

PUREGOLD PRICE CLUB, INC.

900 D. Romualdez St., Ermita, Manila

WORKPLACE POLICY AND PROGRAM ON TUBERCULOSIS (TB) PREVENTION AND CONTROL

Puregold Price Club, Inc. recognizes that while 80% of Tuberculosis (TB) cases belong to the economically productive individuals, it is also treatable and its spread can be curtailed if proper control measures will be implemented. As such, this TB Policy and Program is hereby issued for the information and guidance of the employees.

PURPOSE:

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

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

I. IMPLEMENTING STRUCTURE

Puregold's TB Prevention and Control Program shall be managed by its Human Resource Department in collaboration with health and safety committee. There will be representatives from the different divisions and departments to promote representation.

II. COVERAGE

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

III. GUIDELINES

A. Preventive Strategies

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

- a. TB education shall be facilitated by the Puregold HR Compensation and Benefits Section in close coordination with the health and safety committee, through distribution and posting of IEC materials and counselling and/ or lectures.
- b. Facilities and Maintenance Department shall conduct periodical inspection of ventilation and sanitary facilities to ensure proper functioning of equipment and orderliness of its areas.

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

- a. The company shall establish a referral system and provide access to diagnostic and treatment services for its employees. The company shall make arrangements with the nearest Direct Observed Treatment (DOT) facility. (see attached accredited TB DOTS).
- b. The company's adherence to the DOTS guidelines on the diagnosis and treatment is highly encouraged.

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B. MEDICAL MANAGEMENT

1. The company 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 (refer to the attached CUP's case finding and case holding).
2. The company shall at the minimum refer employees and their family members with TB to private or public DOTS centers.

C. SOCIAL POLICY

1. Non-discriminatory Policy and Practices

- a. There shall be no discrimination of any form against employees from any employment opportunities on account of their TB status. (ILO C111)
- b. Workplace management of sick employees shall not differ from that of any other illness. Persons with TB related illnesses should be able to work for as long as medically fit.

2. Work-Accommodation and Arrangement

- a. Arrangements made between the company and employee's representatives shall reflect measures that will support workers with TB through leave arrangements but only for the purpose of medical check-ups and other necessary medical requirements.
- b. The employee may be allowed to return to work with reasonable working arrangements as determined by the Company Health Care provider and/or the DOTS provider.

D. COMPENSATION

The company shall provide access to Social Security System and Employees Compensation benefits under PD 626 to an employee.

IV. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEES

A. Employer's Responsibilities

1. The Employer, together with workers, company focal personnel for human resources, safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on TB.
2. Provide information, education and training on TB prevention for its workforce.
3. Ensure non-discriminatory practices in the workplace.

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4. Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.
5. The Employer, through its Human Resources Department, shall see to it that their company policy and program in terms of check-up and initial screening to employees suspected with TB is referred to accredited clinics and hospitals.
6. The Health and Safety Committee, together with employees shall jointly review the policy and program and continue to improve these by networking with government and organizations promoting TB prevention.
7. The Human Resource Department shall ensure that their policy and program adheres to existing legislation and guidelines including provision on leaves, benefits and insurance subject to the company's policy on leave, benefits and insurance.

B. Employees' Responsibilities

1. The Department Managers are required to undertake an active role in educating their subordinates on TB prevention and control.
2. Employees shall practice non-discriminatory acts against co-workers.
3. Employees shall not have access to personnel data relating to a worker's TB status.
4. Employees shall comply with precaution and the preventive measures of the company.
5. Employees with TB shall inform the HR Compensation and Benefits on their TB status.
6. The HRDs shall ensure that the access to medical records is limited to authorized personnel.

V. IMPLEMENTATION AND MONITORING

The Safety and Health Committee in close coordination with Human Resource Department shall periodically monitor and evaluate the implementation of this Policy and Program.

VI. EFFECTIVITY

This Policy shall take place effective immediately and shall be made known to every employee.

Manager

Employees' Representative

DATE: _____