

4.1.2.1. Unprotected sex with an HIV infected person;

4.1.2. How HIV/AIDS is transmitted?

4.1.1.1. It is a disease caused by a virus called HIV (Human Immunodeficiency Virus). This virus slowly weakens a person's ability to fight off other diseases by attaching itself to and destroying important cells that control and support the human immune system.

4.1.1. What is HIV/AIDS?

4.1. BASIC INFORMATION ON HIV/AIDS

4. POLICY STATEMENT

3.1. Policy Inc. HIV/AIDS Program shall be managed by its health and safety committee consists of representatives from the different divisions and departments.

3. IMPLEMENTING STRUCTURE

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

2. COVERAGE

1.2. This policy is also aimed at addressing the stigma attached to HIV/AIDS and ensures that the workers' right against discrimination and confidentiality is maintained.

1.1. In conformity with Republic Act No. 8504 otherwise known as the Philippine AIDS Prevention and Control Act of 1998 which recognizes workplace-based programs as a potent tool in addressing HIV/AIDS as an international pandemic problem, this company policy is hereby issued for the information and guidance of the employees in the diagnosis, treatment and prevention of HIV/AIDS in the workplace.

1. OBJECTIVE

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

5.1.2.2. The company shall encourage positive health seeking behavior through Voluntary Counseling and Testing;

5.1.2.1. Screening for HIV as a prerequisite to employment is not mandatory.

5.1.2. Screening, Diagnosis, Treatment and Referral to Health Care Services workplace

The HIV-AIDS education will be conducted through distribution and posting of IEC materials, lectures, counselling and training and information on adherence to standard or universal precautions in the

5.1.1.2. How will it be conducted?

The Medical Clinic of Ipoly Inc. in coordination with the Health and Safety Committee shall conduct HIV-AIDS education to all employees for free. This shall also form part of the orientation of newly hired employees. The standardized information package developed by the Department of Labor and Employment (DOLE) may be used for this purpose.

5.1.1.1. Who will conduct?

5.1.1. Conduct of HIV-AIDS Education.

5.1. Preventive Strategies

5. GUIDELINES

4.1.3.1. No. However, there are antiretroviral drug combinations that are available when properly used, result in prolonged survival of people with HIV. Holistic care of people living with HIV-AIDS and comprehensive treatment of opportunistic infections also dramatically improve quality of life.

4.1.3. Is there a cure?

4.1.2.5. Unsafe, unprotected contact with infected blood and bleeding wounds of an infected person.

4.1.2.4. Transfusion with infected blood and blood products; and

4.1.2.3. Intravenous drug use with contaminated needles;

4.1.2.2. From an infected mother to her child (during pregnancy, at birth through breast feeding);

6.3.2. Agreements made between the company and employees' representatives shall reflect measures that will support workers with HIV/AIDS through flexible leave arrangements, rescheduling of working time and arrangement for return to work.

6.3.1. The company shall take measures to reasonably accommodate employees with AIDS related illnesses.

6.3. Work-Accommodation and Arrangement

6.2.3. Co-employees shall not be obliged to reveal any personal information relating to the HIV/AIDS status of fellow workers.

6.2.2. Job applicants and workers shall not be compelled to disclose their HIV/AIDS status and other related medical information.

6.2.1. Access to personal data relating to a worker's HIV status shall be bound by the rules of confidentiality consistent with provisions of R.A. 8504 and the ILO Code of Practice.

6.2. Confidentiality/Non-Disclosure Policy

6.1.3. Discriminatory act done by an officer or an employee against their co-officer or co-employee shall likewise be penalized.

6.1.2. Workplace management of sick employees shall not differ from that of any other illness.

6.1.1. Discrimination in any form from pre-employment to post employment, including hiring, promotion or assignment, termination of employment based on the actual, perceived or suspected HIV status of an individual is prohibited.

6.1. Non-discriminatory Policy and Practices

6. SOCIAL POLICY

5.1.2.4. The company shall likewise facilitate access to livelihood assistance for the affected employee and his/her families, being offered by other government agencies.

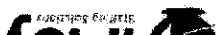
5.1.2.3. The company shall establish a referral system and provide access to diagnostic and treatment services for its workers. Referral to Social Hygiene Clinics of LGU for HIV screening shall be facilitated by the company's medical clinic staff.



- 7.2.4. Employees shall comply with universal precaution and preventive measures.
 - 7.2.3. Employees and their organization shall not have access to personnel data relating to a worker's HIV status.
 - 7.2.2. Employees shall practice non-discriminatory acts against co-employees.
 - 7.2.1. The employee's organization shall undertake an active role in educating and training their members on HIV prevention and control, promote and practice a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose workers to increased risk of HIV infection.
- 7.2. Employees' Responsibilities

- 7.1.6. The Health and Safety Committee, together with employees/ labor organizations shall jointly review the policy and program and continue to improve these by networking with government and organizations promoting HIV prevention.
 - 7.1.5. The Company, through its Human Resources Department, shall see to it that their company policy and program is adequately funded and made known to all employees.
 - 7.1.4. Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.
 - 7.1.3. Ensure non-discriminatory practices in the workplace and that the policy and program adheres to existing legislations and guidelines.
 - 7.1.2. Provide information, education and training on HIV/AIDS for its workforce.
 - 7.1.1. The Company, together with employees/ labor organizations, company focal personnel for human resources, safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on HIV/AIDS.
- 7.1. Employer's Responsibilities

7. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEES





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CEO

Reviewed by: Alfredo P. Camarillo Jr.
Director of Operations

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Human Resources

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

9. EFFECTIVITY

8.1. The Safety and Health Committee or its counterpart shall periodically monitor and evaluate the implementation of this Policy and Program.

8. IMPLEMENTATION AND MONITORING