



Hepatitis B Policy

Prepared by:	Ms. Celeste Chavez Assistant Manager, Human Resources	Date:	
Reviewed by:	Mr. Neil Kevin Lau Director, Human Resources	Date:	
	Ms. Diana Beleno Business Process Manager	Date:	
	Atty. Christian Pangilinan Legal Department	Date:	
Approved by:	Atty. Kristine Delos Reyes Head, Legal and Compliance	Date:	
	Ms. Janice Chief Human Resources Officer	Date:	
	Mr. Andy T. President	Date:	

Policy No.	001
Version No.	001
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Policy No.: HRCO-2023- 004							
Hepatitis B Policy				Version No.: 001			
				Revision No.: 001			
				Date Prepared: May 29, 2024			
				Effectivity Date: Immediately upon approval			
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I. Purpose

To promote a Hepatitis B free working environment for the safety and benefit of the officers, employees, and guests of DigiPlus Interactive Corp., its subsidiaries, and its affiliate companies (collectively “company”). This policy is also aimed to define the policy’s parameters and implementation and to comply with relevant/applicable laws.

This policy is also aimed to:

1. Address the stigma attached to hepatitis B,
2. Ensure that the employees’ right against discrimination and confidentiality is maintained, and
3. Provide employee:
 - a. Information and reference for the diagnosis, treatment, and prevention of Hepatitis B.
 - b. Their role as well as the company in dealing with Hepatitis B.

II. Coverage

All employees of the company, regardless of rank, status, and tenure, as well as guests of the company, shall be covered by this policy.

III. Implementing Structure

The company’s Hepatitis B workplace policy and program shall be managed by its health and safety committee. Each division or department of the Company shall be duly represented.


IV. Education

Hepatitis B education shall be:

1. Conducted through distribution and posting of IEC materials and counselling and/ or lectures; and
2. Spearheaded by the company’s chosen Medical Clinic partner in close coordination with the company’s health and safety committee.

V. Preventive Strategies

1. All employees are encouraged to be immunized against Hepatitis B after securing clearance from their physician.
2. Workplace sanitation and proper waste management and disposal shall be

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monitored by the health and safety committee on a regular basis.

3. Personal protective equipment shall be made available at all times for all employees; and
4. Employees will be given training and information on adherence to standards or universal precautions in the workplace.

VI. Social Policy

Non-discriminatory Policy and Practices

1. There shall be no discrimination of any form against employees on the basis of their Hepatitis B status consistent with the international agreements on non-discrimination ratified by the Philippines (ILO C111). Employees shall not be discriminated against, from pre to post employment, including hiring, promotion, or assignment because of their hepatitis B status.
2. 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.

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.

Work-Accommodation and Arrangement

1. The company shall take measures to reasonably accommodate employees who are Hepatitis B positive or with Hepatitis B - related illnesses.
2. 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.

Screening, Diagnosis, Treatment and Referral to Health Care Services

1. 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.
2. Adherence to the guidelines for healthcare providers on the evaluation of Hepatitis

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B positive employees is highly encouraged.

3. Screening for Hepatitis B as a prerequisite to employment shall not be mandatory.

Compensation

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


VII. Roles and Responsibilities of Employers and Employees

Employer's Responsibilities

1. Management, together with employees' organizations, company focal personnel for human resources, and safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on Hepatitis B.
2. The Health and Safety Committee shall ensure that their company policy and program is adequately funded and made known to all employees.
3. The Human Resources Department shall ensure that their policy and program adheres to existing legislations and guidelines, including provisions on leaves, benefits and insurance.
4. 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 TWG; if not available within the establishment, then provide access to information.
5. The company shall ensure non-discriminatory practices in the workplace.
6. The management together with the company focal personnel for human resources and safety and health shall provide appropriate personal protective equipment to prevent Hepatitis B exposure, especially for employees exposed to potentially contaminated blood or body fluid.
7. The Health and Safety Committee, together with the employees' organizations shall jointly review the policy and program for effectiveness and continue to improve these by networking with government and organizations promoting Hepatitis B prevention.
8. The company shall ensure confidentiality of the health status of its employees, including those with Hepatitis B.
9. The human resources shall ensure that access to medical records is limited to authorized personnel.

Employees' Responsibilities

1. The employees' organization is required to undertake an active role in educating and

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training their members on Hepatitis B prevention and control. The IEC program must also aim at promoting and practicing a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose employees to increased risk of Hepatitis B infection, consistent with the standardized basic information package developed by the Hepatitis B TWG.

2. Employees shall practice non-discriminatory acts against co-employees on the ground of Hepatitis B status.
3. Employees and their organizations shall not have access to personnel data relating to an employee’s Hepatitis B status. The rules of confidentiality shall apply in carrying out union and organization functions.
4. Employees shall comply with the universal precaution and the preventive measures.
5. 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.

VIII. Awareness


The HRD shall post copies of this policy in conspicuous places. Any employee who shall, without authority, deface, remove, or tamper, said posting, in part or in whole, shall be subjected to disciplinary/corrective action.

The respective line leaders shall immediately cascade this policy to their subordinates via e-mail or other platforms (i.e. Teams, Viber, etc.). Any line leader who fails to cascade or implement shall be subjected to disciplinary/corrective action

VII. Corrective Action

Any employee who is found to have violated this policy shall be subjected to the following corrective action(s):

	Written Warning	Suspension	Termination
Defacing, Removing, or Tampering of signage or posted Policy		1 st Offense	2 nd Offense

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Failure to Cascade or Implement	1 st and 2 nd Offense	3 rd Offense	4 th Offense
Spreading information that a colleague has/had Hepatitis B, whether or not the employee concerned is or was Hepatitis B positive	1 st Offense	2 nd Offense	3 rd Offense
Discrimination due to Hepatitis B Status	1 st Offense	2 nd Offense	3 rd Offense

It is understood that the imposition of the above-mentioned penalties shall, before imposition, undergo the due process requirement under the law. Such an imposition, however, is without prejudice to any court action or remedy that is available to the company taking into consideration the reputational risks involved in every case.

IX. Repealing Clause

All existing policies inconsistent with this policy are hereby repealed, modified, or amended accordingly.

X. Effectivity

This Policy shall take effect immediately after its posting.

-nothing follows-