

PUREGOLD PRICE CLUB, INC.
900 D. Romualdez St., Ermita, Manila

WORKPLACE POLICY AND PROGRAM ON HEPATITIS B

1. RATIONALE

Puregold Price Club, Inc. is a commercial establishment engaged in selling wide range of products. It is committed to the conformance with the established standards assurance of customer satisfaction, protection of our environment and health and safety in the workplaces.

The company promotes and ensures a healthy environment through its various health programs to safeguard its people. And as part of the company's compliance to DOLE D.A. 05 s 2010 (Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B), this Program has been developed. This program is aimed at addressing the stigma attached to hepatitis B and ensures that the employees' rights against discrimination and confidentiality are maintained.

This guideline is formulated for everybody's information and reference for the diagnosis, treatment and prevention of hepatitis B. Furthermore, it will inform the employees of their role as well as the company in dealing with hepatitis B. A healthy environment encompasses a good working relationship and great output for continuous business growth.

2. IMPLEMENTING STRUCTURE

The Puregold's workplace policy and program on hepatitis B shall be managed by its health and safety committee. There will be representatives from the different divisions and departments to promote representation.

3. GUIDELINES

3.1 Education

3.1.1 Coverage. All employees regardless of employment status may avail of hepatitis B education services for free.

3.1.2 Hepatitis B shall be conducted through distribution and posting of IEC materials and counselling and/ or lectures.

3.1.3 Hepatitis B education shall be spearheaded by the HR Compensation and Benefits Section in close coordination with the health and safety committee

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3.2 Preventive Strategies

3.2.1 All employees are encouraged to be immunized against hepatitis B after securing a clearance from their doctors at their initiative and at their expense.

3.2.2 Workplace sanitation and proper waste management and disposal shall be monitored by the committee on a regular basis.

3.2.3 Personal Protective Equipment shall be made available at all times for all employees (Samples are fluid resistant gown, shoe covers, aprons, glove caps, mask and safety glasses, ear plugs, knee guards and face shield).

3.2.4 Workers will be given training and information on adherence to standard precautions in the workplace of the company.

4. SOCIAL POLICY

4.1. Non discriminatory Policy and Practices

4.1.1 There shall be no discrimination of any form against employees on the basis of their hepatitis B status consistent with international agreements on non discrimination ratified by the Philippines (ILO C111). Employees shall not be discriminated against any employment opportunities because of their hepatitis B status.

4.1.2 Workplace management of sick employees shall not differ from that of any other illness. Persons with hepatitis b related illnesses should be able to work for as long as medically fit.

4.2. Confidentiality

4.2.1. Job applicants and employees shall not be compelled to disclose their hepatitis b status and other related medical information. Co-workers shall not be obliged to reveal any personal information about fellow workers. Access to personal data relating to employee's hepatitis b status shall be bound by the rules of confidentiality and shall be strictly limited to medical personnel or if legally required. Employees, however, are encouraged upon knowing that he has symptoms of any Hepatitis strain to immediately seek for assistance of the company so that it can do its role in accordance with paragraph 4.3.1 and 4.3.2. below.

4.3. Work-Accommodation and Arrangement

4.3.1 The company shall take measures to reasonably accommodate workers who are Hepatitis B positive or with Hepatitis B - related illnesses.

4.3.2 Arrangements made between the company and employee's representatives shall reflect measures that will support workers with Hepatitis B through leave arrangements but only for the purpose of medical check-ups and other necessary medical requirements.

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

4.5.1. The company shall establish a referral system and provide access to diagnostic and treatment services for its workers for appropriate medical evaluation/monitoring and management.

4.5.2. Adherence to the guidelines for healthcare providers on the evaluation of Hepatitis B positive workers is highly encouraged.

4.5.3. Screening for Hepatitis B as a pre-requisite to employment shall not be mandatory.

4.6. Compensation

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

5. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND WORKERS

A. Employers Responsibilities

1. Management, together with workers/ labor organizations, company focal personnel for human resources, safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on Hepatitis B.
2. 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 Hepatitis B is referred to accredited clinics and hospitals.
3. The Human Resources Development shall ensure that their policy and program adheres to existing legislations and guidelines.
4. The company 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 Hepatitis B exposure, especially for those workers exposed to potentially contaminated blood or body fluid.
6. The Health and Safety Committee, together with employees/labor organizations shall jointly review the policy and program for effectiveness and continue to improve these by networking with government and organizations promoting Hepatitis B prevention.
7. The company shall ensure confidentiality of the health status of its employees, including those with Hepatitis B.

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8. The HRD shall ensure that access to medical records is limited to authorized personnel.

B. Employees Responsibilities

1. The Department Managers are required to undertake an active role in educating their subordinates on Hepatitis B prevention and control. The IEC program must also aim at promoting and practicing a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose employees to increased risk of Hepatitis B infection, consistent with the standardized basic information package developed by the Hepatitis B TWG.
2. Employees shall practice non-discriminatory acts against co-employees.
3. Employees shall not have access to personnel data relating to an employee's Hepatitis B status.
4. Employees shall comply with precaution and the preventive measures of the company.
5. Employees with Hepatitis B may inform the HR Compensation and Benefits on their Hepatitis B status.

6. 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.

7. EFFECTIVITY

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