

Objective

To provide information and guidelines to all employees of F2 Logistics Philippines, Inc.

Policy

The establishment/management recognizes the importance of breastfeeding for both mother and baby and hereby supports and promotes breastfeeding.

The establishment/management provides facilities and the support necessary to enable mothers in their employment to balance breastfeeding/breast milk expression with their work.

Provision of facilities and support includes:

- Lactation breaks. Lactation breaks are compensable breaks and will allow mothers to express breast milk in the designated lactation station during breaks or as the need arises.
- Flexibility for breast milk expression breaks. There is flexibility for mothers to take lactation breaks during their workday.
- Facilities include clean, private area, with comfortable chair, hand washing facilities and a refrigerator.
- Access to breastfeeding information. All women who are going on maternity leave will be provided with information on how they can combine breastfeeding and work once they return to work.

Implementation and Monitoring

Within the establishment, the implementation of the policy and program shall be monitored and evaluated periodically. The safety and health committee or its counterpart shall be tasked for this purpose.

Effectivity

This Policy shall take effect immediately and shall be made known to all employees.

Prepared by:

Lizzie O. Magat

HR Manager

Noted by:

Chabio T. Sison

SVP-Shared Services
CFO/CRO

Approved by:

Efren E. Uy

President & CEO

Distribution

Officers, Team Leaders, Unit Leaders, Team Members, HR Partners

Ownership

The HR Services is responsible in ensuring that this document is necessary and it reflects actual practice.

The Human Resources Department is also responsible revising this policy when appropriate.

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