



WAREHOUSE MANAGEMENT | WORKFORCE SOLUTIONS



THE LOVE WINS EMPLOYEE GUIDEBOOK: OUR AGREEMENTS



EXPEDISE HANDBOOK AND
CODE OF DISCIPLINE

VERSION 3.0 AS OF
APRIL 2025



TABLE OF CONTENTS

WELCOME TO EXPEDISE

1. Introduction

1.1 Purpose of the Handbook

1.2 Company Overview

1.2.1 Our History

1.3 Our Purpose and Core Values

1.4 Equal Employment Opportunity Statement

2. Employment Policies

2.1 Employment Classification (Regular, Probationary, Contractual)

2.2 Recruitment and Hiring Process

2.3 Probation Period and Confirmation

2.4 Work Schedule and Attendance

2.5 Code of Conduct and Workplace Ethics

3. Compensation and Benefits

3.1 Payroll and Timekeeping Process

3.2 Overtime, Holiday Pay, Night Differential and 13th Month Pay

3.3 Salary Deductions and Government Contributions (SSS, PhilHealth, Pag-IBIG)

3.4 Employee Benefits (Health, and Leaves)

4. Workplace Policies

4.1 Official Business (OB) and Travel Policy

4.2 Work-from-Home and Flexible Work Arrangements

4.3 Anti-Discrimination and Harassment Policy

4.4 Health and Safety Regulations

4.5 Security and Confidentiality Policy

5. Disciplinary Policies and Code of Conduct

5.1 Employee Conduct and Disciplinary Actions

5.1.1 General Policy

5.1.2 Implementing Rules and Regulations

5.1.3 Definition of Disciplinary Actions

A. Verbal Warning

B. Written Reprimand

- C. Suspension
- D. Termination

5.1.4 Types of Offenses and Consequences

- A. Minor Offense
- B. Major Offense
- C. Grave Offense

5.1.5 Grievances and Complaint Handling Procedure

5.2 Code of Discipline

5.2.1 Authority

5.2.2 Final Provision

5.3 Drug-Free Workplace Policy

5.4 Conflict of Interest and Ethical Standards

6. Leave and Time-Off Policies

6.1 Vacation Leave (VL), Sick Leave (SL) and Service Incentive Leave (SIL)

6.2 Maternity, Paternity, Parental, Special Leave, and Violence Against Women and Child (VAWC)

6.3 Bereavement Leave

6.4 Holiday Observances

7. Training and Career Development

7.1 Employee Onboarding Process

7.2 Training and Skills Development Programs

7.3 Performance Evaluation and Career Progression

8. Resignation, Termination, and Offboarding

8.1 Voluntary Resignation Process

8.2 Offboarding and Clearance Process

8.3 Final Pay and Certificate of Employment (COE)

8.4 Rehire Policy

9. Company Property and IT Policies

9.1 Proper Use of Office Equipment

9.2 Issuance and Return of Company Property

9.3 Internet and Social Media Use

9.4 Data Protection and Cybersecurity

10. Miscellaneous Policies

10.1 Company Events and Activities

10.2 Workplace Dress Code and Company ID

10.3 Amendments to the Employee Handbook

INTRODUCTION

1.1 Purpose of the Handbook

This Employee Handbook serves as a guide for all employees regarding company policies, expectations, and benefits. It outlines the rights and responsibilities of employees to ensure a professional and productive work environment, specifically tailored to workforce, logistics, and warehousing operations. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Expedise to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

As Expedise continues to grow, the need may arise and reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of such changes to the handbook as they occur.

1.2 Company Overview

EXPEDISE WAREHOUSE MANAGEMENT SOLUTIONS INC. is dedicated to providing exceptional service in logistics, warehousing, and workforce management. We are committed to efficiency, safety, and excellence in all aspects of our operations.

1.2.1 Our History

Why open a business while others are closing in this pandemic? We say - why not? Sure, it may be a risk but we see it as an opportunity that will rock the industry to its core.

Expedise is a WAREHOUSE MANAGEMENT and WORKFORCE SOLUTIONS company that was founded in the middle of 2020. Driven by grit and a passion to succeed, we aim to drive and disrupt the industry forward with our commitment to embody our values.

Established in 2020 and backed by the strength of a management team with over 30 years of experience in the supply chain and manpower industries, EXPEDISE aims to disrupt the existing industry with a human centric approach to logistics that will expedite our clients' success.

With a growing roster of clients, our unique perspective lies in our unified business end-to-end solutions by reducing risks as you gain control and transparency in this evolving industry.

We focus on our peoples' growth to help expand your business with a business driven, people focused approach.

1.3 Our Purpose and Core Values

WORKFORCE

Our Purpose: *"To Joyfully uplift the lives of a Million Filipino Workers"*

Our Core Values:

We are HOT (Humble, Open, and Trustworthy)
Smashed the Status Quo
Learn, Grow Repeat
Optimizing Everything
Commit and Conquer
Kindness is our Secret sauce
Employee First, CLient Second
Data-Driven, not Drama Driven
Flow and Joy in Everything we do
Team Work makes the Dream Work
When all else fails, we let Love Wins

LOGISTICS

OUR PURPOSE: *"To Joyfully fulfill our partner's dreams by delivering our unwavering values."*

OUR CORE VALUES:

Learn, Grow Repeat
Unreasonable Customer Service
Commit and Conquer
Kindness is our Secret sauce
Flow and Joy in Everything we do.

Long Term Partners vs Short Term Profits
Over Transparency over Delivery
When all else fails, we let love wins

1.4 Equal Employment Opportunity Statement

The company provides equal employment opportunities without discrimination based on race, gender, religion, age, disability, or any other protected status.

2. Employment Policies

2.1 Employment Classification (Regular, Probationary, Contractual)

1. Project Based Or Contractual. This is given when the work performed is only for a certain time or season of the year and the employment is only for that duration. A common practice for some employers is to hire people who are called to work during peak seasons and are temporarily suspended during off-seasons.
2. Probationary. This is given to a newly hired employee. The standard probationary period is six (6) months. The employee's performance during this probationary period will be reviewed before the end of 6 months and may be extended for an additional six (6) months if, Based on the evaluation, the employee's training is insufficient. A probationary employee may be terminated at any time for valid reasons as stipulated in the Code of Conduct and by the Labor Code.
3. Regular. cs. Managers, by virtue of the positions they occupy, may be hired as regular or permanent employees.

2.2 Recruitment and Hiring Process

The hiring process begins with a position request from the Manager or Department Head to HR, followed by defining the role, budget planning, and preparing the Right Fit Guide (RFG) with job details and interview questions.

Applicants are sourced through job portals, social media, and internal promotions. HR screens candidates via structured interviews, with successful ones moving for tests (DISC, IQ, ethics, skills) and initial/final interviews to assess cultural and job fit. Background checks are conducted before deliberation.

HR and the Manager evaluate candidates using a point system (80% baseline, 90% preferred). A job offer is made, including onboarding details and, if needed, lodging arrangements.

2.3 Probation Period and Confirmation

New employees undergo a probationary period of six (6) months, which serves as an evaluation phase to assess their performance, adherence to company policies, and suitability for their roles. During this period, employees will receive regular feedback and performance assessments from their immediate head.

Expectations during the probationary period:

- Consistent punctuality and attendance.
- Compliance with safety protocols and operational procedures.
- Demonstrated competence in assigned tasks and responsibilities.
- Positive attitude and teamwork.

Department Head will provide guidance, mentorship, and training opportunities to help probationary employees succeed. If an employee meets the required standards by the end of the probationary period, they will receive an official confirmation letter stating their transition to regular employment status. In cases where performance is unsatisfactory, the company may extend the probationary period or terminate the employment contract.

2.4 Work Schedule and Attendance

Employees are expected to adhere to their assigned work schedules, which are designed to support the operational needs of the company. Work schedules may vary based on department and job function, including rotating shifts, night shifts, and weekend work as required in operations.

Work Hours and Shifts:

- Standard work hours are eight (8) hours per day, five (5) days per week.
- Shift work may be assigned, including early morning, afternoon, evening, and overnight shifts.
- Employees may be required to work on holidays, weekends, or during peak business periods.

Attendance and Punctuality:

Employees must report to work on time and be prepared to perform their duties. To accommodate unforeseen delays, a 10-minute grace period is allowed after the scheduled start time; however, employees are encouraged to arrive on time as a standard practice. Late arrivals beyond the grace period, early departures, and unauthorized absences must be avoided, as these may be subject to disciplinary action. Additionally, absences must be reported to the department head and HR department at least three (3) hours before the start of the shift. Consistent punctuality and adherence to this policy ensure a productive and harmonious work environment.

Employee Break Periods:

The company values employee well-being and ensures that all employees are provided with adequate breaks and rest periods during their workday. Employees are entitled to a 1-hour unpaid meal break and a 15-minute paid rest break. These breaks are designed to help employees recharge and maintain productivity throughout the day. Employees are encouraged to adhere to the designated break schedule to ensure smooth workflow and team coordination. For employees in roles requiring continuous operations, breaks will be staggered to maintain coverage while still allowing sufficient rest.

