a month regardless of the number of minutes, or an accumulated tardiness of 180 minutes in a quarter, whichever comes first.
 - i. Accumulation will start on the first minute of work schedule, grace period shall not apply.

Example:

If work schedule is 9:00 AM, accumulation will start by 9:01 AM.



Code of Conduct

I. Attendance

- ii. Deduction in pay shall start after the grace period.

Example:

If work schedule is 9:00 AM, accumulation will start by 9:11 AM.

- b. Tardiness in reporting to work or returning to duty following rest or meal periods.



Code of Conduct

I. Attendance

1st Offense – verbal warning

2nd Offense – written reprimand

3rd Offense – 1 day suspension

4th Offense – 2 days suspension

5th Offense – 4 days suspension

6th Offense – dismissal



Code of Conduct

II. Absences

1. Authorized Absence

- a. Failure to submit a sick leave application to Human Resources office within three (3) days upon returning to work.
- b. Failure to submit a doctor's certificate upon returning to work.

In addition to the disciplinary actions, the employee shall be considered absent without leave and shall not be paid.



Code of Conduct

II. Absences

1st Offense – written warning

2nd Offense – 1 day suspension

3rd Offense – 2 days suspension

4th Offense – 3 days suspension

5th Offense – dismissal



Code of Conduct

II. Absences

- c. Giving false reason for sick leave, emergency leave of absence or time off from work; or giving false statements in obtaining or renewing a leave of absence.

1st Offense – 1 day suspension

2nd Offense – Dismissal



Code of Conduct

II. Absences

- d. Failure to file a leave application for all other days absent from work, even for valid reason.

1st Offense – written reprimand

2nd Offense – 1 day suspension

3rd Offense – dismissal



Code of Conduct

II. Absences

2. Unauthorized Absence or unexcused absence (AWOL)
 - a. Unauthorized or unexcused absence for one (1) day or less

1st Offense – written reprimand

2nd Offense – 1 day suspension

3rd Offense – 2 days suspension

4th Offense – dismissal



Code of Conduct

II. Absences

- b. Unauthorized or unexcused absence for two (2) to three (3) days.

1st Offense – 2 days suspension

2nd Offense – 3 days suspension

3rd Offense – dismissal



Code of Conduct

II. Absences

c. Unauthorized or unexcused absence for four (4) days.

1st Offense – 3 days suspension

2nd Offense – dismissal

d. Unauthorized or unexcused absence for more than four (4) days.

1st Offense – dismissal



Code of Conduct

III. Hours of Work

The company expects every employee to be at his/her designated work post or station at the beginning of his/her work schedule, during his/her shift, and after the shift, when necessary.

1. Leaving work place or work post during work hours without prior notice and permission from the employee's superior, except for legitimate emergency reasons or to attend to the "call of nature".



Code of Conduct

III. Hours of Work

- 1st Offense – written reprimand
- 2nd Offense – 1 day suspension
- 3rd Offense – 2 days suspension
- 4th Offense – dismissal

- 2. Interfering with or failing to abide by work schedules, including meal and break periods.



Code of Conduct

III. Hours of Work

- 3 Arranging replacement for a work shift without permission from supervisor or department manager, even such arrangement is favorable to the department or the company.

- 1st Offense – written reprimand
- 2nd Offense – 1 day suspension
- 3rd Offense – 2 days suspension
- 4th Offense – dismissal



Code of Conduct

III. Hours of Work

4. Failure to work overtime without a valid reason after receiving instructions to render overtime during employer's urgent business needs.

Written reprimand to Dismissal



Code of Conduct

IV. Timing In and Out

Employees who are required to time in and out shall personally time-in and time-out each workday. In cases where the time monitor is malfunctioning, for example during black outs, employees are required to notify his immediate leader.

1. Failure to time in/out at least two (2) times within a pay period without valid and official reason.

1st Offense – written reprimand

2nd Offense – 1 day suspension

3rd Offense – 2 days suspension

4th Offense – dismissal



Code of Conduct

IV. Timing In and Out

2. Failure to time in/out at least two (2) times within a pay period without valid and official reason.

Dismissal



Code of Conduct

V. Work Performance

The company expects members of management and every employee to adhere with the established performance standards. An employee's performance will be evaluated by his/her unit or team leader from time to time to let the employee know how well he/she is doing on his/her job.

