MCVO TALENT OUTSOURCING SERVICES OPC

MENTAL HEALTH WORKPLACE POLICIES AND PROGRAMS

MCVO TALENT OUTSOURCING SERVICES OPC recognizes the importance of the Mental Health programs in every workplace. In this regard, all employees shall abide by the terms and conditions of this policy.

PURPOSE:

To address the stigma attached to Mental Health in the workplace and to ensure that the worker's right against discrimination, brought by mental health, is protected.

To facilitate free access to Mental Health consultation via Employee Assistance Program.

II. IMPLEMENTING STRUCTURE

MCVO TALENT OUTSOURCING SERVICES OPC Mental Health Policies and Program shall be managed by its health and safety committee consisting of representatives from the different divisions and departments.

II. SCOPE AND COVERAGE

This program shall apply to all employees regardless of their employment status.This will include the following Republic Act:

2.1 Republic Act No. 11036 (Mental Health Act) and its Implementing Rules and Regulation (IRR).

2.2 Republic Act No. 7277 (The Magna Carta for Persons with Disability) and its IRR.

2.3 Republic Act No. 11313 (An Act Defining Gender-Based Sexual Harassment in Streets, Public Spaces, Online, Workplace and Educational or Training Institutions Providing Protective Measures and Prescribing Penalities Thereof).

III. GUIDELINES

A. PREVENTIVE STRATEGIES

A.1 Raise awareness, prevent stigma and discrimination , provide support to workers who are at risk and/ or with mental health conditions and facilitate access to medical health services.

A.2 Advocacy, Information, Education, and Training.

A.2.1 All workers shall be provided with basic information and education on mental health. Standard basic information and education shall include, but not limited to, the following:

A.2.1.1 Health education via webinars and health teachings.

A.2.1.2 Pamphlets and email announcements.

A.2.1.3 Employee Assistance Program via third party Gray Matter

A.3 MCVO Talent Outsourcing Services OPC extends advocacy and information activities to the workers' families and communities through corporate social responsibility (CSR) program to strengthen approaches in the prevention of stigma and discrimination and to better understand individuals with mental health conditions.

A.4 Promotions and enhancement of employees' well-being by Increasing awareness of mental health and other common conditions like depression,anxiety, and substance abuse.

A.5 Promotion of healthy lifestyle and work-life balance.

A.6 Establishing mental health programs that can divert their attention such as recreational activities and employee engagement programs.

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B. SOCIAL POLICY

1. Non-discriminatory Policy and Practices

a. There shall be no discrimination of any form against employees who are at risk of developing or who are found to have mental health conditions. Workers shall not be discriminated against from hiring, promotion, and/or other benefits of employment because of their condition provided, however, such conditions shall not interfere with the employee's performance of their job or unduly affect his own safety or that of his co-workers, clients and the general public.

b. The fitness to work of workers found to have mental health condition shall be determined by Mental health doctor/Psychiatrist, after appropriate medical evaluation , taking into account the clearance

c. An employee may resume work while undergoing treatment provided that a Doctor/Psychiatrist has certified that he/she is fit for work and that current treatment shall not cause unsafe conditions for the worker while at work or cause similar unsafe conditions for other workers. To monitor and assist the workers in managing their condition, coordination shall be made between the OH/ HR Personnel and mental health professional in consideration of the employee's assigned tasks and the effects of medications taken.

d. An employee who has undergone pharmacological and psychosocial intervention/s treatment and is evaluated by a Psychiatrist to be fit to work shall not be prevented from returning to work or subjected to actions that may be construed as constructive dismissal from service.

e. An employee shall not be terminated from work on the basis of actual, perceived or suspected mental health condition unless the condition progresses to such severity that it affects his/her own safety or safety of co-workers and work performance and productivity upon the certification issued by a competent public health authority with expertise on mental health.

IV. CONFIDENTIALITY

The MCVO TALENT OUTSOURCING SERVICES OPC shall observe at all times confidentiality of the results relative to psychological tests done to employees.