Overtime and Extended Hours:

- Employees may be required to work overtime based on operational demands.
- Overtime must be pre-approved by the Department Head and Business Unit Head.
- Compensation for overtime will be provided in accordance with labor laws and company policy.

Failure to comply with attendance policies may result in disciplinary action, including verbal or written warnings, suspension, or termination.

2.5 Code of Conduct and Workplace Ethics

This Code of Conduct and Workplace Ethics outlines the standards of behavior expected from all employees within the workforce, warehousing, and logistics operations. It serves as a guide to professional conduct, ethical decision-making, and compliance with company policies and regulations.

2.5.1 General Principles

- Maintain integrity, honesty, and professionalism in all dealings.
- Treat colleagues, clients, and partners with respect and fairness.
- Comply with all applicable laws, regulations, and company policies.
- Protect company assets, including physical property, confidential information, and intellectual property.

2.5.2 Workplace Behavior and Professionalism

- Employees must be punctual, reliable, and accountable for their work.
- Harassment, discrimination, and workplace violence will not be tolerated.
- Maintain a professional appearance and behavior at all times.
- Follow safety protocols and report any hazards or unsafe practices.

2.5.3 Ethical Business Practices

- Avoid conflicts of interest and disclose any potential conflicts to management.
- Do not engage in bribery, corruption, or fraudulent activities.
- Ensure transparency and accuracy in reporting, documentation, and financial transactions.
- Uphold fair competition and refrain from unethical business conduct.

2.5.4 Confidentiality and Data Protection

- Maintain confidentiality regarding company, client, and employee information.
- Follow data protection policies and secure sensitive information.
- Do not disclose confidential information without proper authorization.

2.5.5 Workplace Safety and Security

- Adhere to occupational health and safety regulations.
- Report accidents, injuries, and unsafe conditions promptly.
- Use company equipment and machinery responsibly and only for work-related purposes.
- Follow security procedures to prevent theft, damage, or loss of company property.

2.5.6 Substance Abuse and Prohibited Conduct

- The use, possession, or distribution of illegal substances in the workplace is strictly prohibited.
- Employees must not be under the influence of drugs or alcohol while on duty.

- Gambling and unauthorized solicitation are not allowed on company premises.

2.5.7 Compliance and Reporting Violations

- Employees must comply with all provisions of this Code.
- Any violations should be reported to management or HR without fear of retaliation.
- Failure to adhere to this Code may result in disciplinary action, up to and including termination of employment.

2.5.8 Acknowledgment and Acceptance

All employees must review, understand, and acknowledge this Code of Conduct and Workplace Ethics upon joining the company and as required by updates in company policy.

This document serves as a fundamental guideline to foster an ethical, respectful, and safe workplace environment.

3. Compensation and Benefits

3.1 Payroll and Timekeeping Process

The company utilizes an efficient and secure Human Resource Information System (HRIS) to manage payroll and timekeeping processes. Employees are required to log their work hours accurately using the designated timekeeping system integrated into the HRIS. This system ensures precise tracking of attendance, overtime, and leaves, which are essential for payroll computation. Payroll processing is conducted on a bi-monthly basis, with salaries disbursed directly to employees' bank accounts. Any discrepancies in timekeeping records or payroll computations must be reported to the HR Department within three (3) business days of payout to ensure prompt resolution. The HRIS also allows employees to access their attendance records, and other relevant details through their individual accounts, promoting transparency and accountability.

For official business (OB) purposes, employees must ensure that their attendance is properly logged and validated by their department head. Attendance not validated or approved will not be counted or included in payroll processing. Employees are encouraged to check their attendance records regularly through the HRIS to confirm that all OB requests and attendance logs have been properly validated. Failure to secure validation may result in non-payment for the hours or days in question.

3.2 Overtime, Holiday Pay, Night Differential and 13th Month Pay

3.2.1 Overtime

- Overtime work must be authorized by the department head before being rendered.
- Overtime pay will be computed based on labor laws and company policy.
- Employees working beyond regular hours will receive the appropriate overtime rate.

3.2.2 Holiday Pay

- Employees required to work on a holiday will receive holiday pay as mandated by law and company policy.
- Official holidays will be communicated in advance, and employees should verify their work schedule with their supervisor.
- If a holiday falls on an employee's rest day and they are required to work, corresponding premium pay will be applied.

3.2.3 Night Differential

- Employees working between designated night shift hours (typically 10 PM to 6 AM) are entitled to a night differential pay in accordance with labor regulations.
- Night differential rates will be computed based on applicable laws and company policy.
- Proper documentation of night shift work must be maintained in the timekeeping system to ensure accurate compensation.

3.2.4 13th Month Pay

The company provides 13th Month Pay to all eligible employees in compliance with labor laws and as recognition of their contributions throughout the year. All rank-and-file employees, regardless of employment status (regular, probationary, or contractual), are entitled to 13th Month Pay provided they have rendered at least one (1) month of service during the calendar year. The amount is computed based on the total basic salary earned during the year, divided by 12, excluding allowances, overtime pay, and other monetary benefits.

Payment is released no later than December 24th of each calendar year, and employees who resign or are terminated before year-end are entitled to a prorated amount based on the months worked. The 13th Month Pay is non-taxable up to the government-mandated threshold, and any amount exceeding this limit will be subject to withholding tax.

3.3 Salary Deductions and Government Contributions (SSS, PhilHealth, Pag-IBIG)

3.3.1 Mandatory Deductions

- Salary deductions will be made in accordance with company policy and legal requirements.
- Deductions include but are not limited to taxes, loans, and penalties for policy violations.
- Any unauthorized or incorrect deductions must be reported to the Culture Curator department for correction.

3.3.2 Government Contributions

- Employees are required to contribute to government-mandated programs, including:
- Social Security System (SSS): Provides retirement, disability, maternity, and other benefits.
- PhilHealth: Offers health insurance coverage for medical expenses.
- Pag-IBIG Fund: Supports housing and savings programs for employees.
- Contributions are automatically deducted from employees' salaries and remitted to the respective agencies.
- Employees may check their individual contributions and balances through the official portals of each government agency.

3.4 Employee Benefits (Health and Leaves)

3.4.1 Health Benefits

- Employees are entitled to medical and health benefits as per company policy.
- Health benefits include coverage under the company's Health Maintenance Organization (HMO) plan. The cost of the HMO premium is shared equally, with 50% paid by the company and 50% paid by the employee.
- Additional wellness programs and health-related support may be provided.

3.4.2. Leave Benefits

- Employees are entitled to leave benefits in accordance with company policy and labor laws.

Leave types may include:

- Vacation Leave (VL): For personal rest and recreation.
- Sick Leave (SL): For health-related absences.
- Maternity/Paternity Leave: As mandated by law.
- Bereavement Leave: For the loss of immediate family members.

- Other Special Leaves: As per government regulations or company provisions.
- Leave requests must be approved in advance, except in cases of emergency.

4. Workplace Policies

4.1 Official Business (OB) and Travel Policy

- Employees on official business or work-related travel must secure prior approval from their department head.
- Reimbursement of travel expenses is subject to company policy and requires submission of necessary receipts and documentation.
- Employees are expected to conduct themselves professionally while representing the company during official business trips.

4.2 Work-from-Home Arrangements

The Work from Home (WFH) arrangement is implemented on a case-to-case basis to support employees while ensuring operational efficiency. Employees may request WFH for valid reasons such as health concerns, family emergencies, transportation disruptions, or other justifiable circumstances. However, the company generally does NOT allow WFH setups, even for leadership positions, unless a natural disaster occurs or similar extraordinary circumstances arise.

In the event of a natural disaster, HR will issue an official announcement to implement WFH arrangements for affected employees. Requests for WFH must still be submitted to the department head and approved by management, considering the nature of the employee's role and the organization's needs. Employees on WFH are expected to remain accessible during working hours, complete assigned tasks, and provide updates as required. All WFH arrangements are temporary, subject to periodic review, and may be revoked based on performance or business requirements. Management reserves the right to adjust or terminate the arrangement at any time.

4.3 Anti-Discrimination and Harassment Policy

- The company maintains a strict policy against discrimination and harassment based on race, gender, age, religion, disability, or any other protected category.
- Employees are encouraged to report any incidents of discrimination or harassment to HR for proper investigation and action.
- Retaliation against employees who file complaints in good faith is strictly prohibited.

4.4 Health and Safety Regulations

- Employees must adhere to workplace health and safety protocols to ensure a safe working environment.
- Personal protective equipment (PPE) must be worn where required, and safety procedures must be followed at all times.
- Any workplace accidents or hazards should be reported immediately to HR or the safety officer.

4.5 Security and Confidentiality Policy

- Employees must safeguard company assets, including confidential information, from unauthorized access or disclosure.
- Use of company-issued devices and access to company systems must comply with security protocols.
- Breaches of confidentiality or data security policies may result in disciplinary action, including termination.

