



TO : All Regular Employees of F2 Logistics Philippines, Inc.

FROM : HR Department

SUBJECT : Uniform Wearing Policy

The following Guidelines on the wearing of office uniforms by the employees of F2 Logistics Philippines, Inc. are hereby issued:

1. All employees of F2 Logistics Philippines, Inc. are required to wear the office uniforms on the following days:

	MALE	FEMALE
MONDAY	Yellow F2 t-shirt and jeans (except tattered jeans)	
TUESDAY	Wearing of uniform is not required. However, observance of Dress Code prescribed in the F2 Dress Code policy shall be strictly observed. Business attire and/or smart casual, ie. slacks or chinos, button-up dressed shirts with basic colors; collared shirt, polo, long sleeves; preferably leather shoes.	Wearing of uniform is not required. However, observance of Dress Code prescribed in the F2 Dress Code policy shall be strictly observed. Business attire and/or smart casual, ie. skirts, dresses, slacks, chinos; blazer, cardigans, collared blouses or dressy shell; at least two-inch high heeled shoes.
WEDNESDAY	Black F2 t-shirt and jeans (except tattered jeans)	
THURSDAY	Wearing of uniform is not required. However, observance of Dress Code prescribed in the F2 Dress Code policy shall be strictly observed. Business attire and/or smart casual, ie. slacks or chinos, button-up dressed shirts with basic colors; collared shirt, polo, long sleeves; preferably leather shoes.	Wearing of uniform is not required. However, observance of Dress Code prescribed in the F2 Dress Code policy shall be strictly observed. Business attire and/or smart casual, ie. skirts, dresses, slacks, chinos; blazer, cardigans, collared blouses or dressy shell; at least two-inch high heeled shoes.
FRIDAY	Wearing of uniform is not required. However, observance of Dress Code prescribed in the F2 Dress Code policy shall be strictly observed. Business attire and/or smart casual, ie. slacks or chinos, button-up dressed shirts with basic colors; collared shirt, polo, long sleeves; preferably leather shoes.	Wearing of uniform is not required. However, observance of Dress Code prescribed in the F2 Dress Code policy shall be strictly observed. Business attire and/or smart casual, ie. skirts, dresses, slacks, chinos; blazer, cardigans, collared blouses or dressy shell; at least two-inch high heeled shoes.

2. The following employees are exempted from wearing of office uniforms:
 - a. Supervisory levels and up who are on official business outside the office;
 - b. Pregnant women;
 - c. Those who are engaged in work which entails soiling or dirtying of clothes (ie. Mechanic) are allowed to change their uniforms to a more comfortable appropriate outfit during the performance of said tasks;

3. Violation, Enforcement and Penalties

- a. The following shall constitute an offense:

The non-wearing of proper office uniforms/dress code for ten (10) times in a month for two (2) months in a semester or for two (2) consecutive months in a year shall constitute an offense.

- b. For the effective implementation of these guidelines, the following monitoring procedure shall be adopted:
 - i. The Security Guard on duty together with Human Resources shall be directly responsible for the implementation of this Order.
 - ii. Weekly report of any violation shall be submitted to HRD by listing the names of the employees on Report of Employees not in prescribed Dress Code.
 - iii. HRD shall keep a separate record of the number of times an employee failed to wear the proper dress code for appropriate action as warranted.

4. Penalties

The non-wearing of proper dress code shall mean violation of reasonable office rules and regulations and shall have the same schedule of penalties as follows:

- 1st offense – verbal warning
- 2nd offense – written reprimand
- 3rd offense – considered absent for each day of violation
- 4th offense – dismissal

5. Effectivity date: April 15, 2013