

ACTIVITY : HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT	Reference Code: HRMD - 01
SUB - ACTIVITY: GENERAL OFFICE POLICIES	Version No. 1 - 10/17/2014
SECTION : POLICY AND PROGRAM ON TUBERCULOSIS PREVENTION AND CONTROL	Page No. 1

I. ACTIVITY DESCRIPTION

In compliance with DOLE Department Order 75-05, Series of 2005 or the Guidelines for the Implementation of a Policy and Program on Tuberculosis (TB) Prevention and Control in the Workplace, the Bank's Policy and Program on Tuberculosis has been developed. This program is aimed to address the stigma attached to TB and to ensure that the employees' right against discrimination brought by the disease, is protected.

This policy is formulated for employees' information and reference for the diagnosis, treatment, and prevention of TB.

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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 TB in the workplace. The Bank's Policy and Program on TB was also formulated in compliance with DOLE Department Advisory No. 05, Series of 2010 or the Guidelines for the Implementation of a Workplace Policy and Program on TB.
2. The Bank shall monitor and evaluate annually the implementation of the Workplace Policy and Program on TB 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. Human Resource Management and Development Division (HRMDD)-Medical Clinic, in coordination with the Bank's Health and Safety Committee, shall facilitate the conduct of orientation-education program on TB. TB education shall be conducted through distribution and posting of Information, Education and Communication (IEC) materials and counseling or lectures.
5. HRMDD shall facilitate dissemination of information related to the Bank's Policy and Program on TB Prevention and Control. It shall obtain a written acknowledgement from the employees that they have read and understood this policy.
6. The Bank's Policy and Program on TB shall also be discussed with new hires during the New Employees Orientation.
7. Identified HR personnel, medical retainer, and other program implementers shall continuously receive education and training on TB awareness.

Preventive Strategies

8. The Bank shall implement engineering measures such as improvement of ventilation, provision for adequate sanitary facilities and observance of standards for space requirement.

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9. Workplace sanitation and proper waste management and disposal shall be monitored by the Bank on a regular basis to prevent spread of communicable diseases like TB.

Compliance with Social Policies

10. Non-discrimination

- a. The Bank shall not discriminate employees on the basis of their TB status. This is also consistent with the international agreements on non discrimination ratified by the Philippines (ILO C111).
- b. Workplace management of employees with TB shall not differ from that of any other illness. Persons with TB and related illnesses should be able to work upon presentation of a medical certification from a qualified physician that they are fit to work.

11. Confidentiality

- a. The Bank shall ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.

12. Work-Accommodation and Arrangement

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

13. Diagnosis, Medical Management, Treatment and Referral to Health Care Services

- a. The Bank shall establish a referral system and provide access to diagnostic and treatment services for its employees. The Bank shall likewise make arrangements with the nearest Direct Observed Treatment (DOT) facility.
- b. The Bank shall adopt the DOTS strategy in the management of workers with TB. TB case finding, case holding and Reporting and Recording shall be in accordance with the Comprehensive Unified Policy (CUP) and the National Tuberculosis Control Program.

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14. Compensation

The Bank shall provide access to Social Security System (SSS) and Employees Compensation (EC) benefits under P.D. 626 to an employee who acquired TB infection in the performance of his/her duty.

Health and Safety Committee

15. The Bank's Policy and Program on TB 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