5. Disciplinary Policies and Code of Conduct

5.1 Employee Conduct and Disciplinary Actions

5.1.1 General Policy

1. Any and all acts violating, and/or constituting a violation of the comprehensive policies detailed in the foregoing section will be considered a violation, and liable to disciplinary action. This will be in accordance with the appropriate provision of this Code.
2. Ignorance of the policies declared in this Code, as well as notices or memoranda that may be promulgated in the future, shall not excuse or exempt an employee from non-observance nor from the disciplinary action to be imposed thereon.
3. All disciplinary actions shall be imposed following the process enumerated in this Code.
4. All actions to resolve or settle grievances shall abide by the relevant provisions of any mechanism installed for such purpose.
5. Administration of disciplinary action on erring employees shall not hinder the company from filing criminal and/or civil charges in accordance with the applicable laws of the State.
6. In cases where the infractions or offenses committed violate more than one provision of this Code, these shall be dealt with separately.

5.1.2 Implementing Rules and Regulations

- A. It shall be the duty and responsibility of all employees to know and familiarize themselves with the company's rules and regulations, especially those related to proper conduct and behavior.
- B. Since the intention of this code is to provide for deterrent measures on possible misbehavior of an employee, disciplinary actions enumerated and expressed herein shall not be construed as limiting the prerogative of the Company to take appropriate measures for violations or misconducts not enumerated or not explicitly falling under any of the violations or offenses enumerated herein. Other violations or offenses shall be governed by the appropriate provisions of the Labor Code of the Philippines and other applicable labor regulations or issuances.

C. Disciplinary actions shall be imposed to an erring employee only after an administrative investigation has been conducted and only after the employee concerned has been accorded the opportunity to be heard, unless the employee waives his right to the same.

D. In cases where the penalty calls for the termination of employment, the provisions of the Labor Code, its implementing rules and regulations shall apply.

All cases leading to an employee's dismissal shall be related or analogous to the following:

1. Serious misconduct or wilful disobedience by the employee of the lawful orders of his employer or representative in connection with his work;
2. Gross and habitual neglect by the employee of his duties;
3. Fraud and wilful breach by the employee of the trust reposed in him by his employer or his duly authorized representative;
4. An employee who is suffering from any disease and whose continued employment is prohibited by law is prejudicial to his health as well as to the health of his co-employees.

E. It is the responsibility of all employees, regardless of status and rank in the company, designation or department assigned to, to report any employee misconduct or any irregularities to Management. It shall be unlawful for any employee who is a witness to such violations or irregularities to conceal his knowledge of such to proper authorities of the Company. Anybody who is proven to have wilfully disregarded his inherent responsibility under this rule shall be deemed to have wilfully breached the trust reposed in him by his employer and thus shall be penalized accordingly.

F. It shall be the responsibility of all managerial and supervisory personnel to effectively implement the provisions of this Code of Conduct. On the other hand, it shall be the inherent responsibility of all rank and file employees to extend full cooperation to their immediate superiors by way of observing all company rules and regulations on all aspects of operations.

G. The company will maintain the confidentiality of any person, who in good faith, reports known or suspected violations of the company policies.

5.1.3 Definitions of Disciplinary Actions

A. Friendly Reminder / Verbal Warning

- A casual, private verbal conversation between the employee
- It will be documented and attached to the employee's 201 file.
- Immediate superior will be notified through a written notice.

B. Written Warning

- A formal notice that outlines the offense. The employee must acknowledge and sign the warning.
- It will be documented and attached to the employee's 201 file.
- Immediate superior will be notified through a written notice.
- The employee must complete a Corrective Action Plan (CAP) to revoke the violations.

C. Suspension

- Violators will be barred from attending or entering the company premises and business transactions or events. The employee is suspended from work without pay for 5 business days.
- Immediate superior will be issued with an offense as "Negligence of duty" if the incident is not filed or reported by them.
- The employee will undergo evaluation and must complete a Corrective Action Plan (CAP).

D. Termination

- The employee is permanently dismissed from the company.
- The employee will receive a termination letter outlining the reason.
- Written notice will be sent to all employees, stakeholders and business partners.
- Immediate superior will be issued with an offense as "Negligence of duty" if the incident is not filed or reported by them.
- MUST be served in the morning of a business day.
- MUST NOT be served on Fridays, the day before holiday or restdays, or to someone who is on vacation.

Legal Actions

- The company will police reports, including pursuing legal claims, or other necessary steps to protect the customers, clients, service providers, business partners, the company and its employees.

5.1.4 Types of Offenses and Consequences

- we group offenses into three levels based on how serious they are:

A. Minor Offenses (Small Rule Breaks)

These are small issues that don't cause major harm but still disrupt the workplace or company operations.

Examples:

- Repeatedly arriving late to work without notice.
- Missing work without informing your manager.
- Not following the dress code.
- Using company internet for personal browsing too often.
- Being too loud or distracting in the office.

What Happens If You Violate a Minor Rule?

Occurrence	Action Taken for Employee	Action Taken for Immediate Superior if did not report the Violation
First Time	Friendly Reminder	Written Notice
Second Time	Written Warning + CAP	Written Notice and Warning
Third Time	5 Day Suspension + CAP	Issuance of "Negligence of duty" as +1 Offense
Fourth Time	Termination	Issuance of "Negligence of duty" as +1 Offense

B. Major Offenses (Serious Violators)

- These offenses affect work, other employees, or the company's reputation

Examples:

- Regularly not showing up to work without valid reason
- Ignoring work duties, causing problems in the office.
- Refusing to follow instructions from immediate superiors.
- Harassing, bullying, or discriminating against coworkers.
- Mishandling company information or property.

What Happens If You Violate a Major Rule?

Occurrence	Action Taken for Employee	Action Taken for Immediate Superior if did not report the Violation
First Time	Written Warning + CAP	Written Notice and Warning
Second Time	5 Days Suspension + CAP	Issuance of "Negligence of duty" as +1 Offense
Third Time	Termination	Issuance of "Negligence of duty" as +1 Offense

C. Critical / Grave Offenses (Very Serious Violators)

- These are severe actions that can result in immediate termination or legal action.

Examples:

- Stealing from the company, vendors, services providers, clients, customers or coworkers.
- Physically attacking or threatening another person.
- Lying or faking company records/documents.
- Sharing confidential company information.
- Using or selling illegal substances at work.

What Happens If You Violate a Critical/Grave Rule?

Occurrence	Action Taken for Employee	Action Taken for Immediate Superior if did not report the Violation
First Time	Termination	Issuance of "Negligence of duty" as +1 Offense

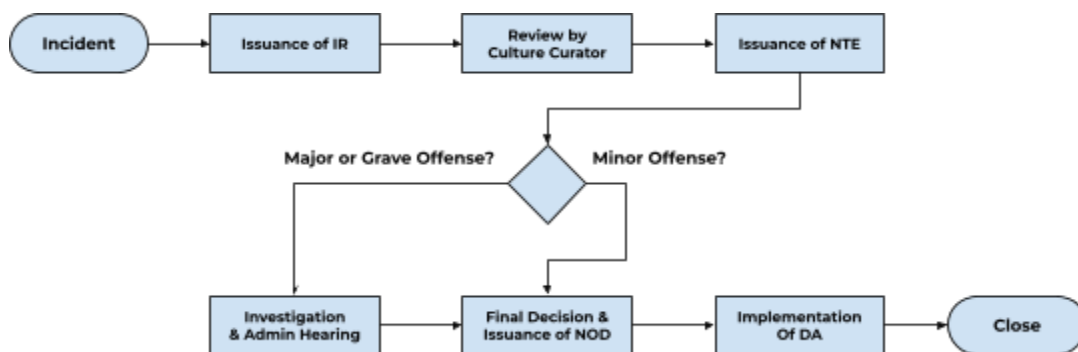
Confidentiality and Retaliation

- All investigations and disciplinary actions are handled confidentially.
- Retaliation against employees who report misconduct is strictly prohibited and may result in disciplinary action.

Compliance and Review

- All employees are expected to comply with this policy. Non-compliance may result in disciplinary action.
- This policy will be reviewed periodically and updated as needed to align with legal and operational changes.

5.1.5 Grievance and Complaint Handling Procedure



Definitions

- *Grievance*: Any work-related concern or dissatisfaction an employee has regarding workplace conditions, policies, management decisions, or interpersonal conflicts.

- *Complaint*: A formal or informal report of an issue that requires resolution, including violations of policies, harassment, discrimination, or safety concerns.
- *Offense*: A violation of company policies, rules, or regulations by an employee, which may result in disciplinary action.

Procedure for Raising a Grievance or Complaint

Issuance of Incident Report (IR)

When a violation occurs, an Incident Report (IR) must be filed to formally document the details. The IR serves as the initial step in the review process, ensuring a fair and thorough assessment of the situation.

Who can file an IR?