1. Having two (2) successive below average performance appraisal which indicate no improvement in the work performance.

Dismissal



Code of Conduct

V. Work Performance

2. Failure to carry out the instructions of his/her superior without a valid cause resulting to actual or potential damage or prejudice to the company.

One day suspension to dismissal

3. Negligence, inattention to duty, careless performance, non-performance or non-completion of assigned work:

- a. When no injury, damage or prejudice is caused

1st Offense – 1 day suspension



Code of Conduct

V. Work Performance

- b. When injury, damage or prejudice is caused

2nd Offense – 2 days suspension

3rd Offense – Dismissal

- c. Insubordination or refusal to follow or comply with the legitimate orders or instructions to perform designated work or directives of authorized company officials.

2 days suspension to dismissal



Code of Conduct

VI. Respect for Person

The company places high value on human relations, human diversity and human rights. Consistent with these values, the company strives to maintain a work environment that is characterized by mutual respect for all individuals.

Management and staff are expected to treat one another, and the general public in a cordial and respectful manner



Code of Conduct

VI. Respect for Person

1. Using discriminatory, disrespectful, abusive, indecent, profane, obscene or offensive language, to a supervisor, member of management team or a co-employee.

2 days suspension to dismissal

2. Taking the life of any person willfully or through negligence.

Dismissal



Code of Conduct

VI. Respect for Person

3. Sexual harassment of employees, customers, visitors, or any other person at the workplace, housing facility, or during group activities regardless of whether or not moral ascendancy exists.

1 day suspension to dismissal



Code of Conduct

VI. Respect for Person

4. Immoral conduct or lascivious actions within company premises regardless of whether or not committed during working time, including possession, viewing (includes viewing via internet) exhibition, display or distribution of pornographic materials.

1 day suspension to dismissal



Code of Conduct

VI. Respect for Person

5. Making false or malicious statements, or spreading or disseminating misleading or incomplete information, work-related or not, or intriguing against another employee or officers, or harming or destroying the reputation, honor, authority or official standing of such officer or employee, whether within or outside company premises .

2 days suspension to dismissal



Code of Conduct

VII. Care for Property

Employees are expected to be responsible caretakers of the company's resources and shall exercise reasonable care in their use.

1. Tampering, hacking, or accessing any computer system or program without proper authority.
2. Vandalizing /willfully destroying, abusing or defacing company or visitor's material or property.

Dismissal



Code of Conduct

VII. Care for Property

3. Carelessness, negligence or mischief that results in loss, damage, waste or destruction of company property or the property of guests or visitors, or which creates unsafe or unsanitary conditions.
4. Embezzling, stealing or attempting to embezzle or steal property from the company, from a co-worker or from any other person, or being an accomplice in such action.

Dismissal



Code of Conduct

VII. Care for Property

5. Obtaining company materials through misrepresentation or by using fraudulent papers.
6. Misappropriation of company's, co-employee's, visitor's or client's funds or properties.

Dismissal



Code of Conduct

VII. Care for Property

7. Using company supplies for personal reasons.

1st Offense – 1 day suspension

2nd Offense – 2 days suspension

3rd Offense – dismissal

8. Disclosing business or company related and confidential information without prior authorization.
9. All other acts of dishonesty which cause or tend to cause prejudice to the company.

Dismissal



Code of Conduct

VIII. Compliance with Laws and Company Policy

All employees are expected to exhibit acceptable business and professional conduct at all times. Management and staff of the company are expected to take precautions to ensure that outside financial interests do not place them in conflict with carrying out their duties and responsibilities as employees of the company

1. Falsification of or attempt to falsify company data, records, documents, work or employment records, work time records or production reports; or concealing defective work or material information, etc.

Dismissal



Code of Conduct

VIII. Compliance with Laws and Company Policy

2. Failure of a managerial employee or supervisor to appropriately action any violation of this Code and other company work rules within his or her knowledge.
3. Acting beyond one's scope of job responsibility or job authority resulting to confusion among employees, or damage to company processes, systems, or property.

