



**Risk Management
Policies and Procedures
Occupational Safety & Health Policy**





Policy No. RMD-PP-2024-008		Occupational Safety & Health Policy		
Policy Name Occupational Safety & Health Policy		Version No.: 1		
Email Signature		Revision No.: 1		
		Date Prepared: Apr. 8, 2024		
		Effectivity Date: Effective upon approval		
Prepared by:		Reviewed by:		Approved by:
Ronald Allan Pablo		D-REACT		Andy Tsui

Table of Contents

Introduction	4
Statement of Commitment to Occupational Safety and Health	4
Purpose and Scope of the Policy	4
Application to all Employees, Contractors, Visitors, and Customers within DigiPlus' Premises	4
Inclusion of Both Online and On-Site Activities Related to Gaming and Leisure	4
Definitions of Key Terms and Abbreviations	5
Legal Framework and Compliance	5
Overview of the Philippine Labor Code Requirements Relevant to Occupational Safety and Health	5
Governance and Organization	7
Organizational Structure for Occupational Safety and Health (OSH)	7
Formation of an OSH Committee (D-REACT)	7
Safety Officer Reporting Structure	8
OSH Policy Review and Update Mechanism	9
Risk Assessment and Management	9
Hazards Identification, Risk Assessment and Control (HIRAC)	9
Risk Assessment Procedure	10
Risk Control and Mitigation Measures	11
Health and Safety Programs	11
Annual Physical Examination (APE) for all employees	11
Specific Programs Tailored to Gaming and Leisure Activities	12
Training and Capacity Building	12
Monitoring, Reporting, and Evaluation	13
OSH Performance Monitoring and Measurement	13
Incident Reporting and Investigation Procedures	13
Evaluation of OSH Programs	14
Health and Welfare	14
Health Promotion and Wellness Programs	14



Policy No. RMD-PP-2024-008		Occupational Safety & Health Policy		
Policy Name Occupational Safety & Health Policy		Version No.: 1		
Email Signature		Revision No.: 1		
		Date Prepared: Apr. 8, 2024		
		Effectivity Date: Effective upon approval		
Prepared by:		Reviewed by:		Approved by:
Ronald Allan Pablo		D-REACT		Andy Tsui

[Employee Assistance Programs \(EAP\)](#) 15

[Consultation and Participation](#) 16

[Mechanisms for Employee Participation](#) 16

[Consultation with External Experts](#) 16

[Record Keeping and Documentation](#) 17


[OSH Records Management](#) 17

[Policy Implementation and Review](#) 19

[Implementation Strategy](#) 19

[Review and Continuous Improvement](#) 20



Policy No. RMD-PP-2024-008		Occupational Safety & Health Policy		
Policy Name Occupational Safety & Health Policy		Version No.: 1		
Email Signature		Revision No.: 1		
		Date Prepared: Apr. 8, 2024		
		Effectivity Date: Effective upon approval		
Prepared by:		Reviewed by:		Approved by:
Ronald Allan Pablo		D-REACT		Andy Tsui

Introduction

Statement of Commitment to Occupational Safety and Health

DigiPlus Interactive Corp. (“DigiPlus”) unequivocally commits to ensuring the highest standards of occupational safety and health (OSH) for all its employees, contractors, visitors, and customers. This steadfast commitment is rooted in its recognition of the invaluable role that a safe and healthy work environment plays in the success and well-being of its people and the sustainability of its business. In alignment with Republic Act No. 11058, the Philippine Labor Code, and pertinent issuances from the Department of Labor and Employment (DOLE), DigiPlus pledges to implement robust and comprehensive OSH measures that not only comply with legal mandates but also embody its dedication to fostering a culture of safety and health at every level of the organization.

Purpose and Scope of the Policy

This Occupational Safety and Health Policy is designed to establish a clear framework for identifying, evaluating, and mitigating risks associated with DigiPlus’ operations, thereby ensuring a safe and healthful workplace for everyone. The policy extends beyond mere compliance with statutory requirements, aiming to instill a proactive approach to OSH management, encourage continuous improvement, and cultivate a shared responsibility for safety and health among all stakeholders.

The scope of this policy encompasses all operations, activities, and individuals within the premises of DigiPlus, including employees, contractors, visitors, and customers. It applies to both on-site and online activities related to its gaming and leisure services, ensuring that its commitment to safety and health is comprehensive and inclusive of all aspects of the business.


Application to all Employees, Contractors, Visitors, and Customers within DigiPlus’ Premises

This policy applies to Digiplus, its subsidiaries and affiliates (collectively, the Company), ensuring that every individual, whether an employee, contractor, visitor, or customer, is covered under the ambit of DigiPlus’ OSH measures. It underscores the organization’s belief that everyone has a right to a safe and healthy environment and holds a shared responsibility in upholding this standard.