- Any employee who witnessed or experienced the incident
- The immediate superior
- Culture Curator representative

Steps in filing the Incident Reporting Process

1	Filling the incident report	The person reporting the incident fills out the IR Form with complete details: <i>see this link:</i> <i>see this link:</i> https://forms.clickup.com/25781067/f/rjru-b-17038/WJS2CDQL3ZPT3TO1CG
2	Submission to Culture Curators	The submitted IR will be reviewed by Culture Curators
3	Preliminary Review	Culture Curators determines if the report needs further investigation. If necessary, the member of Culture Curator will form a Fact-Finding Committee (FCC) to gather more details.
4	Issuance of Notice of Explanation	If the IR confirms a potential violation, the Culture Curator will issue an NTE to the employee, giving them to explain their side.

Notice to Explanation (NTE) Process

Before taking any serious disciplinary action, the employee will receive a Notice of Explanation (NOE), which:

- Clearly explains the alleged violation.
- Gives the employee 48 hours to submit a written response.
- Allows the employee to provide evidence or witnesses to support their case.

Steps in the NTE Process

1	Issuance of NTE	Culture Curator provides a formal written NTE to the employee.
2	Employee Response	The employee submits their written explanation within 48 hours.
3	Acknowledge Receipt	Culture Curator will notify employee to confirm receiving the NTE

Administrative Hearing Process

For serious or disputed cases such as Major and Grave Offenses, an administrative hearing will be conducted before finalizing disciplinary actions.

Who Attends the Admin Hearing?

- The Employee Accused, to explain their side.
- Member(s) of Culture Curator Team to Facilitate the hearing.
- Witness(es) if any, to testify.
- The Fact-Finding Committee (FCC) to present investigation findings.
- Two (2) Jurors, to help decide on the cases.

Role of the Jury

- Jurors consist of randomly selected employees and leaders from different teams.
- Their role is to listen, ask clarifying questions, and provide unbiased input.
- The jurors do not have the final decision-making power, but their feedback helps Culture Curators a fair judgment.

Steps in the Admin Hearing: 1hr and 30mins

1	Presentation of the Case	10 mins: Culture Curators explain the violation and present evidence with the help of FCC
2	Employee's Defense	15 mins: The accused employee shares their side
3	Witnesses (if any) Speak	15 mins: People involved in the case may be called to testify
4	Jurors Ask Questions	15 mins: Jurors clarify details if needed
5	Final Discussion	15 mins: Culture Curators and Jurors discuss their thoughts on the case
6	Decision Making	15mins: Culture Curator, with input from the jurors and FCC, finalizes the disciplinary actions
7	Employee Notification	5 mins: The employee receives the final decision in writing

Notice of Decision

After a thorough investigation, including the Incident Report (IR), Notice to Explain (NTE), and Administrative Hearing (if Applicable), Culture Curator will issue a Notice of Decision stating the final resolution of the case.

If an offense involves financial damage or costs, the Notice of Decision (NOD) will include the total amount to be paid and agreed - upon repayment schedule.

What the NOD Includes:

- A summary of the investigation and findings
- The final decision (e.g. warning, suspension, termination)
- The reason for the decision, supporting facts, evidences and company policy references
- If applicable, the required Corrective Action Plan (CAP).
- Employee's right to appeal the decision within five (5) business days.

Steps in the Notice of Decision Process:

1	Final Decision	After reviewing all gathered evidence, the Culture Curator, the Fact-Finding Committee (FCC), and leadership finalize the disciplinary action.
2	Employee is Notified	The NOD is formally handed to the employee in person (via mail if necessary) or via email with acknowledgement receipt (wet signature or reply via email).
3	Implementation of the Decision	The disciplinary action takes effect immediately.
4	Employee's Right to Appeal	If the employee disagrees with the decision, they may file an appeal within five (5) business days for reconsideration.

Fact Finding Committee (FFC)

For Major and grave offenses, a Fact-Finding Committee (FCC) will be formed to ensure a fair and thorough investigation.

Who Makes Up the FCC?

- One randomly selected member of the leadership team.
- Culture Curators
- One unbiased member chosen, based on its expertise to provide an objective perspective.

FCC Responsibilities:

- Gather all facts related to the offense.
- Interview involved employees and witnesses
- Review evidence, documents or records if applicable

- Provide findings and recommendations to Culture Curators and Leadership
- Maintain confidentiality and privacy of the company and affected employees.

The FFC does not decide on penalties but ensures that all cases are handled fairly and based on facts before the Culture Curator makes a final decision.

Preventive Suspension

Prevention suspension may be imposed on employees who are under investigation. A temporary removal of an employee from work, without pay.

When is it Applied?

- If the employee is involved in serious/grave misconduct.
- If their presence could influence witnesses or interfere with the investigation.
- If the safety of other employees is at risk.

Duration and Procedure

- The suspension will last until the investigation is completed, but not more than Thirty (30) calendar days as per labor laws.
 - The employee will be notified in writing.
 - If the employee is found not guilty, they will be reinstated with back-pay and with Five (5) additional Vacation Leave Credits.
- If found guilty, proper disciplinary actions will be applied.

Accountability of Immediate Superior

Leaders, Heads or the Immediate Superior of the Employees play a key role in maintaining discipline in their teams. If an employee under a leader's supervision repeatedly violates company policies with three (3) consecutive cases , the leader may also be held accountable.

Immediate Superior Responsibilities:

- Enforce company rules fairly and consistently.
- Address minor issues before they become major problems.
- Properly document warnings and discussions with employees.

- Work with Culture Curators to create Corrective Action Plans when needed.
- Monitor employee progress and provide necessary support.

If an Immediate Superior Fails to Act:

- ... if ignores repeated violations in their team, Culture Curator will investigate their handling of the situation
- ... if found negligent, they may receive their own disciplinary action, including a warning, performance review, or in severe cases, reassignment or termination.

Handling Offenses with Financial Damages or Costs

When an employee's actions cause financial loss, damage to company property or operational expenses, they may be subject to cover the cost as part of their corrective action. The company follows these guidelines.

Evaluation of Financial Liability

- Assessment of Damage - Culture Curator, the employee's immediate superior, and the FCC will evaluate the extent to the damage or financial loss during the investigation.
- Determining Responsibility - The Investigation will confirm whether the employee is directly responsible, negligent or involved in the incident.
- Cost Estimation - The company will compute the cost of repairs, replacement or financial loss based on actual receipts, repair quotes or financial impact reports.

Employee Payment Responsibility

- If an employee is found responsible, they may be required to partially or fully cover the financial cost.
- Payment may be deducted from their salary in manageable installments, not exceeding 20% of their monthly salary unless they agree otherwise.
- an Authorization To Deduct will be signed to confirm the repayment schedule and terms.

Corrective Action Plans

If an employee commits an offense, a Corrective Action Plan (CAP) may be required, especially for repeated minor offenses. This plan is designed to help employees improve and prevent further violations.

What the CAP Includes:

- Identifying the Issues - Clearly state what rule was violated.
- Action Steps - Outline steps the employee must take to correct the behavior.
- Support Measures - Any training or guidance needed to help the employee.
- Follow-Up Review - Set a timeline for improvement and a check-in date.

Important:

- For Written Warnings: Employees who successfully complete the CAP within the agreed timeframe may have the violation voided from their record.
- If the employee fails to complete the CAP, the violation remains, and further disciplinary action may follow.

Responsibility of the Immediate Superior

- Establish the agreement with the Employee the expectations for improvement.
- Help the employee create a realistic and effective CAP
- provide support through coaching, check-ins or additional training
- Monitor the employee's compliance and progress
- Providing Culture Curators regular updates and final evaluation after the monitoring period
- Immediate superiors who fail to fulfill these responsibilities may be also subject to reevaluation.

Responsibilities of Culture Curators

- Review and approving the CAP content before implementation
- ensuring the violation is clearly explained and documented
- Guiding both the immediate superior and employee on the process
- Ensuring the CAP is stored securely in the employee's 201 record

- Reminding involved parties of deadlines and evaluating compliance
- Issuing a Notice of Completion or next steps if non-compliance occurs.

