

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 HEPATITIS B	Page No. 1

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DEPARTMENT OF LABOR & EMPLOYMENT
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I. ACTIVITY DESCRIPTION

In compliance with DOLE Department Advisory No. 05, Series of 2010 or the Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B, the Bank's Policy and Program on Hepatitis B has been developed. This program is aimed to address the stigma attached to hepatitis B and to ensure that the employees' right against discrimination and confidentiality is maintained.

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

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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 Hepatitis B in the workplace. The Bank's Policy and Program on Hepatitis B 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 Hepatitis B.
2. The Bank shall monitor and evaluate annually the implementation of the Workplace Policy and Program on Hepatitis B 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 Hepatitis B. Hepatitis B 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 Hepatitis B. 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 Hepatitis B 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 Hepatitis B awareness.

Preventive Strategies

8. All employees shall be encouraged to be immunized against Hepatitis B after securing clearance either from the Bank's medical retainer or other private physician.

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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 Hepatitis B.

Compliance with Social Policies

10. Non-discrimination

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

11. Confidentiality/Non-Disclosure

- a. Access to personal data relating to an 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.
- b. Bank employees and job applicants shall not be compelled to disclose their Hepatitis B status and other related medical information.
- c. All employees shall not be obliged to disclose Hepatitis B-related personal information of their co-employees.

12. Work-Accommodation and Arrangement

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

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

Screening for Hepatitis B 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

14. The Bank's Policy and Program on Hepatitis B 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

