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ACTIVITY : HUMAN RESOURCE MANAGEMENT Reference COREMENT MDLAGOK & EN AND DEVELOPMENT SUB - ACTIVITY: GENERAL OFFICE POLICIES Version Na SECTION : POLICY AND PROGRAM ON HEPATITIS B Page No 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

- 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.
- 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.
- 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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 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.

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- 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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PROCESS FLOW	SECTION : HIV/AIDS WORKPLACE POLICY AND PROGRAM	A STICITO		ACTIVITY : HUMAN RESOURCE MANAGEMENT AND DEVEL OBMENT
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Policy Dissemination 1.1 Existing Employees

Existing Employees HRMDO

Research Department (PRRD) Head Program on Hepatitis B bankwide Releases the Workplace Policy and through BSD. People Relations and

Unit Head

- Prints a copy of the policy, process flow, and Acknowledgement Receipt (please see Exhibit No 1).
- ω understanding. employees of the unit to confirm with all officers and rank-and-file Discusses the policy and procedure
- copy to all officers and rank-and-file employees of the unit. After discussion, routes the printed

All Employees

- Read the policy and procedure.
- Sign the Acknowledgement Receipt awareness that electronic copy of to confirm formal discussion and reference. the policy Can be accessed

Unit Head

Submits HRMDD. Acknowledgement duly si Receipt signed pt to

PRRD - PR Assistant

Ensures that all copies of the signed returned and filed with HRMDD Acknowledgement Receipts

Policy Dissemination 1.2 New Hires

PRRD Personnel Head/Training Officer/Clinic

- 1. Discusses the policy with new hires Orientation. gunng the Ze× Employees'
- 2. After discussion, provides the printed copy to the new hires.

- New Hire

 3. Reads the policy and procedures.
- Signs Acknowledgement Receipt. and returns Ħe

PRRD- PR Assistant

Ensures Receipts are properly filed. the Acknowledgement