Inclusion of Both Online and On-Site Activities Related to Gaming and Leisure

Recognizing the diverse nature of its operations, this policy explicitly includes both online and on-site activities associated with the Company’s gaming and leisure services. This inclusion ensures that the organization’s OSH measures are holistic and adapt to the evolving dynamics of the Company’s business, providing comprehensive coverage that aligns with its diverse operational modalities.



Policy No. RMD-PP-2024-008		Occupational Safety & Health Policy		
Policy Name Occupational Safety & Health Policy		Version No.: 1		
Email Signature		Revision No.: 1		
		Date Prepared: Apr. 8,2024		
		Effectivity Date: Effective upon approval		
Prepared by:		Reviewed by:		Approved by:
Ronald Allan Pablo		D-REACT		Andy Tsui

Definitions of Key Terms and Abbreviations

To ensure clarity and a common understanding, key terms and abbreviations used within this policy are defined as follows:

- i. **Occupational Safety and Health (OSH)** - Refers to the discipline focused on the safety, health, and welfare of people engaged in work or employment, encompassing the development of policies, programs, and practices to prevent injuries and protect workers from work-related hazards.
- ii. **Republic Act No. 11058** - Philippine law that strengthens compliance with Occupational Safety and Health standards and provides penalties for violations thereof.
- iii. **Department of Labor and Employment (DOLE)** - The government agency responsible for formulating policies, implementing programs, and serving as the policy-coordinating arm of the Executive Branch in the field of labor and employment.
- iv. **Contractor** - Any person or entity engaged by the company to perform work or services, either on-site or online.
- v. **Visitor** - Any individual who enters the company's premises for reasons other than employment.
- vi. **Customer** - Any individual who avails of the gaming and leisure services provided by the company, whether on-site or online.


Legal Framework and Compliance

Overview of the Philippine Labor Code Requirements Relevant to Occupational Safety and Health

The Philippine Labor Code establishes a comprehensive legal framework aimed at ensuring the safety, health, and welfare of employees in the workplace. Key provisions relevant to occupational safety and health (OSH) include, but are not limited to, the following:

- i. **Title I, Chapter VIII - Safety and Health Standards** - This section mandates the setting of standards to eliminate or reduce occupational safety and health hazards in all workplaces and institutes measures to ensure compliance with these standards.
- ii. **Duty of Employers** - Employers are required to furnish their employees with a place of employment free from hazardous conditions that are likely to cause physical harm or



Policy No. RMD-PP-2024-008		Occupational Safety & Health Policy		
Policy Name Occupational Safety & Health Policy		Version No.: 1		
Email Signature		Revision No.: 1		
		Date Prepared: Apr. 8, 2024		
		Effectivity Date: Effective upon approval		
Prepared by:		Reviewed by:		Approved by:
Ronald Allan Pablo		D-REACT		Andy Tsui

illness. They must also provide adequate medical and occupational health services, including necessary training in health and safety practices.

- iii. **Employee Rights and Responsibilities** - Employees have the right to be informed of their workplace's hazards and to participate in creating and implementing health and safety programs.
- iv. **Role of the Department of Labor and Employment (DOLE)** - DOLE is tasked with overseeing the enforcement of occupational safety and health standards, conducting inspections, and issuing compliance orders when necessary.

Specific Adherence to Republic Act No. 11058 and its Implementing Rules and Regulations (IRR)

Republic Act No. 11058, also known as the "Occupational Safety and Health Standards Act," enhances the legal framework for occupational safety and health in the Philippines. It provides for stricter compliance with OSH standards and introduces significant penalties for violations. Key points include:


- i. **Coverage** - The Act covers all establishments, projects, sites, and all other places where work is being undertaken, including the gaming and leisure sector.
- ii. **Safety and Health Committee** - Establishments are required to form a Safety and Health Committee or appoint a Safety and Health Officer, depending on the number of employees, to ensure compliance with OSH standards.
- iii. **Rights of Workers** - Workers have the right to refuse unsafe work, report incidents, and access relevant OSH information.
- iv. **Penalties** - The Act prescribes penalties for non-compliance, including fines and imprisonment for various violations, underscoring the importance of adherence to OSH standards.

Summary of Relevant DOLE Issuances, Guidelines, and Circulars Applicable to the Gaming and Leisure Sector

The Department of Labor and Employment (DOLE) has issued various guidelines, circulars, and advisories to ensure the implementation of OSH standards across different sectors, including gaming and leisure. Key issuances include:

- i. **DOLE Department Order No. 198-18** - This Order serves as the Implementing Rules and Regulations of RA 11058, providing detailed guidelines on compliance, reporting, and enforcement.



