

Objective

To establish a uniform policy for the administration of probationary period and regularization of employment of F2 employees.

Scope

This policy applies to all employees of F2 Logistics Philippines Inc.

Definition

Probationary Period is a trial working period that gives the superior an opportunity to observe and evaluate the capacity of the employee, which includes the employee's ability to satisfactorily perform the assigned duties; and to observe and evaluate the employee's work habits and conduct, including attendance and the employee's relationships with coworkers and supervisors.

This is also the employee's time to demonstrate qualifications and abilities by actual on the job performance and to demonstrate capabilities and potential for higher assignment.

Regularization is a process of engaging an employee in any activity that is usually necessary or desirable in the usual business or trade of the employer.

An employee becomes regular when he qualifies in the performance management standards made known to him at the start of the employment after a six (6) month probationary period.

Process Owner

Human Resources Department

Prepared by:

Elenita T. Inot

HR & Process Manager

Noted by:

Chabio T. Sison

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Approved by:

Efren E. Uy

President & CEO

Policy

New Hire

1. Before an employee can start working on a probationary period, complete pre-employment requirements are required to be submitted to Human Resources Department:
 - a. Birth Certificate, authenticated copy (NSO) - photocopy but original copy shall be presented to check validity
 - b. Transcript of Records (TOR) - photocopy but original copy shall be presented to check validity
 - c. College Diploma - photocopy
 - d. Medical Certificate - original
 - e. NBI Clearance - original
 - f. Social Security System (SSS) ID - photocopy, if none, SSS E-1 form
 - g. Taxpayer Identification Number (TIN) ID - photocopy
 - h. Home Development Mutual Fund (HDMF) ID - photocopy, if none, HDMF number
 - i. Philhealth ID - photocopy, if none, Philhealth number
 - j. Two (2) 1x1 ID picture - 1x1, white background
2. If the position is urgent and needs to be filled-up immediately, in a manner that the absence of the position will disrupt the operations of the business, the employee shall be allowed to work but pre-employment requirements should be submitted to Human Resources Department within thirty (30) days from the start date of employment.

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3. Employees shall serve a six (6) month initial probationary period. One becomes a regular employee upon completion of his six-month period of probationary.
4. An appointment letter shall be signed by the new employee to confirm that he/she has been selected for a particular position in the company.
5. New employees shall not enjoy statutory benefits while on probationary period.
6. An employee's probation can only be extended due to the following:
 - a. When the leader and the employee mutually agree on a shorter or longer period.
 - b. When the nature of work to be performed by the employee requires a longer period.
 - c. When a longer period is required to further evaluate the employee.
 - i. The extended period shall not exceed the length of the original probation period.
 - ii. The leader shall inform the new employee the reasons why the probationary period has been extended. The same should be properly documented.
7. The leader shall monitor the newly hired employee's level of performance.
8. The leader shall evaluate the performance of the employee on the third (3) month of probationary period.
 - a. Employee shall receive a completed probationary performance evaluation form reflecting their performance.

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- b. Performance evaluation form shall be submitted to Human Resources Department. The leader shall discuss the result of evaluation to provide direction, receive feedback, and to provide encouragement to the new employee.
- c. If the leader fails to recommend an action pertaining to an employee's probation period and to provide a probationary performance evaluation to the employee prior to the conclusion of the probation period, then the employee automatically becomes a regular employee in the new classification with all rights and conditions of such.
- d. An employee may be rejected on probation at any time prior to the completion of the probation period.
- e. It is the prerogative of the leader if the employee shall be given a second chance to perform well after a poor evaluation on the third (3) month.
- f. The leader shall provide the employee in writing with the reason(s) for the rejection on probation & the effective date of the rejection.

Transfer or Reassignment during the Probation Period

- 1. Employees who are transferred or reassigned into a different classification, shall serve a six (6) month probation period in the new classification.
 - a. Employees who have not completed their initial probation period, shall serve a new six (6)-month period of initial probation in the new classification.

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2. The leader has the jurisdiction to shorten the probation period of an employee serving a probation as a result of transfer, or reassignment to a minimum of sixty (60) days. If an employee's probation is shortened, the reasons for the action must be documented, and a probationary performance evaluation must be completed. All documents must be submitted to Human Resources Department.
3. The leader may at any time prior to the completion of the probation period, request an extension of the original period to the Human Resources Department. The leader must provide documentation supporting the reasons for the extension. This is subject for approval of authorized parties. If approved, the probation period can be extended only once for a period not to exceed the length of the original probation period.
4. Leaders should monitor the employee's level of performance.
 - a. Policy for new hires on performance evaluation shall also be applicable for reassigned/transferred employees while on probationary period.
5. An employee rejected on probation while serving a probationary period as a result of transfer or reassignment, shall be returned to the employee's previous position if vacant. The previous position on the other hand, shall not be filled while transfer or reassignment is not yet confirmed.
 - a. An employee rejected on probation may request a review of the rejection.
6. An employee appointed to a position on a temporary, contractual or emergency basis is not subject to a probation period. If the employee subsequently is hired or converted into a position requiring a probation period, then the employee will be treated as a new hire and subject to the appropriate probation period

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Regularization

1. An employee becomes regular upon completion of his six-month period of probationary.
2. Regular employee shall enjoy all the benefits provided for regular employees prescribed under existing labor laws, rules & regulations.
3. Upon regularization, employee shall be entitled to 10% increase in basic pay.

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Responsibility

The employee is responsible for:

- Reading and understanding this policy on Working Hours
- Complying with this policy on Working Hours
- Religiously recording time in and out in F2's Biometric System.
- Coordinating failure to report for work with immediate leader

The immediate leader is responsible for:

- Reading and understanding this policy on Working Hours
- Maintaining work schedules, authorizing leaves and documenting all absences
- Monitoring attendance and punctuality

The Human Resources Department is responsible for:

- Cascading Working Hours policy to respective SBU

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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