



WORKPLACE POLICY AND PROGRAM ON TUBERCULOSIS (TB)

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 TUBERCULOSIS (TB)

A. Policy Statement

To address the stigma attached to TB and to ensure that the worker's right against discrimination, brought by the disease, is protected.

To facilitate free access to anti-TB medicines of affected employees through referrals.

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. **Directly Observed Treatment Short course (DOTS)** - is a comprehensive strategy to control TB under Executive Order No. 187, Comprehensive and Unified Policy (CUP) for Tuberculosis

C. Coverage

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

D. Policy Guidelines

The Bank's Tuberculosis 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. Preventive Strategies

a. Conduct of Tuberculosis (TB) Advocacy, Training and Education



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1. TB 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. Engineering measures such as improvement of ventilation, provision for adequate sanitary facilities and observance of standard for space requirement (avoidance of overcrowding) shall be implemented.

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

1. The bank shall establish a referral system and provide access to diagnostic and treatment services for its associates. The bank shall make arrangements with the nearest Direct Observed Treatment (DOT) facility.
2. The bank shall adhere to the DOTS guidelines on the diagnosis and treatment.

E. Medical Management

1. The bank shall adopt the DOTS strategy in the management of workers with tuberculosis. 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.
2. The bank shall at the minimum refer associates and their family members with TB to private or public DOTS Centers.

F. Social Policy

1. Non-discriminatory Policy and Practices

- a. There shall be no discrimination of any form against associates on the basis of their TB 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 TB status.
- b. Workplace management of sick associates shall not differ from that of any other illness. Persons with TB related illnesses may work for as long as they are medically fit to work.

III. CONFIDENTIALITY



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Job applicants and associates shall not be compelled to disclose their TB 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 TB 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. Agreements made between the bank and associate or his/her representative shall reflect measures that will support workers with TB through flexible leave arrangements, rescheduling of working time and arrangement for return to work.
2. The employee may be allowed to return to work with reasonable working arrangements as determined by the Bank Health Care provider and/or the DOTS provider.

V. COMPENSATION

The company shall provide access to Social Security System and Employees Compensation benefits under PD 626 to an employee acquired TB 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 Tuberculosis 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 TB exposure, especially for associates exposed to potentially contaminated blood or body fluid.

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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 TB prevention.
7. The Bank shall ensure confidentiality of the health status of its associates, including those with TB.
8. 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 health status.
2. The medical information of any associate is confidential including the Tuberculosis 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 Tuberculosis may inform the health care provider or the company physician on their health status, that is, if their work activities may increase the risk of infection and transmission or put the concerned associate at risk for aggravation.

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: 3/14/16