



WORKPLACE POLICY AND PROGRAM ON HEPATITIS B

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 work environment through its various health programs to safeguard its associates.

II. POLICY ON HEPATITIS B

A. Policy Statement

This policy is in compliance with the Department of Labor and Employment (DOLE) Advisory No. 05, Series of 2010 (Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B). This is aimed to address the stigma attached to hepatitis B and to ensure that the associates' right against discrimination and confidentiality is maintained.

This guideline is formulated to give associates proper information with reference to diagnosis, treatment, and prevention of Hepatitis B. This will allow associates and the company identify their role in dealing with Hepatitis B.

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 Hepatitis B.

C. Policy Guidelines

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

1. Education

- a. Coverage. All associates regardless of employment status may avail of hepatitis B education services for free;
- b. Hepatitis B information shall be conducted through distribution and posting of information materials and counselling and/ or lectures; and
- c. Hepatitis B education shall be spearheaded by the Human Resources Division with the Bank's accredited medical clinic in close coordination with the health and safety committee.

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2. Preventive Strategies

- a. HR shall organize an immunization program against Hepatitis B and all associates will be encourage to participate and take the immunization.
- b. Workplace sanitation and proper waste management and disposal shall be monitored by the health and safety committee on a regular basis.
- c. Personal protective equipment shall be made available at all times for all associates; and
- d. Training and information on adherence to standards or universal precautions in the workplace shall be provided to the associates.

D. Social Policy

1. Non-discriminatory Policy and Practices

- a. There shall be no discrimination of any form against associates on the basis of their Hepatitis B 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 hepatitis B status.
- b. Workplace management of sick associates shall not differ from that of any other illness. Persons with Hepatitis B 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 Hepatitis B 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 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.

IV. WORK ACCOMODATION AND ARRANGEMENT

1. The Bank shall take measures to reasonably accommodate associates who are Hepatitis B positive or with Hepatitis B - related illnesses.
2. Management through the Human Resources Division shall identify measures to support associates with Hepatitis B including work through flexible leave arrangements, rescheduling of working time and arrangement for return to work.

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V. SCREENING, DIAGNOSIS, TRATMENT AND REFERRAL TO HEALTH CARE SERVICES

1. The company shall establish a referral system and provide access to diagnostic and treatment services for its associates to appropriate medical evaluation/ monitoring and management.
2. Adherence to the guidelines for healthcare providers on the evaluation of Hepatitis B positive associates shall be highly encouraged.
3. Screening for Hepatitis B as a prerequisite to employment shall not be mandatory.

VI. COMPENSATION

The company shall provide access to Social Security System and Employees Compensation benefits under PD 626 to an employee contracted with Hepatitis B infection in the performance of his duty.

VII. 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 on Hepatitis B.
2. The Health and Safety Committee shall ensure that their company policy and program is adequately funded and made known to all associates.
3. The Human Resources Division shall ensure that the policy and program adheres to existing legislations and guidelines, including provisions on leaves, benefits and insurance.
4. The Management through Human Resources Division shall provide information, education and training on Hepatitis B for its workforce consistent with the standardized basic information package developed by the Hepatitis B TWG; if not available within the establishment, then provide access to information.
5. The Bank shall ensure non-discriminatory practices in the workplace.
6. The Management together with the company focal personnel for human resources and safety and health shall provide appropriate personal protective equipment to prevent Hepatitis B exposure, especially for associates exposed to potentially contaminated blood or body fluid.
7. 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 Hepatitis B prevention.



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8. The Bank shall ensure confidentiality of the health status of its associates, including those with Hepatitis B.
9. The human resources shall ensure that access to medical records is limited to authorized personnel.

B. Associates Responsibilities

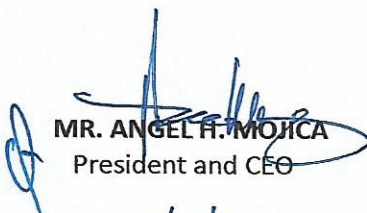
1. Associates shall practice non-discriminatory acts against co-associates on the ground of Hepatitis B status.
2. The medical information of any associate is confidential including the Hepatitis B status. No employee shall be allowed to have access with it.
3. Associates shall comply with the universal precaution and the preventive measures.
4. Associates with Hepatitis B may inform the health care provider or the company physician on their Hepatitis B status, that is, if their work activities may increase the risk of Hepatitis B infection and transmission or put the Hepatitis B positive at risk for aggravation.

VIII. 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.

IX. EFFECTIVITY

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


MR. ANGEL H. MOJICA
President and CEO
Date: 3/4/16