5.2 CODE OF DISCIPLINE

A. Attendance, Punctuality, And Work Hours

	Offense	Type	1st Offense	2nd Offense	3rd Offense	4th Offense
1	Unexcused Tardiness of five (5) times or more(beyond grace period) which constitute habitual tardiness within one (1) month period.	Minor	Friendly Reminder	Written Warning	5 Day Suspension	Termination
2	Habitual Absenteeism and tardiness. This constitutes gross and habitual neglect of duty.	Major	Written Warning	5 Day Suspension	Termination	—
3	Absence Without Leave (AWOL - 1 day)	Major	Written Warning	5 Day Suspension	Termination	—
4	AWOL (3 or more consecutive days)	Major	5 Day Suspension	Termination	—	—
5	Leaving work assignment without permission	Major	Written Warning	5 Day Suspension	Termination	—
6	Unauthorized extension of breaks or lunch hours	Minor	Friendly Reminder	Written Warning	5 Day Suspension	Termination
7	Failure to log in or out (Timekeeping Violation)	Minor	Friendly Reminder	Written Warning	5 Day Suspension	Termination
8	Failure to wear Company ID	Minor	Friendly Reminder	Written Warning	5 Day Suspension	Termination
9	Failure to wear Company uniform	Minor	Friendly Reminder	Written Warning	5 Day Suspension	Termination
10	Violation to Dress Code Policy	Minor	Friendly Reminder	Written Warning	5 Day Suspension	Termination

B. Pilferage, Theft, And Property Misuse

	Offense	Type	1st Offense	2nd Offense	3rd Offense	4th Offense
1	Misuse or unauthorized removal of company equipment, tools, or supplies	Major	Written Warning	5 Day Suspension	Termination	—
2	Pilferage (unauthorized taking of company or client property, regardless of value)	Grave	Termination	—	—	—
3	Theft or attempted theft (company/client property, employee belongings)	Grave	Termination	—	—	—
4	Unauthorized possession of company property	Grave	Termination	—	—	—
5	Tampering with warehouse inventory records	Grave	Termination	—	—	—

C. Work Performance And Operational Violations

	Offense	Type	1st Offense	2nd Offense	3rd Offense	4th Offense
1	Receiving two (2) successive unsatisfactory Employee Performance Appraisal (EPA)	Major	Written Warning	5 Day Suspension	Termination	—
2	Failure to meet productivity standards	Minor	Friendly Reminder	Written Warning	5 Day Suspension	Termination
3	Poor quality of work due to negligence	Major	Written Warning	5 Day Suspension	Termination	—
4	Negligence of duty Willful or intent to disregard one's duties	Major	Written Warning	5 Day Suspension	Termination	—

5	Negligence resulting to financial loss of the company - Not greater than PhP 10,000	Major	Written Warning	5 Day Suspension	Termination	—
6	Negligence resulting to financial loss of the company - Greater than PhP 10,000	Grave	Termination	—	—	—
7	Negligence resulting to client complaints and financial loss of the company	Grave	Termination	—	—	—
8	Negligence resulting in loss or damage to company property	Major	Written Warning	5 Day Suspension	Termination	—
9	Wasting company resources (excessive use of materials, or utilities)	Minor	Friendly Reminder	Written Warning	5 Day Suspension	Termination
10	Loitering during work time.	Minor	Friendly Reminder	Written Warning	5 Day Suspension	Termination
11	Unauthorized use of company vehicles/equipment	Major	Written Warning	5 Day Suspension	Termination	—
12	Falsification of documents, receipts, or logs.	Grave	Termination	—	—	—
13	Abandonment of Work or Duties	Grave	Termination	—	—	—

D. Safety, Security, And Facility Regulations

	Offense	Type	1st Offense	2nd Offense	3rd Offense	4th Offense
1	Failure to wear required PPE (safety gear, gloves, boots, helmets)	Minor	Friendly Reminder	Written Warning	5 Day Suspension	Termination

2	Operating machinery/equipment without authorization	Major	Written Warning	5 Day Suspension	Termination	—
3	Violation of safety protocols	Major	Written Warning	5 Day Suspension	Termination	—
4	Blocking emergency exits or fire extinguishers	Major	Written Warning	5 Day Suspension	Termination	—
5	Smoking or using open flames in restricted areas	Grave	Termination	—	—	—
6	Possession of dangerous weapons or explosives	Grave	Termination	—	—	—
7	Bringing unauthorized persons into restricted warehouse areas	Major	Written Warning	5 Day Suspension	Termination	—

E. Workplace Behavior And Professionalism

	Offense	Type	1st Offense	2nd Offense	3rd Offense	4th Offense
1	Having sexual relations outside of marriage under scandalous circumstances or in a way affecting the company	Major	Written Warning	5 Day Suspension	Termination	—
2	Making or initiating sexual or malicious advances against a co-employee or client	Grave	Termination + Legal Action	—	—	—
3	Insubordination (Refusal to follow lawful instructions)	Major	Written Warning	5 Day Suspension	Termination	—
4	Harassment, bullying, or workplace violence (Verbal or Physical)	Major	Written Warning	5 Day Suspension	Termination	—
5	Using profane, offensive, or threatening language	Major	Written Warning	5 Day Suspension	Termination	—

6	Concealing or failing to report violations stated in company handbook	Major	Written Warning	5 Day Suspension	Termination	—
7	Sleeping during work hours	Major	Written Warning	5 Day Suspension	Termination	—
8	Disrespectful behavior towards supervisors or colleagues	Major	Written Warning	5 Day Suspension	Termination	—
9	Disorderly conduct (shouting, horseplay, causing disturbances)	Major	Written Warning	5 Day Suspension	Termination	—
10	Fighting or engaging in physical altercations	Grave	Termination + Legal Action	—	—	—

F. Data Privacy, Confidentiality, And Document Fraud

	Offense	Type	1st Offense	2nd Offense	3rd Offense	4th Offense
1	Unauthorized disclosure of confidential company data	Grave	Termination + Legal Action	—	—	—
2	Betrayal of trust by sharing confidential information (e.g., financial records, client data)	Grave	Termination	—	—	—
3	Tampering or falsification of time records, medical certificates, receipts, or official documents	Grave	Termination	—	—	—
4	Providing false information during hiring or disciplinary procedures	Grave	Termination	—	—	—
5	Unauthorized access to company systems or confidential documents	Grave	Termination + Legal Action	—	—	—

G. Alcohol, Drugs, And Prohibited Items

	Offense	Type	1st Offense	2nd Offense	3rd Offense	4th Offense
1	Reporting to work under the influence of alcohol or drugs	Major	Written Warning	5 Day Suspension	Termination	—
2	Reporting to work under the influence of drugs or illegal substance	Grave	Termination	—	—	—
3	Possession of illegal drugs or alcohol within company premises	Grave	Termination	—	—	—
4	Bringing weapons, explosives, or hazardous materials without authorization	Grave	Termination + Legal Action	—	—	—

5.2.1 Authority

The Head of the HR Department is responsible for the official interpretation of this policy. The right to amend, approve, repeal, or eliminate parts of this policy, belongs to the Management. The Management is the primary authority to render all changes to this policy effective upon his/her issuance or declaration thereof. Amendments and supplemental policies must be consistent with, or interpreted in accordance to the provisions of existing corporate policies.

5.2.2 FINAL PROVISIONS

1. This Code of Discipline is subject to updates as needed, in accordance with labor laws and company policy revisions.
2. Employees are expected to adhere to these rules to maintain a professional, safe, and efficient work environment.
3. The company reserves the right to impose penalties on a case-by-case basis, depending on the severity of the violation.

5.3 Drug-Free Workplace Policy

EXPEDISE Warehouse Management Solutions Inc. is committed to maintaining a safe, healthy, and productive work environment. The use, possession, sale, distribution, or manufacture of illegal drugs, as well as the misuse of alcohol or controlled substances, is strictly prohibited on company premises, during work hours, or while conducting company business. Employees are expected to remain free from the influence of drugs or alcohol while at work to ensure the safety of themselves and others.

To enforce this policy, the company may require employees to undergo drug and alcohol testing under specific circumstances, including pre-employment screening, random testing for safety-sensitive positions, post-accident testing, and reasonable suspicion testing when an employee exhibits signs of impairment. Any employee found violating this policy may be subject to disciplinary action, including suspension or termination. Employees terminated due to drug or alcohol violations may also be deemed ineligible for rehire.

5.4 Conflict of Interest and Ethical Standards

EXPEDISE Warehouse Management Solutions Inc. is committed to maintaining the highest standards of integrity, professionalism, and ethical behavior. All employees are expected to conduct themselves in a manner that upholds the company's values and avoids conflicts of interest that could compromise their judgment or the company's interests.

A conflict of interest arises when an employee's personal, financial, or other interests interfere with or have the potential to interfere with their responsibilities to the company. Employees must disclose any situation where their actions or relationships could create a conflict, including but not limited to engaging in business with competitors, suppliers, or customers for personal gain, holding financial interests in competing companies, or accepting gifts, favors, or benefits that could influence business decisions. Employees must also refrain from using company

resources, information, or influence for personal advantage or for the benefit of a third party.

All employees are expected to comply with ethical business practices, maintain transparency, and report any potential conflicts of interest to management or the designated compliance officer. Failure to disclose conflicts or engaging in unethical behavior may result in disciplinary action, including termination. Employees are encouraged to seek guidance when in doubt about ethical concerns to ensure they act in the company's best interests at all times.

6. Leave and Time-Off Policies

6.1 Vacation Leave (VL), Sick Leave (SL) and Service Incentive Leave (SIL)

EXPEDISE Warehouse Management Solutions Inc. recognizes the importance of work-life balance and employee well-being. To support this, the company provides both vacation and sick leave benefits to eligible employees.