Policy No. RMD-PP-2024-008		Occupational Safety & Health Policy		
Policy Name Occupational Safety & Health Policy		Version No.: 1		
Email Signature		Revision No.: 1		
		Date Prepared: Apr. 8, 2024		
		Effectivity Date: Effective upon approval		
Prepared by:		Reviewed by:		Approved by:
Ronald Allan Pablo		D-REACT		Andy Tsui

- ii. **Sector-Specific Guidelines** - DOLE has issued sector-specific OSH standards addressing the unique risks and hazards in the gaming and leisure industry. These guidelines cover emergency preparedness, risk assessments, and control measures specific to the sector.
- iii. **Advisories and Circulars** - DOLE regularly releases advisories and circulars to update or clarify OSH standards and compliance requirements. These documents are crucial for employers and employees in the gaming and leisure sector to stay informed of their responsibilities and rights under the law.

Governance and Organization

Organizational Structure for Occupational Safety and Health (OSH)


The organizational structure for Occupational Safety and Health (OSH) is designed to integrate OSH principles into all levels of the organization, ensuring compliance with Republic Act No. 11058, the Philippine Labor Code, and relevant Department of Labor and Employment (DOLE) issuances. The structure outlines clear roles and responsibilities across various tiers of the organization, promoting a culture of safety and health.

- i. **Top Management** - Top management demonstrates leadership and commitment to OSH by setting policies, providing necessary resources, and ensuring integration of OSH objectives into the organization's overall goals. They are responsible for establishing a clear vision for OSH, ensuring policy compliance, and fostering a safety culture.
- ii. **Middle Management** - Middle managers act as the bridge between top management and operational staff, ensuring the effective implementation of OSH policies and programs. They are responsible for enforcing safety protocols, conducting risk assessments, and facilitating OSH training sessions.
- iii. **Operational Staff** - All employees are responsible for adhering to OSH policies, participating in training programs, reporting hazards, and cooperating with OSH Committee (D-REACT) initiatives. Their engagement is crucial for identifying risks and implementing preventive measures.

Formation of an OSH Committee (D-REACT)

An OSH Committee (D-REACT) is pivotal in the governance structure, ensuring active participation from both management and employees in OSH-related activities. In DigiPlus, the OSH Committee (D-REACT) is known as the *DigiPlus – Resilience and Emergency Action Team (D-REACT)*.



Policy No. RMD-PP-2024-008		Occupational Safety & Health Policy		
Policy Name Occupational Safety & Health Policy		Version No.: 1		
Email Signature		Revision No.: 1		
		Date Prepared: Apr. 8, 2024		
		Effectivity Date: Effective upon approval		
Prepared by:		Reviewed by:		Approved by:
Ronald Allan Pablo		D-REACT		Andy Tsui


- i. **Composition** - The Occupational Safety and Health (OSH) Committee, DigiPlus – Resilience and Emergency Action Team (D-REACT), shall be composed of representatives from various key departments, ensuring comprehensive representation across the organization. The committee will include:
 - Executive Management
 - Operations
 - Finance
 - Human Resources
 - Administration
 - Investor Relations/Corporate Affairs and Sustainability
 - Legal and Compliance
 - Clinic/Medical Personnel
 - Risk Management
 - Secretariat (Safety Officer)

The members of the committee shall elect a Chairperson from among themselves. This diverse composition will ensure effective collaboration and holistic management of OSH concerns across all levels, promoting resilience, emergency preparedness, and safety throughout the organization.
- ii. **Function** - The Committee's primary functions include identifying workplace hazards, recommending safety improvements, investigating incidents, and promoting OSH awareness and education within the organization.
- iii. **Frequency of Meetings** - The OSH Committee (D-REACT) shall convene regularly, at least once a quarter, to review OSH performance, discuss new challenges, and update on progress towards safety goals. Additional meetings may be scheduled as needed to address specific OSH issues or incidents.
- iv. **Reporting** – The Occupational Safety and Health (OSH) Committee (D-REACT) will report directly to the Management Risk Oversight Committee (MROC). The Chairperson of the D-REACT will also report to both the MROC and the Board Risk Oversight Committee (BROC). This reporting structure clarifies accountability for OSH policy implementation and ensures alignment with oversight from both the Board and Senior Management. By involving the D-REACT and having top management’s support, the OSH policies are integrated into the Corporation’s risk management framework, ensuring compliance and promoting a culture of safety throughout the organization.

Safety Officer Reporting Structure

- i. Central Office Safety Officers shall report directly to the OSH Committee (D-REACT).



Policy No. RMD-PP-2024-008		Occupational Safety & Health Policy		
Policy Name Occupational Safety & Health Policy		Version No.: 1		
Email Signature		Revision No.: 1		
		Date Prepared: Apr. 8, 2024		
		Effectivity Date: Effective upon approval		
Prepared by:		Reviewed by:		Approved by:
Ronald Allan Pablo		D-REACT		Andy Tsui

- ii. Safety Officers of subsidiaries and affiliates shall report to their immediate heads/supervisors per their primary role. Copies of incident reports shall be furnished to their respective company presidents, as well as the Central Office Safety Officer/s for their visibility.
- iii. For purposes of submission of periodic mandatory reports, these shall be coursed through the Central Office Safety Officer/s for review, consolidation and coordination with Human Resources for submission to the DOLE.
- iv. Central Office Safety Officer/s may provide advice, suggestions, comments, or recommendations for any matter involving OSH upon request of the subsidiary Safety Officers.

