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### Objective

To provide an organized exit clearance procedure for all F2 Logistics employees upon termination of employment.

### Scope

This policy covers all separating employees of F2 Logistics Philippines Inc.

### Process Owner

Human Resources Department


### Definition

Termination – the voluntary or involuntary separation of an employee with the company.

### Policy

1. Upon termination of employment, all F2 employees are required to participate in exit clearance process.
2. The employee must complete the termination clearance process by securing clearance from all areas identified in the **Clearance for Separation form** and submitting it to the HRD on/or before last day of employment.
3. The employee is responsible for completing the following actions listed on/or before the last day of employment.
  - Return all tools, uniforms, equipment, health card, company-issued cellphones and other company property in his/her possession
  - Return of company employee identification card

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- Return all keys to offices and/or buildings
  - Settle financial matters and/or indebtedness to the company
  - Completion of Exit Interview form
4. Failure to return company property or equipment may be construed as theft and appropriate legal action may be taken if the property cannot be recovered.
  5. In case employee is dismissed involuntarily, it is the supervisor's responsibility to ensure compliance with these actions to the greatest degree possible.
  6. Any fines or fees that may be owed to the company must be paid.
  7. The Department of Human Resources must be advised in writing of the exact termination date by the separating employee's department head. A copy of the separating employee's resignation letter must be forwarded to the Department of Human Resources.

### **Effectivity**

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

### **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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