1 day suspension to dismissal



Code of Conduct

VIII. Compliance with Laws and Company Policy

4. Being convicted in a court of law of any felony.
5. Engaging in sabotage activities.

1 day suspension to dismissal



Code of Conduct

VIII. Compliance with Laws and Company Policy

6. Driving without a valid driver's license, violating or failing to observe traffic or parking regulations when using a company vehicle.

1 day suspension to dismissal



Code of Conduct

VIII. Compliance with Laws and Company Policy

7. Failure to report to a supervisor or other company official, evidence of activity by a department, contractor or employee constituting a violation of policies or regulations, fraud in the operations of departmental programs, misappropriation of company resources, acts which endanger the health or safety of the public or employees, and mismanagement of programs or funds; or abuses of authority.

2 days suspension to dismissal



Code of Conduct

VIII. Compliance with Laws and Company Policy

8. Retaliating, in whatever form, against an employee who reports a violation or who offers evidence in support of the case.
9. Gambling or promoting gambling activities (unless authorized by management during company sponsored activities), including the operation of gambling devices, conducting a lottery or pool, game for money or property, or selling or purchasing a number slip or ticket while on company owned or leased property or while on work duty.

2 days suspension to dismissal



Code of Conduct

VIII. Compliance with Laws and Company Policy

10. Soliciting, accepting or agreeing to accept gifts, bribes, favors, free service, gratuity, entertainment, or other items of economic value from any person, personally or through the mediation of another where the purpose of the donor is to influence the employee in performing official acts and duties to the prejudice of the company or if the donor has or is seeking to obtain confidential information concerning the company.

Dismissal



Code of Conduct

VIII. Compliance with Laws and Company Policy

11. Bribing, or offering money, gift or anything of value to any employee, personally or through the mediation of another, to seek or qualify for preference, benefit or favorable condition of employment.
12. Knowingly giving false or untruthful statements or concealing material facts in an investigation conducted by authorized representative of the Company.

Dismissal



Code of Conduct

VIII. Compliance with Laws and Company Policy

13. Horseplay, or other disorderly or disruptive conduct while on company premises.

1st Offense – written reprimand

2nd Offense – 1 day suspension

3rd Offense – 2 days suspension

4th Offense – dismissal



Code of Conduct

VIII. Compliance with Laws and Company Policy

14. Sleeping or giving the appearance of sleeping during work hours. Inattention to duty.

Note: Certain units may, by the nature of their responsibilities, require heavier sanction for the commission of the offense, e.g. security guard.

- 1st Offense – written reprimand
- 2nd Offense – 1 day suspension
- 3rd Offense – 2 days suspension
- 4th Offense – dismissal



Code of Conduct

VIII. Compliance with Laws and Company Policy

15. Failure or refusal to maintain or obtain required license, certification or registration as may be required by the company.

1st Offense – 1 day suspension

2nd Offense – 2 days suspension

3rd Offense – dismissal



Code of Conduct

VIII. Compliance with Laws and Company Policy

16. Failure to wear uniforms and proper attire in accordance with the job performed or during work duty.

17. Failure to observe telephone courtesy.

1st Offense – written reprimand

2nd Offense – 1 day suspension

3rd Offense – 2 days suspension

4th Offense – dismissal



Code of Conduct

VIII. Compliance with Laws and Company Policy

18. Violation of or non-compliance with any other company or department regulations, written or verbal, or any company practice.

1 day suspension to dismissal



Code of Conduct

IX. Health and Safety

Every employee shall adhere to the general standards of health and safety at the work place at all times. He/she shall keep the immediate work area free from and clear of hazards which might endanger his or other worker's safety, or report immediately to the supervisor any and all safety hazards.



Code of Conduct

IX. Health and Safety

1. Failure to follow or comply with safety rules, regulations, safety programs, civil defense rules or common safety practices; or engaging in any unsafe conduct.
 - a. when injury or prejudice is caused to a person and/or company.