OSH Policy Review and Update Mechanism

To ensure that OSH policy remains relevant and effective, a systematic review and update mechanism is established.


- i. Scheduled Reviews - The OSH policy shall undergo a formal review at least annually or more frequently if significant changes occur in operations, legal requirements, or industry standards. The review process should involve a cross-functional team, including members of the OSH Committee (D-REACT).
- ii. Criteria for Policy Updates - Updates to the OSH policy shall be considered when there are changes in legal requirements, organizational processes, technology, or following the identification of new risks. Feedback from employees, audit results, incident investigations, and performance metrics should also inform policy revisions.

Risk Assessment and Management

Hazards Identification, Risk Assessment and Control (HIRAC)

Under Republic Act No. 11058, Section 8 requires all employers to implement a comprehensive Hazard Identification, Risk Assessment, and Control (HIRAC) process. This essential safety protocol involves the systematic identification, evaluation, and management of hazards connected to any workplace activity or equipment used within the workplace. The scope of this requirement includes all procurement activities, such as contracts for facilities or services and the acquisition of any equipment through purchase or lease, which may impact the health and safety of employees. It is crucial that each activity and associated operational procedure are subjected to thorough risk assessments before their implementation. The findings from these assessments are recommendatory and subject to the acceptance of management, ensuring that decisions regarding implementation align with broader



Policy No. RMD-PP-2024-008		Occupational Safety & Health Policy		
Policy Name Occupational Safety & Health Policy		Version No.: 1		
Email Signature		Revision No.: 1		
		Date Prepared: Apr. 8, 2024		
		Effectivity Date: Effective upon approval		
Prepared by:		Reviewed by:		Approved by:
Ronald Allan Pablo		D-REACT		Andy Tsui

business strategies and management's risk tolerance. Additionally, the act underscores the importance of providing adequate training for employees on the use of this equipment to effectively mitigate and control associated risks, thereby reinforcing the commitment to maintaining a safe and healthy work environment. Identification of Hazards

The following hazards are identified as prevalent within this industry:


- i. **Physical Hazards** - This includes noise, radiation, vibration, and inadequate lighting, which are commonly found in gaming and leisure environments.
- ii. **Biological Hazards** - These are biological substances that pose a threat to the health of humans and animals, including bacteria, viruses, fungi, and other microorganisms.
- iii. **Chemical Hazards** - Exposure to hazardous chemicals in the form of solids, liquids, gases, mists, dust, fumes, and vapors, which can be acute or chronic.
- iv. **Ergonomic Hazards** - This includes workplace conditions that pose the risk of injury to the musculoskeletal system of the employees, such as improper workstation setup, poor body mechanics, and repetitive motion.
- v. **Psychosocial Hazards** - These encompass aspects of the work environment that may affect an employee's mental health or well-being, including stress, violence, and other workplace pressures.

Risk Assessment Procedure

The risk assessment procedure is a systematic process designed to identify potential hazards, analyze and evaluate the risks associated with these hazards, and determine appropriate ways to eliminate or control the risks. The procedure involves the following steps:

- i. **Hazard Identification** – Identification of all potential hazards in the workplace through walk-through surveys, employee feedback, incident reports, and consultation with occupational safety and health experts.
- ii. **Risk Analysis** – Analysis of the nature, frequency, and severity of the risks associated with each identified hazard.
- iii. **Risk Evaluation** – Evaluation of the risk levels by considering the likelihood of occurrences and the potential impact on employees' health and safety.



Policy No. RMD-PP-2024-008		Occupational Safety & Health Policy		
Policy Name Occupational Safety & Health Policy		Version No.: 1		
Email Signature		Revision No.: 1		
		Date Prepared: Apr. 8, 2024		
		Effectivity Date: Effective upon approval		
Prepared by:		Reviewed by:		Approved by:
Ronald Allan Pablo		D-REACT		Andy Tsui

- iv. Documentation – Maintenance of a record of all identified risks, their analysis, and evaluation for future reference and compliance with regulatory requirements.

Risk Control and Mitigation Measures

The implementation of risk control and mitigation measures shall be based on the hierarchy of controls inherent in the regulatory framework aimed at ensuring workplace safety and health. It is the employer’s responsibility to implement effective control measures to mitigate occupational hazards.

- i. Elimination - This is the most effective control measure and involves removing the hazard altogether from the workplace. For example, replacing a hazardous chemical with a less harmful one.
- ii. Substitution - Similar to elimination, substitution involves replacing something that produces a hazard with something that does not produce a hazard, such as using less harmful materials or equipment.
- iii. Engineering Controls - These are designed to isolate people from hazards, such as installing ventilation systems to remove airborne contaminants or using machine guards to prevent access to moving parts.
- iv. Administrative Controls - These measures include changes in work policies or procedures to reduce or minimize exposure to a hazard. Examples include rotating job assignments to limit exposure to certain tasks, scheduling work at less risky times, or implementing safety training programs.
- v. Personal Protective Equipment (PPE) - This is the least effective control measure in the hierarchy and should be used when hazards cannot be adequately controlled by other means. PPE includes items like gloves, eye protection, and respirators.


