Objective

This policy is intended to establish the guidelines in administering and availing of Mortuary Assistance Program (MAP) of the company.

Scope

This policy covers employees of F2 Logistics Philippines Inc. (organic and project-based).

Definition

Mortuary Assistance Program (MAP) is a cash assistance given to the employee whose qualified dependent/s becomes deceased; it is also given to the legal dependent of a deceased employee.

Process Owner

Human Resources Department.

Prepared by:	Noted by:	Approved by:
Lizzie O. Magat	**Chabio T. Sison**	**Efren E. Uy**
HR Manager	SVP-Shared Services CFO/CRO	President & CEO

Policy

Eligibility

1. The employee must be a regular employee of the company. For project-based employees, should have a minimum of one (1) year tenure.

Qualified Dependents

2. The employee may claim MAP when any of his/her qualified dependents become deceased.

   The following are qualified dependents:

   a. biological parents or adoptive parents (if employee is legally adopted)

   b. legitimate brother & sister

   c. legal spouse

   d. legitimate children

   e. declared illegitimate children

Amount of MAP

3. MAP shall be as follows:

   a. Employee – P20, 000.00 cash assistance.

   b. Qualified Dependents – P5,000.00 cash assistance.

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Requirements for MAP

4. Requirements for MAP application:

   a. Registered copy of Death Certificate

   b. Birth Certificate of the deceased (if deceased is brother/sister/child)

   c. Marriage Certificate of Employee (if deceased is spouse)

   d. Birth Certificate of Employee (if deceased is parent)

Mortuary Assistance Payment

5. The company shall advance the equivalent amount of MAP assistance to the employee upon submission of required documents.

   a. If the employee fails to submit the death certificate within three (3) weeks upon return to work, the amount advanced will be deducted from the employee's salary.

   b. If the net salary for the payroll immediately following the end of third week is not enough to cover the cash advance, continuous deduction will be implemented.

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Others

6. MAP is not a company benefit and is not related to death benefit provided by SSS.

7. In case of related employees, only one may claim the mortuary assistance.

> Example:
>
> husband & wife are employees; if the legitimate child of the couple dies, only one of them may claim for mortuary assistance

Proposed deviation or exemption from any provision of this policy shall be subject to formal approval of Management Committee (Mancom).

Responsibility

The employee is responsible for:

- Reading and understanding this policy on Mortuary Assistance Program (MAP)
- Ensuring timely and accurate submission of requirements for MAP

The immediate leader is responsible for:

- Reading and understanding this policy on Mortuary Assistance Program (MAP)

The Human Resources Department is responsible for:

- Cascading MAP policy to respective SBU
- Monitoring compliance to this MAP policy
- Ensures timely approval of MAP

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Distribution

Officers, Team Leaders, Unit Leaders, HR Partners

Ownership

The Human Resources Department 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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