

 <p>SMC STENIEL MANUFACTURING CORPORATION</p>	DOCUMENT	DOCUMENT NO	SMC-HRM-POL-2023-01-003
	POLICIES & PROCEDURE	DATE OF EFFECTIVITY	Nov. 13, 2023
	SUBJECT TUBERCULOSIS POLICY	REVISION DATE	N/A
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1. POLICY STATEMENT / PURPOSE

Steniel Manufacturing Corporation “SMC” supports the Tuberculosis (TB) programs of the government to address the stigma attached to TB, to ensure that the worker’s right against discrimination, brought by the disease, is protected and to facilitate free access to Anti-TB medicines of affected employees through referrals which will be managed by the health and safety committee consists of representatives from the different divisions and departments.

2. COVERAGE

All employees are covered by this policy.

3. GUIDELINES / PROCEDURES

3.1 Preventive Strategies

- 3.1.1 Conduct of Tuberculosis (TB) Advocacy, Training and Education
 - a) TB education shall be jointly conducted by health and safety committee, through distribution and posting of materials, counseling and/or lectures.
 - b) 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.
- 3.1.2 Screening, Diagnosis, Treatment and Referral to Health Care Services
 - a) The company shall establish a referral system and provide access to diagnostic arrangements with the nearest Direct Observed Treatment (DOT) facility.
 - b) The company’s adherence to the DOTS guidelines on the diagnosis and treatment is highly encouraged.

3.2 Medical Management

- 3.2.1 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.

- 3.2.2 The company shall at the minimum refer employees and their family members with TB to private or public DOTS centers.

3.3 Social Policy

3.3.1 Non-discriminatory Policy and Practices

- a) There shall be no discrimination of any form against employees from pre to post employment, including hiring, promotion, or assignment, 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.

3.3.2 Work-Accommodation and Arrangement

- a) Agreements made between the company and employee's representative shall reflect measures that will support workers with TB through flexible leave arrangements, rescheduling of working time and arrangement for return to work.
- 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.

3.4 Compensation

The company shall provide access to Social Security System and Employees Compensation Benefits under PD 626 to an employee who acquired TB infection in the performance of his/her duty.

3.5 Roles and Responsibilities of Employer and Employees

3.5.1 Employer's Responsibilities

- a) 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.
- b) Provide information, education and training on TB prevention for its workforce.
- c) Ensure non-discriminatory practices in the workplace.
- d) Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.
- e) The Employer, through its Human Resources Department, shall see to it that their company policy and program is known to all.
- f) 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.

3.5.2 Employee's Responsibilities

- a) The employee's organization is required to undertake an active role in educating and training their members on TB prevention and control.

- b) Employees shall practice non-discriminatory acts against co-workers.
- c) Employees and their organization shall not have access to personnel data relating to a worker's TB status.
- d) Employees shall comply with universal precaution and the preventive measures.

3.6 Implementation and Monitoring

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

4. **EFFECTIVITY**

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

For common information and guidance.