Health and Safety Programs

In compliance with the Republic Act No. 11058, the Philippine Labor Code, and pertinent issuances by the Department of Labor and Employment (DOLE), the organization is committed to implementing comprehensive Health and Safety Programs. These programs are designed to ensure the well-being and safety of all employees, particularly those engaged in gaming and leisure activities, which are unique sectors requiring specific focus and strategies.

Annual Physical Examination (APE) for all employees

Annual Physical Examinations (APE) for employees are a critical aspect of occupational safety and health standards as mandated by Republic Act No. 11058 particularly in underscoring the importance of



Policy No. RMD-PP-2024-008		Occupational Safety & Health Policy		
Policy Name Occupational Safety & Health Policy		Version No.: 1		
Email Signature		Revision No.: 1		
		Date Prepared: Apr. 8, 2024		
		Effectivity Date: Effective upon approval		
Prepared by:		Reviewed by:		Approved by:
Ronald Allan Pablo		D-REACT		Andy Tsul

safeguarding workers' health by mandating that employers uphold a safe and healthy work environment. The Labor Code of the Philippines also integrates these principles, emphasizing the need for medical examinations to monitor the health status of employees, especially those exposed to hazardous work conditions. Additionally, the Department of Labor and Employment (DOLE) issues various guidelines and orders to implement these policies effectively, such as requiring regular health assessments to detect and mitigate occupational health risks. By conducting annual physical exams, DigiPlus not only complies with these legal requirements but also contribute to the overall well-being of their workforce, helping to prevent work-related illnesses and injuries and ensuring a healthier, more productive workplace.


Specific Programs Tailored to Gaming and Leisure Activities

- i. **Ergonomic Assessments for Employees Involved in Online and On-Site Activities** - Recognizing the ergonomic risks associated with prolonged gaming and leisure activities, DigiPlus will conduct regular ergonomic assessments. These assessments aim to identify potential risks and implement necessary modifications to workstations, ensuring that they are ergonomically designed to prevent musculoskeletal disorders and other related injuries.
- ii. **Stress Management and Mental Health Support** - Acknowledging the high-stress environment in gaming and leisure industries, the organization is committed to providing comprehensive stress management and mental health support programs. These programs will offer resources and tools to help employees manage stress effectively and access professional mental health support when needed.
- iii. **Emergency Preparedness and Response Plans Specific to the Enterprise's Operations:** Tailored emergency plans will be developed and implemented, focusing on the unique risks and scenarios associated with gaming and leisure activities. These plans will ensure that all employees are prepared to respond effectively in case of emergencies, minimizing risks and ensuring safety.

Training and Capacity Building

- i. **Orientation and Training Programs for Employees on OSH Standards and Practices** - All employees will undergo orientation and training programs designed to familiarize them with occupational safety and health standards and practices. These programs will equip employees with the necessary knowledge and skills to identify and mitigate risks in their work environment.
- ii. **Specialized Training for OSH Committee (D-REACT) Members, Safety Officers and First Aid Responders** - OSH Committee (D-REACT) members, safety officers and first aid responders



Policy No. RMD-PP-2024-008		Occupational Safety & Health Policy		
Policy Name Occupational Safety & Health Policy		Version No.: 1		
Email Signature		Revision No.: 1		
		Date Prepared: Apr. 8, 2024		
		Effectivity Date: Effective upon approval		
Prepared by:		Reviewed by:		Approved by:
Ronald Allan Pablo		D-REACT		Andy Tsui

will receive specialized training to enhance their capacity to manage health and safety issues effectively. This training will cover advanced topics in occupational safety and health, enabling them to provide immediate and competent response in various scenarios.

Monitoring, Reporting, and Evaluation

OSH Performance Monitoring and Measurement

To ensure compliance with Republic Act No. 11058, the Philippine Labor Code, and relevant issuances from the Department of Labor and Employment (DOLE), the organization is committed to establishing robust mechanisms for the monitoring and measurement of occupational safety and health (OSH) performance. This commitment is reflected in the adoption of the following Key Performance Indicators (KPIs):

- i. Incidence Rate of Work-Related Injuries and Illnesses - Measuring the frequency of incidents per a specified number of hours worked.
- ii. Severity Rate - Assessing the severity of work-related injuries and illnesses based on lost workdays or restricted work activity.
- iii. Compliance Rate with OSH Training - Monitoring the percentage of employees who have completed mandatory OSH training programs.
- iv. Employee Engagement in OSH Activities - Evaluating the level of employee participation in OSH programs and initiatives.


