MCVO TALENT OUTSOURCING SERVICES OPC

HIV/AIDS WORKPLACE POLICY AND PROGRAM

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.

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.

I. IMPLEMENTING STRUCTURE

MCVO TALENT OUTSORCING SERVICES OPC HIV/AIDS Program shall be managed by its health and safety committee consists of representatives from the different divisions and departments.

II. BASIC INFORMATION ON HIV/AIDS

What is HIV/AIDS?

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.

How HIV/AIDS is transmitted?

- Unprotected sex with an HIV infected person;
- From an infected mother to her child (during pregnancy, at birth through breast feeding);
- Intravenous drug use with contaminated needles;
- Transfusion with infected blood and blood products; and
- Unsafe, unprotected contact with infected blood and bleeding wounds of an infected person.

Is there a cure?

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.

III. COVERAGE

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

IV. GUIDELINES

A. Preventive Strategies

1. Conduct of HIV-AIDS Education.-

   a. Who will conduct?

   The Medical Clinic of MCVO TALENT OUTSORCING SERVICES OPC 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.

   b. How will it be conducted?

   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 workplace

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

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

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

   c. 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.

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

B. SOCIAL POLICY

1. Non-discriminatory Policy and Practices

   a. 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.

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

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

2. Confidentiality/Non-Disclosure Policy

a. 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.

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

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

3. Work-Accommodation and Arrangement

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

b. Agreements made between the company and employee's 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.

IV. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEES

A. Employer's Responsibilities

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.

1. Provide information, education and training on HIV/AIDS for its workforce.

3. Ensure non-discriminatory practices in the workplace and that the policy and program adheres to existing legislations and guidelines.

4. Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.

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.

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.

B. Employees' Responsibilities

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.

2. Employees shall practice non-discriminatory acts against co-employees.

2. Employees and their organization shall not have access to personnel data relating to a worker's HIV status.

4. Employees shall comply with universal precaution and preventive measures.

V. IMPLEMENTATION AND MONITORING

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

VI. EFFECTIVITY

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

Conrado V. Libunao Jr.
Owner/Manager

Hanna Faye A. Barahan
Employees' Representative

DATE: March 7, 2023