

Title: General Workplace Health Policies: Tuberculosis Prevention and Control Policy

Version No.: 00

Version Date: 04/16/09

## I. OBJECTIVE

Pursuant to Department of Labor and Employment Order No. 73-05 in relation to Executive Order No. 187, the foregoing Tuberculosis Policy and Program is hereby issued for the information and guidance of all employees.

## II. SCOPE

This policy shall apply to all regular, probationary and contractual employees in the Head Office, Stores and Warehouse.

## III. GUIDELINES

1. **Responsibilities of Management** - The company shall implement (a) an information dissemination on Tuberculosis through distribution and posting of materials and counselling and/ or lectures; (b) provide infrastructural support measures such as improvement of ventilation, provision for adequate sanitary facilities and observance of standard for space requirement to overcrowding; (c) establish a referral system and provide access to diagnostic and treatment services for its employees. The company shall make arrangements with the nearest Direct Observed Treatment Short-course (DOTS) facility; (d) adopt the DOTS strategy in the management of workers with tuberculosis. TB case finding, case holding and Reporting and Recording shall be in accordance with the Comprehensive Unified Policy and the National Tuberculosis Control Program; (e) refer employee and their family members with Tuberculosis to private or public Direct Observed Treatment centers.
2. **Responsibility of Employee** - Employees shall practice non-discriminatory acts against co-employees on the ground of Tuberculosis status. Moreover, employees and their organizations shall not have access to personnel data relating to an employee's Tuberculosis status. Additionally, employees with Tuberculosis should inform the health care provider or the company physician on their Tuberculosis status, that is, if their work activities may increase the risk of Tuberculosis infection and transmission or put the Tuberculosis positive at risk for aggravation. For this purpose, all employees are encouraged to promote and practice a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose them to increased risk of Tuberculosis infection, and comply with the universal precaution and the preventive measures.
3. **Confidentiality** - It is hereby company policy that applicants and personnel shall not be compelled to disclose their Tuberculosis status and other related medical information. Co-employees shall not be obliged to reveal any personal information about their co-employees. Access to personal data relating to employee's

Tuberculosis status shall be bound by the rules on confidentiality and shall be strictly limited to medical personnel or if legally required. Finally, access to medical records shall be limited to authorized personnel.

4. **Non Discrimination Policy** - There shall be no discrimination of any form against employees from pre to post employment, including hiring, promotion, or assignment, on account of their Tuberculosis status. Therefore, workplace management of sick employee shall not differ from that of any other illness. Employees with Tuberculosis related illnesses should be able to work for as long as medically cleared.
5. **Work Accommodation and Arrangement** - The company shall implement support measures for employees with Tuberculosis such as flexible leave arrangements, rescheduling of working time and arrangement for return to work. As such, any employee may be allowed to return to work with reasonable working arrangements as determined by the company health care professional.
6. **Work Related Infection** - The company shall provide access to Social Security System and Personnel Compensation benefits under Presidential Decree No. 626 to an employee who acquired Tuberculosis infection in the performance of his/her duty.
7. **Violation of Policy** - Any employee found violating this policy shall be subject to appropriate disciplinary action, up to and possibly including discharge from employment. Please refer to corresponding table of sanctions on BPM Reference No. K4-07-01-01, Employee Rules and Regulations (Health and Safety).

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**Title:** General Workplace Health Policies: HIV & Aids Prevention and Control Policy

**Version No.:** 00

**Version Date:** 04/19/09

## **I. OBJECTIVE**

Pursuant to the provisions of Republic Act No. 8504, otherwise referred to as the “Philippine AIDS Prevention and Control Act of 1998” as well as its implementing rules and regulations, including therein the Department of Labor and Employment National Workplace Policy and the corresponding Department Order No. 102-10 Series of 2010, the company, hereby issues the following program for compliance of all employee in the workplace:

## **II. SCOPE**

This policy shall apply to all regular, probationary and contractual employees in the Head Office, Stores and Warehouse.

## **III. DEFINITION OF TERMS**

Acquired Immune Deficiency Syndrome (AIDS) is the final stage of the Human Immunodeficiency Virus (HIV) disease, which causes severe damage to the immune system. This virus slowly weakens a person’s ability to fight off other diseases by attaching itself to and destroying important cells that control and support the human immune system. It is transmitted via (a) Unprotected sex with an HIV infected person; (b) From an infected mother to her child during pregnancy and at birth through breast feeding; (c) Intravenous drug use with contaminated needles; (d) Transfusion with infected blood and blood products; and (e) Unsafe, unprotected contact with infected blood and bleeding wounds of an infected person, among others.