Incident Reporting and Investigation Procedures

Reporting Mechanisms

To ensure timely and effective response to occupational accidents, injuries, and diseases, the following mechanisms are established:

- i. Immediate Reporting - Employees are required to report any workplace incident immediately to their supervisor or designated OSH officer.
- ii. Online Reporting Platform - An accessible online system is available for the reporting of incidents, allowing for timely documentation and response.
- iii. Confidentiality - All reports will be treated with the utmost confidentiality, ensuring that employees feel safe to report incidents without fear of retaliation.



Policy No. RMD-PP-2024-008		Occupational Safety & Health Policy		
Policy Name Occupational Safety & Health Policy		Version No.: 1		
Email Signature		Revision No.: 1		
		Date Prepared: Apr. 8,2024		
		Effectivity Date: Effective upon approval		
Prepared by:		Reviewed by:		Approved by:
Ronald Allan Pablo		D-REACT		Andy Tsui

Investigation Process

Upon receipt of an incident report, the following investigation process will be initiated:

- i. **Initial Assessment** - Immediate action to address any ongoing risk and provide necessary medical attention.
- ii. **Investigation Team** - Formation of an investigation team, including relevant OSH professionals, to examine the incident.
- iii. **Root Cause Analysis** - Utilizing systematic approaches to identify the underlying causes of the incident.
- iv. **Corrective Actions** - Development and implementation of corrective actions to prevent recurrence.
- v. **Follow-Up** - Monitoring the effectiveness of implemented actions and making necessary adjustments.

Evaluation of OSH Programs

To ensure the continuous improvement of the Occupational Safety and Health (OSH) management system, the D-REACT will conduct periodic evaluations with a focus on the following key areas:

- i. **Effectiveness of OSH Initiatives** - Assessing whether OSH programs meet their intended objectives in reducing risks and enhancing employee well-being.
- ii. **Compliance with Legal Requirements** - Ensuring ongoing adherence to RA 11058, the Philippine Labor Code, and DOLE guidelines.
- iii. **Employee Feedback** - Gathering and incorporating employee insights and suggestions for improving OSH practices.
- iv. **Benchmarking** - Comparing the OSH performance with industry standards and best practices to identify areas for improvement.


D-REACT will be responsible for overseeing these evaluations, ensuring that the OSH programs remain effective, compliant, and aligned with both organizational goals and industry expectations.

Health and Welfare

Health Promotion and Wellness Programs

The organization is committed to fostering a workplace environment that promotes the physical, mental, and emotional well-being of its employees. In compliance with Republic Act No. 11058, the



Policy No. RMD-PP-2024-008		Occupational Safety & Health Policy		
Policy Name Occupational Safety & Health Policy		Version No.: 1		
Email Signature		Revision No.: 1		
		Date Prepared: Apr. 8,2024		
		Effectivity Date: Effective upon approval		
Prepared by:		Reviewed by:		Approved by:
Ronald Allan Pablo		D-REACT		Andy Tsui

Philippine Labor Code, and relevant issuances from the Department of Labor and Employment, the following health promotion and wellness programs are instituted:


- i. **Healthy Lifestyle Advocacy** - The organization shall conduct regular campaigns to educate employees on the importance of a healthy lifestyle. These campaigns will cover topics such as balanced nutrition, regular physical activity, and the prevention of non-communicable diseases.
- ii. **Workplace Fitness Programs** - Initiatives such as on-site fitness classes, yoga sessions, and walking groups will be organized to encourage physical activity among employees. The organization will provide resources and facilities where feasible to support these activities.
- iii. **Mental Health Awareness** - Programs to promote mental health awareness and to destigmatize mental health issues in the workplace will be implemented. This includes workshops, seminars, and activities aimed at educating employees about mental health, stress management, and resilience building.
- iv. **Regular Health Screenings and Assessments** - The organization will facilitate regular health screenings and assessments for employees to monitor and promote their health and well-being. These will include annual physical examinations, vision and hearing tests, and other relevant health assessments.

Employee Assistance Programs (EAP)

Recognizing the various personal and professional challenges that employees may face, the organization commits to providing comprehensive Employee Assistance Programs (EAP) that offer the following services:

- i. **Counseling Services** - Confidential counseling services will be made available to employees, addressing issues such as stress, anxiety, depression, family problems, and substance abuse. These services will be provided by qualified professionals and will adhere to the highest standards of privacy and confidentiality.
- ii. **Support Services** - The EAP will also offer support services that include legal assistance, financial advising, and work-life balance programs. These services are designed to assist employees in managing personal and professional challenges effectively.
- iii. **Resource Referral** - Employees will have access to a comprehensive resource referral system through the EAP, guiding them to external services or specialists when necessary for further support or specialized care.



