

 <p>SMC STENIEL MANUFACTURING CORPORATION</p>	DOCUMENT	DOCUMENT NO	SMC-HRM-POL-2023-01-005
	POLICIES & PROCEDURE	DATE OF EFFECTIVITY	Nov. 13, 2023
	SUBJECT HEPATITIS B POLICY	REVISION DATE	N/A
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1. POLICY STATEMENT

In compliance with DOLE Department Advisory No. 05, Series of 2010, otherwise known as the Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B, **Steniel Manufacturing Corporation “SMC”**, hereby adopts the following policies and programs to achieve a healthy environment which will be handled by the Health and Safety Committee.

2. COVERAGE

All employees are covered by this policy.

3. GUIDELINES / PROCEDURES

3.1 Education

- 3.1.1 Hepatitis B shall be conducted through distribution and posting of materials and counseling and/or lectures; and
- 3.1.2 Hepatitis B education shall be spearheaded by the Health and Safety Committee of the Company in partnership with the accredited HMO.

3.2 Preventive Strategies

- 3.2.1 All employees are encouraged to be immunized against Hepatitis B after securing clearance from their physician.
- 3.2.2 Workplace sanitation and proper waste management and disposal shall be monitored by the health and safety committee on a regular basis.
- 3.2.3 Personal protective equipment shall be made available at all times for all employees; and
- 3.2.4 Employees will be given training and information on adherence to standards or universal precautions in the workplace.

3.3 Social Policy

3.3.1 Non-discriminatory Policy and Practices

- a) There shall be no discrimination of any form against employees on the basis of their Hepatitis B status. Employees shall not be discriminated against, from pre to post employment, including hiring, promotion, or assignment because of their hepatitis B status.
- b) Workplace management of sick employees shall not differ from that of any other illness. Persons with Hepatitis B related illnesses may work for as long as they are medically fit to work.

3.3.2 Confidentiality

Job applicants and employees shall not be compelled to disclose their Hepatitis B status and other related medical information. Co-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 personnel or if legally required.

3.3.3 Work-Accommodation and Arrangement

- a) The Company shall take measures to reasonably accommodate employees who are Hepatitis B positive or with Hepatitis B - related illnesses.
- b) 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/

3.3.4 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 for appropriate medical evaluation/monitoring and management.
- b) Adherence to the guidelines for healthcare providers on the evaluation of Hepatitis B positive employees is highly encouraged.
- c) Screening for Hepatitis B as a prerequisite to employment shall not be mandatory.

3.3.5 Compensation

The Company shall provide access to Social System and Employees Compensation Benefits under PD 626 to an employee contracted with Hepatitis B infection in the performance of his duty.

3.4 Roles and Responsibilities of Employers and Employees

3.4.1 Employer's Responsibilities

- a) Management, together with employees, company focal personnel for human resources, and health and safety personnel shall develop, implement, monitor and evaluate the workplace policy and program on Hepatitis B.
- b) The Health and Safety Committee shall ensure that their company policy and program is known to all.
- c) The Human Resources Department shall ensure that the policy and program adheres to existing legislations and guidelines, including provisions on leaves, benefits and insurance.
- d) Management shall provide information, education and training on Hepatitis B for its workforce consistent with the standardized basic information package developed by the Hepatitis B; if not available within the establishment, then provide access to information.
- e) The Company shall ensure non-discriminatory practices in the workplace.
- f) The management together with the company focal personnel for human resources and health and safety shall provide appropriate personal protective equipment to prevent Hepatitis B exposure, especially for employees exposed to potentially contaminated blood or body fluid.
- g) The Health and Safety Committee, together with the employees shall jointly review the policy and program for effectiveness and continue to improve these by networking with government and organizations promoting Hepatitis B prevention.
- h) The Company shall ensure confidentiality of the health status of its employees including those with Hepatitis B.
- i) The human resources shall ensure that access to medical records is limited to authorized personnel.

3.4.2 Employees Responsibilities

- a) The employee's representative is required to undertake an active role in educating and training their co-employees on Hepatitis B prevention and control.
- b) Employees shall practice non-discriminatory acts against co-employees on the ground of Hepatitis B status.
- c) Employees shall not have access to personnel data relating to an employee's Hepatitis B status.
- d) Employees shall comply with the universal precaution and the preventive measures.

- e) 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.

3.5 Implementation and Monitoring

Within the establishment, the implementation of the policy and program shall be monitored and evaluated periodically. The Health and Safety Committee and its

4. **EFFECTIVITY**

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

For common information and guidance.