



WORKPLACE POLICY AND PROGRAM ON HIV/AIDS

I. INTRODUCTION

UCPB Savings Bank is committed to conform to the established standards of customer satisfaction, protection of environment and health and safety in the workplace.

The company promotes and ensures a healthy working environment through its various health programs to safeguard its associates.

II. POLICY ON HIV/AIDS

A. Policy Statement

This policy is in compliance with Republic Act No. 8504, Philippine AIDS Prevention Control Act of 1998. It contains information and guidance of the associates in the diagnosis, treatment and prevention of HIV/AIDS in the workplace

This is also aimed in addressing the stigma attached to HIV/AIDS and to ensure that the worker's right against discrimination, brought by the disease, is protected.

B. Definition of Terms

- a. **Officer/Associate** – any person directly employed by the bank irrespective of status, tenure, rank or office.
- b. **Health Care Services** - services dealing with the diagnosis and treatment of HIV/AIDS.
- c. **HIV/AIDS** - is a disease caused by a virus called HIV (Human Immunodeficiency Virus). 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.

C. Coverage

This Program shall apply to all associates regardless of their employment status.

D. Policy Guidelines

The Bank's HIV/AIDS policy and program shall be managed by its health and safety committee. Each division or department of the Company shall be duly represented.

1. Preventive Strategies

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a. Conduct of HIV/AIDS Education

1. HIV/AIDS education shall be conducted by the Human Resources Division in close coordination with the health and safety committee, through distribution and posting of information materials and counselling and/ or lectures.
2. This shall also form part of the new hire orientation.

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

1. The Bank shall encourage positive health seeking behavior through Voluntary Counseling and Testing
2. The Bank shall establish a referral system and provide access to diagnostic and treatment services for its workers.
3. The Bank shall facilitate access to livelihood assistance to the affected associates and his/her families, being offered by other government agencies.

E. Social Policy

1. Non-discriminatory Policy and Practices

- a. There shall be no discrimination of any form against associates on the basis of their HIV/AIDS status consistent with the international agreements on non-discrimination ratified by the Philippines (ILO C111). Associates shall not be discriminated against, from pre to post employment, including hiring, promotion, or assignment because of their HIV/AIDS status.
- b. Workplace management of sick associates shall not differ from that of any other illness. Persons with HIV/AIDS related illnesses may work for as long as they are medically fit to work.

III. CONFIDENTIALITY

Job applicants and associates shall not be compelled to disclose their HIV/AIDS status and other related medical information. Co-associates shall not be obliged to reveal any personal information about their fellow associates. Access to personal data relating to associate's HIV/AIDS status shall be bound by the rules on confidentiality and shall be strictly limited to medical personnel or if legally required.

IV. WORK ACCOMODATION AND ARRANGEMENT

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1. The Bank shall take measures to reasonably accommodate associates with AIDS related illnesses.
2. Agreements made between the bank and associate or his/her representatives shall reflect measures that will support workers with HIV/AIDS through flexible leave arrangements, rescheduling of working time and arrangement for return to work.

V. COMPENSATION

The company shall provide access to Social Security System and Employees Compensation benefits under PD 626 to an employee acquired HIV/AIDS infection in the performance of his duty.

VI. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND ASSOCIATES

A. Bank's Responsibilities

1. Management, together with company focal personnel for human resources, and safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program.
2. The Human Resources Division shall ensure that the policy and program adheres to existing legislations and guidelines, including provisions on leaves, benefits and insurance.
3. The Management through Human Resources Division shall provide information, education and training on HIV/AIDS for its workforce.
4. The Bank shall ensure non-discriminatory practices in the workplace.
5. The Management together with the company focal personnel for human resources and safety and health shall provide appropriate personal protective equipment to prevent HIV/AIDS exposure, especially for associates exposed to potentially contaminated blood or body fluid.
6. The Health and Safety Committee, together with the Human Resources Division shall jointly review the policy and program for effectiveness and continue to improve these by networking with government and organizations promoting HIV/AIDS prevention.
7. The Bank shall ensure confidentiality of the health status of its associates, including those with HIV/AIDS.
8. The human resources shall ensure that access to medical records is limited to authorized personnel.

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B. Associates Responsibilities

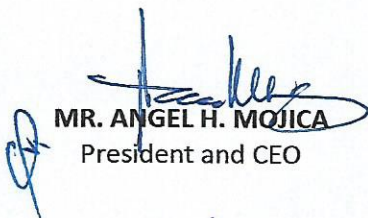
1. Associates shall practice non-discriminatory acts against co-associates on the ground of health status.
2. The medical information of any associate is confidential including the HIV/AIDS status. No employee shall be allowed to have access with it.
3. Associates shall comply with the universal precaution and the preventive measures.

VII. IMPLEMENTATION AND MONITORING

Within the establishment, the implementation of the policy and program shall be monitored and evaluated periodically. The safety and health committee or its counterpart shall be tasked for this purpose.

VIII. EFFECTIVITY

This Policy shall take effect immediately and shall be made known to all associates.


MR. ANGEL H. MOJICA
President and CEO

DATE: 3/24/16