Vacation Leave

Leave credits are allocated based on an employee's salary grade, with entitlements communicated during hiring and annual evaluations. Employees become eligible for leave credits after completing six (6) months of continuous service, attaining regular employment status, and receiving positive performance evaluations. For regular employees, additional leave credits may be granted annually based on performance to recognize and reward high performance and commitment.

Unused leave credits may be carried over to the following year but must be utilized within that year. Leave credits can be used for personal, family, or other valid reasons, following company procedures. Planned leaves exceeding five (5) consecutive workdays require a 30-day advance request to ensure proper workload planning.

This policy applies to all regular employees. Probationary employees are not eligible for leave credits until they complete six (6) months of continuous service and achieve regular status. This policy ensures fairness, promotes work-life balance, and rewards exceptional performance across the organization.

The allocation of leave credits is determined by salary grade as follows:

Salary Grade	Vacation Leave Credit
Rank and File	0
Junior Officer 1 to 3	1
Junior Officer 4 to 5	2
Senior Officer 1 to 3	3
Senior Officer 4 to 5	4
Junior Supervisor 1 to 3	5
Junior Supervisor 4 to 5	6
Senior Supervisor and above	7
Leadership	15

Employees in leadership positions are entitled to a 15 days of leave credits annually, regardless of their salary grade. This entitlement recognizes the unique demands of their roles and supports a healthy work-life balance. All leaders who wish to take a break or rest are required to submit a formal leave request, regardless of the duration of the leave.

Sick Leave

All employees who have rendered (1) year of service commencing from the probationary hiring date shall be entitled to five (5) days paid sick leave to employees who are unable to work due to illness, injury, or medical appointments. Employees must notify their department head as soon as possible and may be required to submit a medical certificate for absences of two (2) days or beyond. Sick leave benefits may be used for personal illness or to care for an immediate family member, subject to company guidelines.

Both vacation and sick leave benefits are subject to company policies, employment contracts, and applicable labor laws. Misuse or falsification of leave requests may result in disciplinary action. Employees are encouraged to refer to the company handbook or HR department for further details on eligibility, accrual, and usage of leave benefits.

Service Incentive Leave

Service Incentive Leave (SIL) is granted to employees on their work anniversary, specifically after completing one full year of continuous service with the company. The five (5) days of SIL credit are provided in full on the employee's anniversary date, not on a fixed date such as every January. This credit is granted as a lump sum once the employee becomes eligible.

All filed leaves such as Vacation Leave (VL) will first be deducted from the employee's available Service Incentive Leave (SIL) credits, provided the employee is eligible. Only after the SIL balance has been fully utilized will other leave types be applied. SIL may be used for personal or emergency subject to the company's standard leave filing and approval procedures.

At the end of each service year, any unused SIL credits will be automatically converted into cash, provided the employee is eligible for conversion. This conversion takes place one day before the employee's next work anniversary. However, employees in leadership roles, including those in managerial and executive positions, are excluded from the SIL cash conversion. This exclusion aligns with the differentiated benefit structure afforded to leadership roles.

SIL does not accrue on a monthly basis and is not cumulative unless specified otherwise in the company's internal policies. Furthermore, the SIL cash conversion benefit does not apply to employees holding leadership positions.

Sample SIL Grant and Conversion Schedule:

Year	Period Covered	Status	SIL Granted
2023	May 3, 2023 - May 2, 2024	Not yet entitled	0 days
2024	May 3, 2024 - May 2, 2025	1st full year completed	5 days
2025	May 3, 2025 - May 2, 2026	2nd full year completed	5 days

6.2 Maternity, Paternity, and Solo Parental Leave

Maternity Benefit

Expedise Warehouse Management Solutions Inc. supports employees who are expecting a child by providing maternity benefits in accordance with labor laws and company policies. The maternity leave benefit shall be for one hundred five (105) days with full pay, and an additional fifteen (15) days with full pay in case the female employee qualifies as a solo parent under RA 8972, or the "solo Parents' Welfare Act of 2000". In case of miscarriage or emergency termination of pregnancy, the maternity leave shall be for sixty (60) days with full pay. In cases of live childbirth, an additional maternity leave of thirty (30) days without pay, can be availed of, at the option of the female employee, provided that the employer shall be given due notice. To qualify for the maternity leave benefit, the female employee must have at least three monthly contributions to the SSS in the twelve months immediately preceding the semester of childbirth, miscarriage, or emergency termination of pregnancy, and she shall have notified her employer of her pregnancy and the probable date of her childbirth, which notice shall be transmitted to SSS in accordance its rules and regulations

Employees must notify the HR department in advance and submit the necessary medical documents and application forms to process their maternity benefits. Additional benefits, such as extended leave or healthcare assistance, may be provided based on company policy.

Paternity Leave

Paternity Leave is granted to all married male employees, regardless of their employment status. The purpose of this benefit is to allow the husband to lend support to his wife during her period of recovery and/or in nursing her newborn child. Paternity leave benefit shall apply to the first four (4) deliveries of the employee's lawful wife with whom he is cohabiting. If the spouses are not physically living together because of the workstation or occupation, the male employee is still entitled to the paternity leave benefit. The paternity leave shall be for seven (7) calendar days, with full pay, consisting of basic salary and mandatory allowances fixed by the Regional Wage Board. Usage of the paternity leave shall be after the delivery. However, the employee concerned may request his immediate superior to avail of the benefit before or during the delivery, provided that the total number of days shall not be more than seven (7) calendar days for each covered delivery. To avail of this Paternity Leave Benefit, the employee concerned shall apply for paternity leave at least ten (10) days prior to his intended leave. In case of a miscarriage, prior application for paternity leave shall not be required, however, the employee concerned shall immediately notify his immediate superior of the miscarriage and his expected date of return to work. Paternity leave is not convertible to cash and is not cumulative.

Solo Parental Leave

"Parental leave" means leave benefits granted to a solo parent to enable him/her to perform parental duties and responsibilities where physical presence is required. "Solo parent" means any individual who falls under any of the following categories:

- (1) A woman who gives birth as a result of rape and other crimes against chastity even without a final conviction of the offender: Provided, That the mother keeps and raises the child;
- (2) Parent left solo or alone with the responsibility of parenthood due to death of spouse;
- (3) Parent left solo or alone with the responsibility of parenthood while

the spouse is detained or is serving sentence for a criminal conviction for at least one (1) year;

(4) Parent left solo or alone with the responsibility of parenthood due to physical and/or mental incapacity of spouse as certified by a public medical practitioner;

(5) Parent left solo or alone with the responsibility of parenthood due to legal separation or de facto separation from spouse for at least one (1) year, as long as he/she is entrusted with the custody of the children;

(6) Parent left solo or alone with the responsibility of parenthood due to declaration of nullity or annulment of marriage as decreed by a court or by a church as long as he/she is entrusted with the custody of the children;

(7) Parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least one (1) year;

(8) Unmarried mother/father who has preferred to keep and rear her/his child/children instead of having others care for them or give them up to a welfare institution;

(9) Any other person who solely provides parental care and support to a child or children;

(10) Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent.

A change in the status or circumstance of the parent claiming benefits under R.A. 8972 (Parent Leave for Solo Parent), such that he/she is no longer left alone with the responsibility of parenthood, shall terminate his/her eligibility for these benefits. The parental leave, in addition to leave privileges under existing laws, shall be for seven (7) work days every year, with full pay. A solo parent employee shall be entitled to parental leave, provided that:

1. He/she has rendered at least one (1) year of service, whether continuous or broken;

2. He/she has applied for the parental leave at least two (2) weeks prior to the intended leave; and,

3. He/she has presented to the Human Resources Department a Solo Parent Identification Card, which may be obtained from the DSWD office of the city or municipality where he/she resides. This benefit is not convertible to cash and is separate and distinct from the vacation leave credits that an employee may be entitled to under this Code. If an employee shall avail of this leave benefit, the employee concerned shall file for the same at least five (5) days before the intended leave and shall specifically identify the reason for the availment. For the avoidance of doubt, a parent with a live-in partner is not entitled to this benefit as provided under the law.

All maternity, paternity, and solo parental leave benefits are subject to government regulations, company policies, and employment contracts. Employees are encouraged to coordinate with HR for proper filing and to ensure timely processing of their leave benefits.

Special Leave for Gynecological Disorders.

A. Coverage Any female employee regardless of age and civil status shall be entitled to a special leave benefit under such terms and conditions provided herein.

B. Definition of Term "Gynecological disorders" refers to disorders that would require surgical procedures such as, but not limited to dilatation and curettage and those involving female reproductive organs such as the vagina, cervix, uterus, fallopian tubes, ovaries, breast, adnexa and pelvic floor, as certified by a competent physician. It shall also include hysterectomy, ovariectomy and mastectomy.

C. Conditions for Entitlement

1. She has rendered at least six (6) months continuous aggregate employment service for the last twelve (12) months prior to surgery;
2. She has filed an application for special leave with her employer within a reasonable period of time from the expected date of surgery or within such period as may be provided by company rules and regulations or collective bargaining agreement; and
3. She has undergone surgery due to gynecological disorders as certified by a competent physician.