Policy No. RMD-PP-2024-008		Occupational Safety & Health Policy		
Policy Name Occupational Safety & Health Policy		Version No.: 1		
Email Signature		Revision No.: 1		
		Date Prepared: Apr. 8,2024		
		Effectivity Date: Effective upon approval		
Prepared by:	Reviewed by:	Approved by:		
Ronald Allan Pablo	D-REACT	Andy Tsui		

Consultation and Participation

Mechanisms for Employee Participation


The organization is committed to fostering a safe and healthy work environment by ensuring active employee participation in the development, implementation, and evaluation of the Occupational Safety and Health (OSH) policies and programs. To this end, DigiPlus establishes the following mechanisms to facilitate meaningful employee involvement

- i. **OSH Committee (D-REACT)** - In compliance with Republic Act No. 11058 and the Philippine Labor Code, DigiPlus establishes an OSH Committee (D-REACT) composed of representatives from both management and employees. This committee will be responsible for overseeing the OSH policies and programs, ensuring that they are effectively implemented and aligned with legal requirements.
- ii. **Suggestion Scheme** - Employees are encouraged to provide their input and suggestions regarding OSH measures through a dedicated suggestion box or an online platform. All suggestions will be reviewed by the OSH Committee (D-REACT), and contributors will receive feedback on the actions taken.
- iii. **Participatory Audits and Inspections** - Employees will have the opportunity to participate in regular OSH audits and inspections. This involvement ensures that employees have a direct role in identifying potential hazards and contributing to the development of remedial measures.
- iv. **Training and Awareness Programs** - Employees will be actively involved in OSH training sessions and awareness programs, not only as participants but also as contributors. This approach allows employees to share their knowledge and experiences, enhancing the overall effectiveness of the OSH initiatives.
- v. **Feedback and Review Sessions** - Regular feedback sessions will be conducted to gather employees' perspectives on the effectiveness of OSH policies and programs. This feedback will be integral to the continuous improvement process, ensuring that DigiPlus' OSH efforts are responsive to the needs and concerns of its employees.

Consultation with External Experts

To supplement internal expertise and ensure compliance with the latest OSH standards and best practices, DigiPlus will engage with a variety of external experts:



Policy No. RMD-PP-2024-008		Occupational Safety & Health Policy		
Policy Name Occupational Safety & Health Policy		Version No.: 1		
Email Signature		Revision No.: 1		
		Date Prepared: Apr. 8, 2024		
		Effectivity Date: Effective upon approval		
Prepared by:		Reviewed by:		Approved by:
Ronald Allan Pablo		D-REACT		Andy Tsui

- i. **OSH Consultants** - DigiPlus will periodically consult with accredited OSH consultants to review policies and programs, ensuring they align with national standards and industry best practices.
- ii. **Government Agencies** - Collaboration with government agencies, particularly the Department of Labor and Employment (DOLE), will be a cornerstone of DigiPlus' OSH strategy. The organization will seek guidance and comply with regulations and directives issued by DOLE and other relevant authorities.
- iii. **Non-Governmental Organizations** - Engaging with non-governmental organizations that specialize in OSH will provide DigiPlus with additional perspectives and resources. These collaborations can offer insights into innovative practices and help the organization benchmark its efforts against industry standards.
- iv. **Industry Associations** - Participation in industry associations will allow us to stay abreast of OSH trends and best practices. This engagement will also provide opportunities for learning from and contributing to collective industry efforts to improve occupational safety and health.

Record Keeping and Documentation


OSH Records Management

In alignment with Republic Act No. 11058, the Philippine Labor Code, and relevant issuances from the Department of Labor and Employment, the organization commits to rigorous Occupational Safety and Health (OSH) records management. This commitment ensures the safety and well-being of all employees by maintaining comprehensive records that facilitate the monitoring and continuous improvement of DigiPlus' OSH practices.

Types of Records to be Maintained

- i. **Training Records** - Documentation of all OSH training sessions provided to employees, including dates, topics covered, instructors' details, and attendance records. These records are pivotal for assessing the effectiveness of training programs and ensuring all employees are well-informed about OSH standards and practices.
- ii. **Accident Reports** - Detailed reports of any workplace accidents or incidents, including the nature of the incident, affected individuals, time and place, investigative findings, and corrective actions implemented. These reports are crucial for preventing future incidents and ensuring a safe working environment.



Policy No. RMD-PP-2024-008		Occupational Safety & Health Policy		
Policy Name Occupational Safety & Health Policy		Version No.: 1		
Email Signature		Revision No.: 1		
		Date Prepared: Apr. 8, 2024		
		Effectivity Date: Effective upon approval		
Prepared by:		Reviewed by:		Approved by:
Ronald Allan Pablo		D-REACT		Andy Tsui

- iii. **Health Surveillance Data** - Records of health assessments and screenings conducted as part of DigiPlus' occupational health surveillance program. This includes individual health records, aggregated health data, and any measures taken in response to identified health risks.

