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Date : February 22, 2018  
 To : ALL EMPLOYEES CONCERNED  
 From : Human Resources  
 Thru : Operations Manager  
 Subject : WORKPLACE POLICY AND PROGRAM ON HEPATITIS B

**1. OBJECTIVE**

- 1.1 iPlay Inc. is committed to conform to the established standards assurance of customer satisfaction, protection of our environment and health and safety in the workplaces.
- 1.2 The company promotes and ensures a healthy environment through its various health programs to safeguard its employees. And as part of the company's compliance to DOLE Department Advisory No. 05, Series of 2010 (Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B), this Program has been developed. This program is aimed to address the stigma attached to hepatitis B and to ensure that the employees' right against discrimination and confidentiality is maintained.
- 1.3 This guideline is formulated for everybody's information and reference for the diagnosis, treatment, and prevention of hepatitis B. This 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. COVERAGE**

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

**3. POLICY STATEMENT**

- 3.1 Implementing Structure
- 3.1.1. iPlay Inc. 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.
- 3.2 Guidelines
- 3.2.1. Education
- 3.2.1.1. Hepatitis B shall be conducted through distribution and posting of IEC materials and counseling and/or lectures, and

- 3.2.1.2. Hepatitis B education shall be spearheaded by iPlay Inc. Medical Clinic in close coordination with the health and safety committee.

**3.2.2. Preventive Strategies**

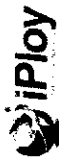
- 3.2.2.1. All employees are encouraged to be immunized against Hepatitis B after securing clearance from their physician.
- 3.2.2.2. Workplace sanitation and proper waste management and disposal shall be monitored by the health and safety committee on a regular basis.
- 3.2.2.3. Personal protective equipment shall be made available for all employees and
- 3.2.2.4. Employees shall be given training and information on appropriate standards or universal precautions in the workplace.

**4. SOCIAL POLICY**

- 4.1.1.1. Anti-discrimination Policy and Practices
- 4.1.1.1.1. There shall be no discrimination of any form against employees on the basis of their Hepatitis B status, except with the exceptional appointments or transfer requests made by the Philippine ILO (CIE) Employees that not be discriminated against. There shall be no employment, including hiring, promotion, assignment or dismissal of their Hepatitis B status.
- 4.1.1.2. Workplace Management of Sick Employees shall not be based on that of any other illness. Employees with Hepatitis B related illnesses may work for as long as they are medically fit to work.
- 4.1.1.3. Confidentiality
- 4.1.1.3.1. Job description and employee's name not be reported to disclose to Hepatitis B status and other related medical information. Employees shall not be obliged to reveal any personal information about their fellow employees. 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 purposes or if legally required.
- 4.1.1.3.2. Work Accommodation and Arrangement
- 4.1.1.3.1. The company shall take measures to reasonably accommodate employees who are Hepatitis B positive or with Hepatitis B related illnesses.



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- 4.1.1.3.2. Through agreements made between management and employees' representative, measures to support employees with Hepatitis B are encouraged to work through flexible leave arrangements, rescheduling of working time and arrangement for return to work.
- 4.1.1.4. Screening, Diagnosis, Treatment and Return to Health Care Services
  - 4.1.1.4.1. The company shall establish a referral system and provide access to diagnostic and treatment services for its employees for appropriate medical evaluation/monitoring and management.
  - 4.1.1.4.2. Adherence to the guidelines for healthcare providers on the evaluation of Hepatitis B positive employees is highly encouraged.
  - 4.1.1.4.3. Screening for Hepatitis B as a prerequisite to employment shall not be mandatory.
  - 4.1.1.5. Compensation

- 5.1.1.1.5. The company shall ensure non-discriminatory practices in the workplace.
- 5.1.1.1.6. 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 employees exposed to potentially contaminated blood or body fluid.
- 5.1.1.1.7. The Health and Safety Committee, together with the employees' 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.
- 5.1.1.1.8. The company shall ensure confidentiality of the health status of its employees, including those with Hepatitis B.
- 5.1.1.1.9. The human resources shall ensure that access to medical records is limited to authorized personnel.

**5. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEES**

- 5.1.1.2. Employees Responsibilities
  - 5.1.1.2.1. The employees' organization is required to undertake an active role in educating and training their members 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.
  - 5.1.1.2.2. Employees shall practice non-discriminatory acts against co-employees on the ground of Hepatitis B status.
  - 5.1.1.2.3. Employees and their organizations shall not have access to personnel data relating to an employee's Hepatitis B status. The rules of confidentiality shall apply in carrying out union and organization functions.
  - 5.1.1.2.4. Employees shall comply with the universal prevention and the preventive measures.
  - 5.1.1.2.5. Employees 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.



**6. IMPLEMENTATION AND MONITORING**

6.1 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**

7.1 This Policy shall take effect immediately and shall be made known to every employee.

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