## **IV. GUIDELINES**

1. **Responsibility of Management** - The company shall designate a corporate officer to develop, implement, evaluate, and fund HIV and AIDS prevention and control in the workplace which shall be in adherence to all existing government legislations and guidelines including provision of leaves, benefits, and insurance. Management shall likewise provide information, education, and training on HIV and AIDS for its employee. The company shall also provide appropriate personal protection equipment to prevent HIV exposure, especially for those handling blood and other body fluids.
2. **Responsibility of Company Employee** - All employees of the company shall be individually responsible for and support the company HIV and AIDS prevention and control policy and program which is aimed at promoting and practicing a healthy

lifestyle with emphasis on preventing high risk behaviour and other risk factors that expose workers to increased risk of HIV infection. For this purpose (a) employee shall practice non-discriminatory acts against co-workers; (b) employee and other workers organizations shall not have any access to employee data relating to another's HIV status and should, at all times, comply with a universal precaution and preventive measures; (c) employee with HIV are encouraged to inform the company physician of their HIV status in order that their work activities do not increase the risk of HIV infection and transmission or put the HIV positive at risk for aggravation; and (d) all employee are enjoined to share information on prevention and control of HIV and AIDS to their families and communities.

3. **Non-Discrimination** - Employee shall not be discriminated against from pre to post employment, including hiring, promotion, transfer, and assignment solely on the basis of an HIV infection, whether the same is actual, perceived, or suspected. Moreover, an employee shall not be terminated from employment on the exclusive basis of actual or suspected HIV infection.
4. **Confidentiality** - The Company hereby holds that access to personal data relating to any employee's HIV status shall be bound by the rules of confidentiality as required under Republic Act No. 8504. As such, applicants and employees shall not be required to involuntarily reveal HIV related personal information. Employees are likewise prohibited from disclosing HIV related personal information regarding co-employee. Provided, that all HIV and AIDS related information of workers be kept strictly confidential and only in medical files. Provided further, that access to HIV and AIDS related information be strictly limited to medical personnel or if allowed in accordance with law.
5. **Working Conditions** - The Company shall take adequate measures to reasonably accommodate the employee with AIDS related illnesses through flexible leave arrangements, rescheduling of working time, and arrangements for return to work.
6. **Access to Diagnosis, Treatment, and Referral** - The Company shall, whenever possible, provide access for the prevention, diagnosis, and treatment for Sexually Transmitted Infections aimed at minimizing the risk of HIV infection. For this purpose, company management shall encourage positive health seeking behavior which shall include voluntary confidential counselling and testing for HIV.
7. **Implementation and Monitoring** - This foregoing policy and program shall be monitored and evaluated periodically by the company designated officer.
8. **Penalties** - Any personnel found violating this policy shall be subject to appropriate disciplinary action, up to and possibly including discharge from employment. Failure to comply with all of the components of this policy will result in disciplinary action that can lead up to and include employment termination. Please refer to corresponding table of sanctions on BPM Reference No. K4-07-01-01, Employee Rules and Regulations (Health and Safety).

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**Title:** General Workplace Health Policies: Hepatitis B Prevention and Control Policy

**Version No.:** 00

**Version Date:** 04/6/09

## **I. OBJECTIVE**

In compliance to the Department of Labor and Employment guidelines for the implementation of a workplace policy and program on Hepatitis B, otherwise referred to as Department Advisory No. 05 series of 2010, the company hereby informs all personnel of the execution of the following policy:

## **II. SCOPE**

This policy shall apply to all regular, probationary and contractual employees in the Head Office, Stores and Warehouse.

## **III. GUIDELINES**

1. **Responsibility of Management** - The Company shall designate the corresponding officer to provide all employees with basic information and education on Hepatitis B which shall include data on the magnitude of the disease as an epidemic, its transmission, diagnosis, treatment, and referral. The foregoing education must be continuous in nature and include topics on the prevention of the Hepatitis B infection, information on basic human rights and rights of workers, impact of the illness on the employees, their families, communities, and workplace, as well as the salient features of national laws and policies related to Hepatitis B and blood borne pathogens. The Company shall further monitor and evaluate periodically the implementation of the policy and program.
2. **Prevention Program** - The company shall provide (a) Hepatitis B immunization for all employees; (b) adequate hygiene facilities, containment and proper disposal of infections and potentially contaminated materials; (c) personal protective equipment shall be given to all employees in high risk areas; and (e) proper training in adherence to standard universal precautions in the workplace. Moreover, the company shall establish a referral system and provide access to diagnostic and treatment services for its personnel for appropriate medical evaluation, monitoring, and management. Likewise, the screening for Hepatitis B as a prerequisite to employment shall not be mandatory.
3. **Non-Discrimination** - Pursuant to law, rules, and regulations, there shall be no discrimination of any form against workers on the basis of their Hepatitis B status. As such, personnel shall not be discriminated against from pre to post employment, including hiring, promotion, and assignment on the sole basis of their Hepatitis B status. For this purpose, personnel found to be positive for the disease shall not be declared unfit to work without appropriate medical evaluation and counselling. Additionally, personnel shall not be terminated on the sole basis of the actual,