D. The Special Leave Benefit The employee is entitled to a special leave benefit of two (2) months with full pay based on her gross monthly compensation. Gross monthly compensation refers to the monthly basic pay plus mandatory allowances fixed by the regional wage boards.

E. Usagen The special leave shall be granted to the qualified employee after she has undergone surgery without prejudice to an employer allowing an employee to receive her pay before or during the surgery. F. Non-conversion to Cash The special leave shall be non-cumulative and non-convertible to cash unless otherwise provided by a collective bargaining agreement (CBA).

Primarily governed by RA 9710, a woman employee having rendered continuous aggregate employment service of at least six (6) months for the last twelve (12) months shall be entitled to a special leave benefit of

two (2) months with full pay based on her gross monthly compensation following surgery caused by gynecological disorders.

Violence Against Women and Their Children (VAWC) Leave

In compliance with Republic Act 9262 or the Anti-Violence Against Women and Their Children Act of 2004, the Company grants Violence Against Women and Their Children (VAWC) Leave to all qualified female employees. A female employee, regardless of employment status, who is a victim of violence as defined under RA 9262, is entitled to ten (10) days of paid leave, which may be extended when the protection order from the court requires it. This leave is separate from other leave benefits, non-convertible to cash, and may be availed of for purposes such as seeking medical treatment, attending legal proceedings, addressing relocation or safety concerns, recovery, and counseling. To avail of this leave, the employee must submit a written request to her immediate superior and the HR Department, together with a copy of a Barangay Protection Order (BPO), Temporary Protection Order (TPO), Permanent Protection Order (PPO), or any proof of legal action filed under RA 9262. The Company assures that all information related to the availability of VAWC leave shall be treated with the strictest confidentiality and disclosed only to authorized personnel for proper administration.

6.3 Bereavement Leave

Expedise Warehouse Management Solutions Inc. recognizes the emotional and logistical challenges that come with the loss of a loved one. To support employees during this difficult time, the company provides bereavement leave to allow employees to grieve, make funeral arrangements, and attend memorial services.

All employees who have worked for the company for at least sixty (60) calendar days are entitled to two (2) days of bereavement leave in the event of the death of an immediate family member, which includes:

- Spouse
- Child (biological, adopted, or stepchild)

- Parent (biological, adoptive, or stepparent)
- Sibling
- Grandparent or grandchild
- Parent-in-law

Additional leave may be granted at the discretion of management. Any extension beyond the allotted days may be charged to available leave credits (e.g., vacation leave or other applicable leave). If no leave credits are available, the extended leave will be considered unpaid.

Application Process

Employees must inform their department head and the HR department as soon as possible, preferably within 24 hours of learning about the loss. A formal leave request form must be submitted to HR for approval. Supporting documents, such as a death certificate, obituary, or funeral announcement, are required for verification and must be submitted within seven (7) days of the employee's return to work.

This policy ensures that employees receive the necessary time off while maintaining smooth business operations.

6.4 Holiday Observances

The company follows all national, legal, and special holidays as mandated by government regulations. Holidays may be classified as regular holidays or special non-working holidays, with corresponding pay rules as required by law. Employees who are required to work on holidays will receive compensation in accordance with labor laws and company policies. A list of observed holidays will be released at the start of each year or as declared by the government.

A. Regular Holidays

New Year's Day
Independence Day
Araw ng Kagitingan
Maundy Thursday
Good Friday

Labor Day
National Heroes Day
Bonifacio Day
Christmas Day
Rizal Day

January 1
June 12
April 9
Movable Date
Movable Date

May 1
Last Monday of August
November 30
December 25
December 30

B. Special (Non-Working) Days

Ninoy Aquino Day
All Saints' Day
Feast of the Immaculate
Conception of Mary
Last Day of the Year

August 21
November 1
December 8
December 31

C. Special (Working) Day

EDSA People Power
Revolution Anniversary

February 25

Additional Special (Non-Working) Days:

Chinese New Year
Black Saturday
All Saints' Day Eve
Christmas Eve

Movable Date
Movable Date
October 31
December 24

7. Training and Career Development

7.1 Employee Onboarding Process

The onboarding process begins with an orientation and culture introduction, scheduled from 8:00 AM to 5:00 PM. During this time, HR collects all required documents from employees and provides them

with essential materials, including a uniform, nametag, ID lace and case, company email, employee number, laptop and/or cellphone (if applicable), a temporary Daily Time Record (DTR), a receiving of onboarding materials sheet, and an orientation sign sheet. HR also registers new employees into the Human Resource Information System (HRIS), where their personal and employment details, such as their employee number, department, and work schedule, are encoded. Employees are guided through accessing the HRIS to view their profiles, check leave balances, and familiarize themselves with filing leave requests, timekeeping, and other self-service features.

HR presents onboarding decks covering the following topics:

- Company Purpose
- Flywheel
- Problem Statement
- Core Values
- Vivid Vision Peg
- The Expedise Handbook
- Radical Candor
- EOS (Entrepreneurial Operating System)
- Branding Guidelines
- Tech Deck

A company tour is conducted to familiarize employees with the facilities, followed by an onboarding exam to assess their understanding of the topics discussed. In the afternoon, HR formally introduces the employees to the team.

After the orientation, the onboarding process transitions to training, where the Knowledge Transfer Team conducts an intensive boot camp. This program equips employees with the necessary knowledge about their roles, responsibilities, and company processes. At the end of the training, employees undergo an assessment to evaluate their competencies and identify areas for improvement before deployment.

The next phase involves shadowing, where new employees are deployed to their respective departments for hands-on training and real-world experience under supervision. During this time, employees continue to use the HRIS for tracking attendance, familiarizing themselves with daily timekeeping, and submitting any necessary

requests. HR and the training team conduct continuous evaluations to monitor the employees progress and well-being. This wellness check continues through their first 3 and 6 months to ensure alignment with company expectations and to support their successful integration into the organization.

7.2 Training and Skills Development Programs

The company is committed to the continuous growth and development of its employees through various training programs designed to enhance skills, improve productivity, and support career progression. These programs may include internal training sessions conducted by company trainers, external seminars and certifications, on-the-job training, and leadership development initiatives for employees identified as future leaders. Participation in training programs may be mandatory or optional, depending on job requirements, and employees must meet performance standards to be eligible.

For company-sponsored external training programs with significant costs, employees may be required to sign a Training Bond Agreement before attending. The bond period will be determined based on the cost and duration of the training. Employees who resign or are terminated for just cause before completing the bond period will be required to reimburse the prorated training cost. The company ensures that employees receive the necessary training to excel in their roles while safeguarding its investment in workforce development.

7.3 Performance Evaluation and Career Progression

At Expedise, evaluations play a vital role in assessing employee performance, ensuring alignment with company values, and fostering career growth. Below is an overview of our evaluation process, including schedules, focus areas, and evaluation criteria for different stages of employment.

3rd Month Evaluation

This evaluation occurs three months after an employee's hire date. The focus is solely on alignment with company values, which are specific to each department (e.g., workforce or logistics). The evaluation period spans three weeks, during which feedback is collected, results are computed, and one-on-one meetings are conducted. Scores are categorized into performance levels such as Exceptional, Above Average, Moderate, or Below Average. Employees who align well with company values continue their journey, while those who do not may have their contracts concluded.

5th Month Evaluation (Regularization)

This evaluation occurs one month before the 6-month regularization date. It combines an assessment of company values (50%) and scorecards tied to role-specific accountabilities (50%). The results determine the employee's overall performance type (e.g., Type 1 to Type 4), which guides decisions regarding salary adjustments, mentoring, or other interventions. Employees who excel receive regularization and potentially a salary adjustment, while those who fall below expectations may face end-of-contract proceedings.

Annual Evaluation

Conducted one month before an employee's work anniversary, this evaluation mirrors the 5th-month evaluation process. It ensures consistent assessment of performance and alignment with company goals, offering opportunities for salary adjustments and career growth based on results.

Promotion/Change of Role/Movement Evaluation

For employees being considered for a promotion, role change, or lateral

movement, this evaluation occurs over a three-month period. The process involves assessing company values (50%), role-specific scorecards (50%), and completion of “Three Rocks” or key deliverables. The evaluation ensures readiness for expanded responsibilities and alignment with the company’s expectations.

Key Evaluation Processes

- Evaluation forms are sent to department heads for review.
- Culture Curators compute results and confirm them with department heads.
- Results are communicated to employees during one-on-one meetings.
- Based on evaluation outcomes, interventions such as coaching, mentoring, or retention efforts are implemented.

Values Table

Values Scores (Workforce)	Interpretation
55-42	High in Values
41	Low in Values
Values Score (Logistics)	Interpretation
40-27	High in Values
26- below	Low in Values

Scorecard Table

Scorecards Score	Interpretation
------------------	----------------

50-35	High in Scorecards
34- Below	Low in Scorecards

Player Table

Salary	Player	Values	Scorecards
	A	High	High
	B	High	Low
	C	Low	High
	D	Low	Low

Interventions

Salary adjustments are based on the evaluation type and employee performance. High performers (e.g., Type 1 or Type 2 employees) may receive salary grade increases, while others may remain at their current rate or require additional support.