V. DISCLOSURE

A. Workers are encouraged to disclose their medical or mental health condition for purposes of reasonable accommodation and awareness of the OH/HR Personnel.

B. Employers and co-workers shall not be obliged to reveal to a third party any information about the employee with mental health condition except in any of the following condition:

- Unless it is required by law
- With consent from the employee with mental health condition
- Life threatening emergency cases where such disclosure is necessary to prevent harm or injury to him/herself or to other persons; or
- Disclosure is required in connection with an administrative, civil or criminal case against a mental health professional or worker for negligence or a breach of professional ethics.

C. Work Accommodation and Work Arrangement

1. Agreements on work accommodation and work arrangements for a worker with mental health condition shall be made between management and workers' representative, provided however that such mental condition shall not prevent the worker from performing the requirements of the job or will endanger his/her safety, or that of his/her co workers, clients or the general public.
2. Measures to accommodate and support a worker with mental health conditions such as flexible leave arrangements, rescheduling of working hours and arrangements for return to work must be clearly presented with a medical certificate from a psychiatrist/ psychologist.
3. The worker may be allowed to return to work with appropriate documentation such as fit to work certificate.

D. Treatment, Rehabilitation and Referral System

1. Employees who wishes to access to assistance program may connect to our third party via ***Gray Matters***

2. Employees with mental health conditions shall be referred to a recognized mental health or our third party partner ***Gray Matters.***
3. The absence of workers undergoing treatment and rehabilitation shall be charged against their leave credits if applicable without prejudice to the existing company policies on the availment of leave
4. If a worker with mental health condition has exhausted his/her leave credits, then the medical incurred shall be without pay

E. Benefits and Compensation

In determining the appropriate compensation for the diagnostics, treatment and rehabilitation of a worker with mental health condition, the current health benefit packages under Philhealth, ECC or SSS whichever are applicable, shall apply.

VI. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEES

A. Employer's Responsibilities

1. The Employer, together with workers/ labor organizations, company focal personnel for human resources, safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on Mental Health.
2. Provide information, education and training on mental health for its workforce.
3. Ensure non-discriminatory practices in the workplace.
4. Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.
5. The Employer, through its Human Resources Department, shall see to it that their company policy and program is adequately funded and made known to all employees.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 mental health.

B. Employees' Responsibilities

1. Participate actively in the formulation and effective implementation of the workplace policies and programs on Mental Health, through consultations, policy making processes and general assembly in organized and unorganized establishments

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

3. Provide assistance in any form to improve the condition of co-workers who are at risk of developing or with mental health condition and refrain from any discriminatory acts against them.

4. Not themselves engage in bullying such as cyber bullying/ mobbing, verbal, sexual and physical harassment, all forms or work-related violence, threats, shaming, alienation and other forms of discrimination which may lead to a mental health problem or may aggravate existing mental health condition.

VII. RECORD KEEPING AND REPORTING REQUIREMENTS

The medical record shall be kept or maintained inside the company clinic. If the clinic is yet legally required, the medical records shall be kept with company nurse or HR and is restricted to on an as-needed basis.

In compliance with the DOLE requirements of reporting injuries/ illness in the workplace, companies shall report cases to the DOLE-Regional Office having jurisdiction over the company, using the Annual Medical Report (AMR) Form.

VI. MONITORING AND EVALUATION

The implementation and monitoring of the Mental Health Workplace Policies and Programs shall be the responsibility of the employer through the OSH committee.

Review and evaluation of the Mental Health Workplace Policies and Programs shall be done annually or as necessary to ensure its effective implementation and compliance to latest legal issuances.

VIII. EFFECTIVITY

This company policy is effective immediately to all employees.

CONRADO V. LIBUNAO, JR

Owner/Manager

HANNA FAYE BARAHAN-LIBUNAO

Employees' Representative

DATE: _____