perceived, or suspected Hepatitis B status considering that persons with Hepatitis B related illnesses should be allowed to work so long a medically cleared to do so.

4. **Responsibility of Employees** - Company personnel shall practice non-discriminatory acts against co-personnel on the ground of Hepatitis B status. Moreover, personnel and their organizations shall not have access to personnel data relating to an employee's Hepatitis B status. Additionally, personnel with Hepatitis B should inform the health care provider or the company physician on their Hepatitis B status, that is, if their work activities may increase the risk of Hepatitis B infection and transmission or put the Hepatitis B positive at risk for aggravation. For this purpose, all personnel are encouraged to promote and practice a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose them to increased risk of Hepatitis B infection, and comply with the universal precaution and the preventive measures.
5. **Confidentiality** - company policy that applicants and personnel shall not be compelled to disclose their Hepatitis B status and other related medical information. Co-personnel shall not be obliged to reveal any personal information about their fellow personnel. Access to personal data relating to employee's Hepatitis B status shall be bound by the rules on confidentiality and shall be strictly limited to medical personnel or if legally required. Finally, access to medical records shall be limited to authorized personnel.
6. **Work Accommodation and Arrangement** - The company shall take measures to reasonably accommodate personnel who are Hepatitis B positive or with Hepatitis B related illnesses such as flexible leave arrangements, rescheduling of working time and arrangement for return to work.
7. **Employment Related Infection** - The company shall provide access to Social Security System and Personnel Compensation benefits under Presidential Decree No. 626 to personnel who contracted Hepatitis B infection in the performance of his/her duty.
8. **Penalties** - Any personnel found violating this policy shall be subject to appropriate disciplinary action, up to and possibly including discharge from employment. Failure to comply with all of the components of this policy will result in disciplinary action that can lead up to and include employment termination. Please refer to corresponding table of sanctions on BPM Reference No. K4-07-01-01, Employee Rules and Regulations (Health and Safety).

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**Title:** General Workplace Health Policies: Drug Free Workplace Policy

**Version No.:** 00

**Version Date:** 04/16/09

## **I. OBJECTIVE**

Pursuant to Article V of Republic Act No. 9165, otherwise known as the “Comprehensive Dangerous Drugs Act of 2002”, and its Implementing Rules and Regulations and in consultation with the Tripartite Task Force created under DOLE Department Order No. 37-03, the following guidelines are hereby issued by the company to achieve a drug-free workplace.

## **II. SCOPE**

This policy shall apply to all regular, probationary and contractual employees in the Head Office, Stores and Warehouse.

## **III. DEFINITION OF TERMS**

**Administer** - any act of introducing any dangerous drug into the body of any person, with or without his/her knowledge, by injection, inhalation, ingestion or other means, or of committing any act of indispensable assistance to a person in administering a dangerous drug to himself/herself unless administered by a duly licensed practitioner for purposes of medication.

**Confirmatory Test** - an analytical test using a device, tool or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test. It refers to the second or further analytical procedure to more accurately determine the presence of dangerous drugs in a specimen.

**Dangerous Drugs** - include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex which is an integral part of this Act.

**Employee** - shall mean any person hired, permitted or suffered to work by an employer. The term employee includes regular, probationary, contractual, project-based and seasonal workers.

**Instrument** - anything that is used or intended to be used, in any manner, in the commission of illegal drug trafficking or related offenses.

**Prevention** - is the promotion of drug-free lifestyle thru strategies such as advocacy, information dissemination, and capability building through training.



**Random Drug Test** - refers to unannounced schedule of testing with each employee having an equal chance of being selected for testing. The policy on the conduct of random drug test should be known to both employers and employees.

**Screening Test** - a rapid test performed to establish potential and presumptive positive result. It refers to the immunoassay test to eliminate a “negative” specimen, i.e. one without the presence of dangerous drugs, from further consideration and to identify the presumptively positive specimen that requires confirmatory test.