Dismissal



Code of Conduct

IX. Health and Safety

1. Failure to follow or comply with safety rules, regulations, safety programs, civil defense rules or common safety practices; or engaging in any unsafe conduct.
 - b. When no injury is caused or no prejudice arises against the company

1 day suspension to dismissal



Code of Conduct

IX. Health and Safety

2. Failure to wear safety gear in dangerous and restricted areas after being instructed by immediate supervisor to do so or when the nature of the work requires the use of such safety gear.

1st Offense – written reprimand

2nd Offense – 1 day suspension

3rd Offense – 2 days suspension

4th Offense – dismissal



Code of Conduct

IX. Health and Safety

3. Failure to report an accident involving an on-the-job injury or damage to company property

1st Offense – 1 day suspension

2nd Offense – 2 days suspension

3rd Offense – dismissal



Code of Conduct

IX. Health and Safety

4. Failure to cooperate in investigating an accident involving an on the-job injury or damage to company property.

1st Offense – 1 day suspension

2nd Offense – 2 days suspension

3rd Offense – dismissal

5. Refusal to obey security officials, safety personnel, or other proper authorities in cases of emergencies.

Dismissal



Code of Conduct

IX. Health and Safety

6. Tampering with fire protection or safety equipment or devices.
7. Operating a machine or equipment contrary to established operating procedure.
 - a. when damage occurs – Dismissal
 - b. when no damage occurs
 - 1st Offense – 1 day suspension
 - 2nd Offense – 2 days suspension
 - 3rd Offense – dismissal



Code of Conduct

IX. Health and Safety

8. Smoking inside the workshop, generator room, or in other non-smoking designated areas.

Dismissal

9. Entering prohibited areas, except upon clearance from concerned managers.

1 day suspension to Dismissal



Code of Conduct

IX. Health and Safety

10. Use or threatening to use, or possession of firearms, or other lethal materials or dangerous weapons or explosives of any kind in company premises or staff houses, whether or not in actual possession of one.
11. Possession, use or distribution of liquor or other intoxicating beverages in company premises or staff houses..

Dismissal



Code of Conduct

IX. Health and Safety

12. Reporting to work and/or working under the influence of intoxicating beverages or non-prescribed drugs.

1 day suspension to dismissal

13. Use, manufacture, possession, distribution, dispensation of illegal drugs and/or drug paraphernalia, or being under the influence of illegal drugs or controlled substances in company premises, including (but not limited to) the employee housing; or during company initiated activities.

Dismissal



Code of Conduct

IX. Health and Safety

14. Unlawfully conspiring, negotiating, or arranging to purchase, sell, possess, distribute, dispense, or use a controlled substance, illegal drugs or its paraphernalia.

Dismissal

15. Littering and spitting within company premises or employee housing.

1st Offense – written reprimand

2nd Offense – 1 day suspension

3rd Offense – 2 days suspension

4th Offense - dismissal



Code of Conduct

IX. Health and Safety

16. Knowingly reporting for duty with an infectious or contagious disease that is listed at the National Center for Disease Control's (NCDC) published list of infectious and communicable disease without notifying the department manager.

Dismissal



Code of Conduct

IX. Health and Safety

17. Refusal to cooperate with medical requirements (including annual PE or random and mandatory drug testing) willful or habitual violation of other safety or health regulations.

Dismissal



Code of Conduct

VIII. Health and Safety

18. Failure to shut off electrical power after use or before leaving the post.

1st Offense – written reprimand

2nd Offense – 1 day suspension

3rd Offense – 2 days suspension

4th Offense – dismissal

19. Any act, conduct or behavior prejudicial to the interest of the company but not specifically included in this Code shall also be punishable.

1 day suspension to dismissal



Code of Conduct

By signing this document, I acknowledge that I have read and understood the Code of Conduct and all of its provisions. I will act in accordance with the policies and procedures as a condition of my employment with F2 Logistics Philippines, Inc.

Acknowledged by:

Employee Printed Name and Signature

Date



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Supply Chain Tel. No.: (02) 8260696 • Business Solutions Tel. No.: (02) 8260590 • Value Chain Tel. No.: (02) 4675074 • F2 Global Tel. No.: (02) 8263216

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