

ACTIVITY : HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT	DEPARTMENT OF EMPLOYMENT Reference Code: HRMD-01
SUB - ACTIVITY: GENERAL OFFICE POLICIES	Version No. OCT 24-2013 / 7/2014
SECTION : POLICY AND PROGRAM on HIV/AIDS	Page No. 1

I. ACTIVITY DESCRIPTION

Consistent with Republic Act No. 8504, otherwise known as the "Philippine AIDS Prevention and Control Act of 1998" which recognizes workplace-based programs as a tool in addressing HIV/AIDS as an international pandemic problem, this policy is hereby issued for the information and guidance of all Bank employees in the diagnosis, treatment and prevention of HIV/AIDS in the workplace.

This policy also aims to ensure that the employees' right against discrimination and confidentiality is maintained.

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II. POLICY GUIDELINES

1. The Bank strongly advocates the safety and well-being of its employees. The Bank shall implement measures to educate its employees in the diagnosis, treatment and prevention of HIV/AIDS in the workplace. The Bank's Policy and Program on HIV/AIDS was also formulated in compliance with Republic Act No. 8504, otherwise known as the "Philippine AIDS Prevention and Control Act of 1998" which recognizes workplace-based programs as a tool in addressing HIV/AIDS as an international pandemic problem.
2. The Bank shall monitor and evaluate annually the implementation of its Policy and Program on HIV/AIDS to ensure that its goals and objectives are met.
3. This Program shall apply to all employees regardless of their employment status.

Advocacy, Information, Education and Training

4. Conduct of HIV-AIDS Education
 - a. Human Resource Management and Development Division (HRMDD) shall facilitate the conduct of orientation-education program on HIV-AIDS awareness to include topics such as but not limited to:
 - Magnitude of HIV/AIDS epidemic
 - Nature of HIV/AIDS, its mode of transmission and causes
 - HIV/AIDS prevention
 - Diagnosis, care, support and treatment of HIV/AIDS
 - Impact of HIV/AIDS on individual, family, community and workplace
 - Salient features of related laws and regulations

The workplace education package developed by the Department of Labor and Employment (DOLE) may be used for this purpose.

- b. HRMDD shall facilitate dissemination of information related to the Bank's Policy and Program on HIV/AIDS. It shall obtain a written acknowledgement from the employees that they have read and understood this policy.

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- c. The Bank's Policy and Program on HIV/AIDS shall also be discussed with new hires during the New Employees Orientation.
- d. Identified HR personnel, medical retainer, and other program implementers shall continuously receive education and training on HIV/AIDS awareness.

Compliance with Social Policies

5. Non-discrimination

- a. The Bank shall not discriminate employees, in any form from pre-employment to post-employment, be it actual, perceived or suspected with HIV/AIDS.
- b. No employee shall be terminated from work on the basis of actual or perceived or suspected HIV status alone.

6. Confidentiality/Non-Disclosure

- a. Access to personal data relating to an employee's HIV status shall be bound by the rules of confidentiality consistent with provisions of R.A. 8504 and the ILO Code of Practice.
- b. All employees of the Bank and job applicants shall not be compelled to disclose HIV-related personal information.
- c. All employees shall not be obliged to disclose HIV-related personal information of their co-employees.

7. Work-Accommodation and Arrangement

- a. The Bank shall provide necessary assistance required by law to employees with HIV/AIDS or related illnesses such as providing flexible time schedule, leave arrangements, etc.

8. Screening, Diagnosis, Treatment and Referral to Health Care Services

Screening for HIV/AIDS as a prerequisite to employment shall not be mandatory. However, the Bank shall encourage a positive health seeking behavior through Voluntary Confidential Counseling and Testing. The Bank

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shall establish a referral system and provide access to diagnostic and treatment services for its employees.

Health and Safety Committee

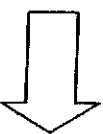
9. The Bank's Policy and Program on HIV/AIDS shall be managed by its Health and Safety Committee. The Committee shall be composed of:
- HRMDD Head or designated representative
 - One (1) representative from Legal Services Division
 - One (1) Security Officer
 - One (1) Union Officer
 - Medical Retainer

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III. PROCESS FLOW

**1. Policy Dissemination
1.1 Existing Employees**

- Existing Employees**
HRMD - People Relations and Research Department (PRRD) Head
1. Releases the HIV/AIDS Workplace Policy bankwide through BSD.
- Unit Head**
2. Prints a copy of the policy, process flow, and Acknowledgement Receipt (please see Exhibit No. 1).
 3. Discusses the policy and procedure with all officers and rank-and-file employees of the unit to confirm understanding.
 4. After discussion, routes the printed copy to all officers and rank-and-file employees of the unit.
- All Employees**
5. Read the policy and procedure.
 6. Sign the Acknowledgement Receipt to confirm formal discussion and awareness that electronic copy of the policy can be accessed for reference.



- Unit Head**
7. Submits the duly signed Acknowledgement Receipt to HRMD.
- PRRD - PR Assistant**
8. Ensures that all copies of the signed Acknowledgement Receipts are returned and filed with HRMD.

**1. Policy Dissemination
1.2 New Hires**

- PRRD Head/Training Officer**
1. Discusses the policy with new hires during the New Employees' Orientation.
 2. After discussion, provides the printed copy to the new hires.
- New Hire**
3. Reads the policy and procedures.
 4. Signs and returns the Acknowledgement Receipt.
- PRRD-PR Assistant**
5. Ensures the Acknowledgement Receipts are properly filed.