**Treatment, Rehabilitation and Counselling** - the dynamic process, including after-care and follow-up treatment, directed towards the physical, emotional/psychological, vocational, social and spiritual change/enhancement of a drug dependent to enable him/her to live without dangerous drugs, enjoy the fullest life compatible with his/her capabilities and potentials and render him/her able to become a law-abiding and productive member of the community.

**Use** - any act of injecting, intravenously or intramuscularly, of consuming, either by chewing, smoking, sniffing, eating, swallowing, drinking or otherwise introducing into the physiological system of the body, any of the dangerous drugs.

**Work Accident** - shall mean an unplanned or unexpected occurrence that may or may not result in personal injury, property damage, work stoppage or interference or any combination thereof of which arises out of and in the course of employment.

**Workplace** - means the office, premises or worksite, where the workers are habitually employed and shall include the office or place, where the workers who have no fixed or definite worksite regularly report for assignment in the course of their employment. It shall also include venues used by the employer for company functions.

#### IV. GUIDELINES

1. The Company explicitly prohibits the following:
  - 1.1 The use, possession, solicitation for, or sale of dangerous drugs on company premises or while performing an assignment.
  - 1.2 Being impaired or under the influence of dangerous drugs away from the company, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
  - 1.3 Possession, use, solicitation for, or sale of dangerous drugs away from the company premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
  - 1.4 The presence of any detectable amount of dangerous drugs in the employee's system while at work, while on the premises of the company, or while on

company business. ("Dangerous Drugs" include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex of R.A. 9165.)

## 2. DRUG-FREE WORKPLACE PROGRAM

- 2.1. Management shall require their employees to undergo a random drug test in accordance with the company's work rules and regulations for purposes of reducing the risk in the workplace.
- 2.2. The Company shall designate any duly accredited drug testing center by the Department of Health (DOH), as its authorized drug testing laboratory.
- 2.3. The Company shall also conduct drug testing under any of the following circumstances:
  - 2.3.1. FOR-CAUSE TESTING: The company may ask an officer/employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs, including, but not limited to, the following circumstances: evidence of drugs on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
  - 2.3.2. POST-ACCIDENT TESTING: Any officer/employee involved in a "Near-Miss" incident or "Work Accident" under circumstances that suggest possible use or influence of drugs may be asked to submit to a drug test. As defined herein, "Near-Miss" means an incident arising from or in the course of work which could have led to injuries or fatalities of the workers and/or considerable damage to the employer had it not been curtailed. "Work Accident" refers to unplanned or unexpected occurrence that may or may not result in personal injury, property damage, work stoppage or interference or any combination thereof of which arises out of and in the course of employment.
- 2.4. All drug tests shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of the drug used and the confirmatory test which will confirm a positive screening test. Where the confirmatory test turns positive, the company's Assessment Team shall evaluate the results and determine the level of care and administrative interventions that can be extended to the concerned employee.
- 2.5. The Company shall inform the officer/employee who was subjected to a drug test of the test-results whether positive or negative.
- 2.6. All costs of drug testing shall be borne by The Company.

### 3. TREATMENT, REHABILITATION AND REFERRAL

- 3.1. An employee who, for the first time, is found positive of drug use, shall be referred for treatment and/or rehabilitation in a DOH accredited center. For this purpose, The Company shall provide a list of at least three (3) accredited facilities which an employee who was tested positive for drugs may choose from.
- 3.2. Following rehabilitation, the Company's Assessment Team, in consultation with the Head of the Rehabilitation Center, shall evaluate the status of the drug dependent employee and recommend to the Company the resumption of the employee's job if he/she poses no serious danger to his/her co-employees and/or the workplace.
- 3.3. All costs for the treatment and rehabilitation of the drug dependent employee shall be charged to his account. The period during which the employee is under treatment or rehabilitation shall be considered as authorized leaves.
- 3.4. Repeated drug use even after ample opportunity for treatment and rehabilitation shall be dealt with the corresponding penalties under R.A. 9165 and is a ground for dismissal.