Scores (Values + Scorecards)	Employee Type	Intervention
92-100	Type 1	Plus 2 salary bracket
91-85	Type 2	Plus 1 salary bracket
84-below	Type 3	Failed

Completion Notices

After each evaluation, a formal completion letter is issued, documenting the process and ensuring transparency.

By aligning evaluations with company values and role-specific metrics, we aim to create a supportive environment that fosters growth, recognizes excellence, and ensures accountability.

8. Resignation, Termination, and Offboarding

8.1 Voluntary Resignation Process

Expedise recognizes the right of employees to voluntarily resign from their employment. This policy aims to establish a clear and consistent procedure for handling resignations, ensuring a smooth transition for both the employee and the company while adhering to the Labor Code of the Philippines.

Notice of Resignation

1. Written Notice: Employees intending to resign must submit a formal written resignation letter to their Department Head and a copy to the Human Resources Department. Verbal resignations will not be considered official.

2. Notice Period
 - General staff/Rank-and-File: At least 30 calendar days prior to the intended last working day, as required by the Labor Code of the Philippines.
 - Supervisors and Heads: At least 45 calendar days prior to the intended last working day to allow for adequate transition and delegation of responsibilities.
 - Leadership Roles (e.g., Managers, Directors, and Executives): At least 60 calendar days prior to the intended last working day to ensure seamless operational continuity and leadership transition.
 - For probationary employees, a 15-day notice is required unless otherwise stipulated in the employment contract.

3. Content of the Resignation Letter: The resignation letter should include the following:
 - Employee's full name and position
 - Date of the letter
 - Clear statement of intention to resign
 - Effective date of resignation (last day of work)
 - Brief reason for resignation (optional, but encouraged for feedback purposes)
 - Employee's signature

Acceptance of Resignation

1. Acknowledgment: Upon receipt of the resignation letter, the immediate supervisor and the HR Department will acknowledge receipt in writing.
2. Discussion: The immediate supervisor may conduct an exit interview with the resigning employee to discuss the reasons for leaving, gather feedback, and address any outstanding concerns. This is also a good opportunity to discuss possible arrangements for the transition period.
3. Waiver of Notice Period: The company may, at its discretion, waive or reduce the 30-day notice period if circumstances warrant it and if it does not prejudice the company's operations. This should be documented in writing.

8.2 Offboarding and Clearance Procedures

1. Clearance Form: The resigning employee will be required to complete a clearance form, which will be used to ensure that all company properties (e.g., ID cards, laptops, cellphones) are returned and all outstanding obligations (e.g., loans, accountabilities) are settled. (*Annex A: Clearance Form*)
2. Return of Company Property: Employees must return all company-issued items (e.g., laptops, phones, ID, EOS Book) in good condition. Failure to return company property may result in salary deduction or hold on the clearance process.
3. Handover of Responsibilities: Employees must coordinate with their direct supervisor to prepare a detailed handover plan, ensuring a smooth transition of responsibilities. All projects, documents, and tasks must be turned over before the last working day.

4. Exit Interview: An exit interview will be conducted by HR to gather feedback and insights for organizational improvement. Employees are encouraged to share honest and constructive feedback during the session.
5. Final Clearance and Accountabilities: Clearance forms must be completed and signed off by the relevant departments (e.g., IT, Finance, BUs, Divisions).
Employees must settle any financial or material accountabilities prior to their departure.

8.3 Final Pay and Certification

1. Release of Final Pay: Final pay, including unpaid salaries, unused leave credits, and other benefits, will be processed and released within 30 days after completion of clearance.
2. Certificate of Employment (COE): The company will issue a Certificate of Employment upon request, provided that the clearance process has been completed.

Confidentiality and Non-Disclosure

Employees are reminded to maintain confidentiality and not disclose any proprietary or sensitive information obtained during their employment.

Any violation of this confidentiality agreement may result in legal action.

Exceptions

In cases of serious misconduct by the employee or other justifiable reasons as provided by law, the company may terminate the employment immediately, without the required notice period. Conversely, if the employee has valid and compelling reasons for immediate resignation (e.g., serious illness, threats to safety), the company may consider waiving the notice period. These situations will be assessed on a case-by-case basis.

8.4 Rehire Policy

The company values the contributions of its former employees and welcomes the possibility of rehire under appropriate circumstances.

Former employees who left in good standing may be considered for rehire based on available opportunities and the company's needs at the time.

Eligibility Criteria for Rehire

1. Voluntary Resignation
 - Employees who resigned in good standing and provided appropriate notice (e.g., 30 days).
 - Must meet minimum job performance expectations during their previous tenure.
2. Involuntary Termination
 - Employees terminated for non-disciplinary reasons (e.g., layoffs or redundancy) are eligible.
 - Employees terminated for cause (e.g., misconduct, fraud) are not eligible for rehire.
3. Timeframe
 - Rehire requests will only be considered after a minimum of six (6) months from the separation date, unless waived by the management.
4. Position Availability
 - Rehiring is contingent on the availability of suitable job openings.
5. Updated Qualifications
 - Former employees must meet the current qualifications and standards for the role.

Non-Compliance

Failure to comply with the resignation policy, including failure to serve the required notice period, may result in the following:

1. Delayed final settlement processing.
2. Forfeiture of certain benefits or claims.
3. Issuance of a negative remark in the employee's records.

9. Company Property and IT Policies

9.1 Proper Use of Office Equipment

Employees are expected to use company-provided equipment, including computers, printers, mobile devices, and other office tools, solely for work-related purposes. Any misuse, negligence, or unauthorized personal use may result in disciplinary action. Employees must ensure that all equipment is used responsibly and maintained in good working condition. Any malfunctions or damages must be reported to the IT or administrative department immediately.

9.2 Issuance and Return of Company Property

Company property, including laptops, ID cards, uniforms, and office supplies, is issued to employees based on their job requirements. Employees must sign an acknowledgment form upon receiving company property, confirming their responsibility for its care and safekeeping. Upon resignation or termination, all company-issued assets must be returned in good condition. Failure to return company property may result in deductions from the final salary or legal action.

9.3 Internet and Social Media Use

The use of company internet and email must be strictly for business purposes. Employees must not access inappropriate, offensive, or unauthorized websites while on company premises. Social media use during work hours should be limited to professional engagement related to the company's activities. Employees are prohibited from sharing confidential company information or making defamatory remarks about the company, clients, or colleagues on social media.

platforms. Violations of this policy may lead to disciplinary measures, including termination.

9.4 Data Protection and Cybersecurity

Employees are required to protect company and client data by adhering to cybersecurity best practices. This includes using strong passwords, locking devices when unattended, and not sharing login credentials. Unauthorized access to, duplication of, or distribution of confidential company data is strictly prohibited. Employees must immediately report any cybersecurity threats, phishing attempts, or data breaches to the IT department. Failure to comply with cybersecurity policies may result in disciplinary actions or legal consequences.

10. Miscellaneous Policies

10.1 Company Events and Activities

The company encourages employee engagement and team building through various events and activities. These initiatives aim to foster a positive work culture, enhance teamwork, and recognize employee contributions. Company events and activities may include:

- Annual company celebrations and holiday gatherings
- Team-building activities to promote collaboration and camaraderie
- Wellness programs, including health and fitness initiatives
- Training workshops and professional development seminars

Participation in company-sponsored events is encouraged, and employees are expected to uphold professional behavior during all activities. These events provide opportunities for networking, personal growth, and strengthening workplace relationships.

10.2 Workplace Dress Code and Company ID

Employees are expected to maintain a professional appearance that reflects the company's standards and industry requirements. The following guidelines apply:

- Employees must wear their designated uniform from Monday to Thursday.
- Casual attire is permitted on Fridays, provided it remains professional and appropriate for the workplace.
- Uniforms must be worn as per company policy and kept clean and presentable.
- Clothing should be neat, well-fitted, and free from offensive or inappropriate graphics and slogans.
- Proper footwear must be worn in accordance with workplace safety guidelines.
- Employees engaging with clients, partners, or external stakeholders should adhere to a formal dress code as specified by their department.
- The company reserves the right to address any dress code violations and request employees to modify their attire as necessary.
- Employees must wear their company-issued identification (ID) at all times while on company premises.
- Lost or damaged company IDs must be reported immediately for replacement.
- Misuse or unauthorized transfer of company IDs is strictly prohibited and may result in disciplinary action.

10.3 Amendments to the Employee Handbook

The company reserves the right to amend, update, or revise the Employee Handbook as needed to reflect changes in policies, procedures, and business operations. The following applies:

- Employees will be notified of any significant changes through official company communication channels.

- Employees are responsible for reviewing and complying with updated policies.
- The latest version of the Employee Handbook will be made available through the company's internal systems.