### 4. ADVOCACY, EDUCATION AND TRAINING

- 4.1. The Company undertakes to increase the awareness and education of its employees on the adverse effects of dangerous drugs through continuous advocacy, education and training programs/activities to all its officers and employees.
- 4.2. All employees are required to undergo an orientation/education program before assumption of their respective duties. The program shall include the following topics:
  - A. Salient features of R.A. 9165;
  - B. Adverse effects of abuse and/or misuse of dangerous drugs on the person, workplace, family and the community;
  - C. Preventive measures against drug abuse; and
  - D. Steps to take when intervention is needed, as well as available services for treatment and rehabilitation.
- 4.3. To encourage all employees to lead a healthy lifestyle while at work and at home, the Company undertakes to conduct the following activities as often as possible:
  - A. Lifestyle assessment programs on health nutrition, weight management, stress management, alcohol abuse, smoking cessation, and other indicators of risk diseases;
  - B. Health wellness screenings (*e.g. blood pressure and heart rate, cholesterol test, blood glucose, etc.*);
  - C. Sports, recreational and fun-game activities; and
  - D. Other activities promoting health and wellness.

## 5. ROLES, RIGHTS AND RESPONSIBILITIES OF EMPLOYER AND EMPLOYEES

- 5.1. The Company shall ensure that the workplace policies and programs on the prevention and control of dangerous drugs, including drug testing, shall be disseminated to all employees. The employer shall obtain a written acknowledgement from the employees that the policy has been read and understood by them.
- 5.2. The Company shall maintain the confidentiality of all information relating to drug tests or to the identification of drug users in the workplace; exceptions may be made only where required by law, in case of overriding public health and safety concerns; or where such exceptions have been authorized in writing by the person concerned.
- 5.3. All employees shall enjoy the right to due process, absence of which will render the referral procedure ineffective.

## 6. VIOLATION OF POLICY

- 6.1. Failure to comply with all of the components of this policy will result in disciplinary action that can lead up to and include employment termination. Please refer to corresponding table of sanctions on BPM Reference No. K4-07-01-01, Employee Rules and Regulations (Undesirable Conduct/Serious Misconduct and Behavior).
- 6.2. Any employee who uses, possesses, distributes, sells or attempts to sell, tolerates, or transfers dangerous drugs or otherwise commits other unlawful acts as defined under Article II of RA 9165 and its Implementing Rules and Regulations shall be subject to the pertinent provisions of the said Act.
- 6.3. Any employee found positive for use of dangerous drugs shall be dealt with administratively in accordance with the provisions of Article 282 of Book VI of the Labor Code and under RA 9165.

## 7. MONITORING AND EVALUATION

- 7.1. The implementation of these policies and programs shall be monitored and evaluated periodically by management to ensure a drug-free workplace. For this purpose, an Assessment Team shall be constituted in accordance with D.O. 53-03.

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**Title:** General Workplace Health Policies: Alcohol Free Workplace Policy

**Version No.:** 00

**Version Date:** 04/16/09

**I. OBJECTIVE**

The company aims to provide a safe and alcohol - free work environment for its employees, customers and visitors.

**II. SCOPE**

This policy shall apply to all regular, probationary and contractual employees in the Head Office, Stores and Warehouse.

**III. GUIDELINES**

1. **Prohibited Substances** - The company explicitly prohibits the use, possession, solicitation for, or sale of liquor or other alcoholic substances on company or clinic premises or while performing an assignment in the field.
  
2. **Prohibited Activities** - Employees are prohibited from being impaired or under the influence of alcohol, whether within or away from the company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation. Likewise prohibited is the possession, use, solicitation for, or sale of alcohol within or away from the company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation. Finally prohibited is the presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business.
  
3. **Testing for Prohibited Alcoholic Substances** - The company may ask an employee to submit to an alcohol test at any time it discovers that the employee may be under the influence of alcohol, including, but not limited to, the following circumstances: evidence of alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness. Additionally, any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of alcohol in the accident or injury event may be asked to submit to an alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

4. **Confidentiality of Results** - The company shall observe at all times confidentiality of the results relative to alcohol tests done to its employees as required under all laws, rules, and regulations.
  
5. **Treatment, Rehabilitation and Referral** - Management shall determine whether or not an employee found addicted to alcohol would need referral for treatment and/or rehabilitation in a Department of Health-Accredited Center. This benefit is only given to an employee who seeks help from the company.
  
6. **Monitoring and Evaluation** - The implementation of the alcohol-free workplace policy and program shall be monitored and evaluated periodically by all Department Heads/Managers and Supervisors to ensure that the goal of an alcohol-free workplace is achieved.
  
7. **Violation of Policy** - Failure to comply with all of the components of this policy will result in disciplinary action that can lead up to and include employment termination. Please refer to corresponding table of sanctions on BPM Reference No. K4-07-01-01, Employee Rules and Regulations (Undesirable Conduct/Serious Misconduct and Behavior).

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