Given the sensitivity and confidentiality of medical data involved in the Annual Examination of Employees, the Human Resources Department (HRD) will oversee and manage the record-keeping process. HRD is uniquely qualified to handle this responsibility, given their expertise in managing personal and sensitive employee information in accordance with data privacy regulations and organizational policies. HRD will ensure that all data is securely stored, with access restricted to authorized personnel only, and will maintain the integrity and confidentiality of the information at all times. Additionally, HRD will monitor this process to ensure ongoing compliance. This approach aligns with our commitment to protecting employee privacy and adhering to relevant data protection laws.


Confidentiality and Access to OSH Records

The confidentiality of employee health information is paramount. All health surveillance data and related records will be treated with the utmost confidentiality, in compliance with applicable privacy laws and regulations. Access to these records will be strictly controlled, ensuring that only authorized personnel with a legitimate need to know can access sensitive health information.

Access to OSH Records

- i. **Employee Access** - Employees have the right to access their own OSH records, including training records and personal health surveillance data. Requests for access must be made in writing and will be responded to within a reasonable timeframe, as stipulated by Philippine laws.
- ii. **Management Access** - Specific members of management, particularly those responsible for OSH oversight and compliance, will have access to OSH records as necessary for performing their duties. This access is limited to information that is pertinent to ensuring the health and safety of employees and maintaining compliance with OSH regulations.
- iii. **Legal and Regulatory Access** - In cases where legal or regulatory bodies require access to OSH records for inspections, investigations, or compliance verification, the organization will comply with such requests in accordance with the law, ensuring that any disclosure of information is conducted in a controlled and legally compliant manner.



Policy No.	RMD-PP-2024-008	Occupational Safety & Health Policy		
Policy Name	Occupational Safety & Health Policy		Version No.: 1	
Email Signature			Revision No.: 1	
			Date Prepared: Apr. 8, 2024	
			Effectivity Date: Effective upon approval	
Prepared by:		Reviewed by:		Approved by:
Ronald Allan Pablo	D-REACT			Andy Tsui

Human Resource Department, with access to necessary overall employee data and medical records, is best suited for handling compliance forms such as the Annual Physical Examination (APE). Therefore, the following tasks are assigned to the HR Team, specifically the Clinic with its medical practitioner:

1. Annual Medical Report
2. Employers Work Accident Illness Report
3. Annual Work Accident/Injury Exposure Data Report

Due to the sensitivity of the data, HRD will be responsible for completing these reports. This approach ensures accurate data handling, regulatory compliance, and efficient operations.


Policy Implementation and Review

Implementation Strategy

The effective rollout of the Occupational Safety and Health (OSH) policy across the organization is crucial to safeguard the health and safety of all employees and to ensure compliance with Republic Act No. 11058, the Philippine Labor Code, and relevant issuances from the Department of Labor and Employment (DOLE). DigiPlus' strategy involves a structured approach to implementation, communication, and engagement.

- i. **Communication and Training** - The OSH policy will be communicated to all employees through a series of informative sessions and training programs. These sessions will ensure that all employees understand their roles and responsibilities under the policy and are equipped with the necessary knowledge and skills to adhere to OSH standards.
- ii. **Integration into Business Processes** - The OSH policy will be integrated into all relevant business processes and operations. This includes risk assessments, job safety analyses, and the incorporation of safety standards into routine practices.
- iii. **Resource Allocation** - Adequate resources will be allocated to support the implementation of the OSH policy. This includes the provision of safety equipment, training materials, and access to health and safety professionals.
- iv. **Establishment of OSH Committee (D-REACT)** - OSH Committee (D-REACT)s will be established at various levels of the organization to oversee the implementation of the policy, address OSH concerns, and facilitate communication between management and employees.
- v. **Monitoring and Reporting** - Mechanisms will be put in place to monitor compliance with the OSH policy and to report on OSH performance. This includes regular inspections, audits, and the establishment of reporting channels for OSH incidents and concerns.



Policy No. RMD-PP-2024-008		Occupational Safety & Health Policy		
Policy Name Occupational Safety & Health Policy		Version No.: 1		
Email Signature		Revision No.: 1		
		Date Prepared: Apr. 8, 2024		
		Effectivity Date: Effective upon approval		
Prepared by:		Reviewed by:		Approved by:
Ronald Allan Pablo		D-REACT		Andy Tsui

Review and Continuous Improvement

Regular review and continuous improvement of the OSH policy are essential to ensure its effectiveness, relevance, and compliance with evolving legal requirements and best practices.

- i. **Annual Reviews** - The OSH policy will be reviewed at least annually or more frequently if significant changes in legislation or operations occur. This review will assess the policy's effectiveness, relevance, and compliance with current legal requirements.
- ii. **Stakeholder Engagement** - Employees, management, and other stakeholders will be involved in the review process to provide feedback and suggestions for improvement. This inclusive approach ensures that the policy remains practical, effective, and aligned with the needs of all stakeholders.
- iii. **Legal Compliance Check** - Each review will include a thorough compliance check to ensure that the policy remains in alignment with the latest legal requirements, including those set forth in Republic Act No. 11058, the Philippine Labor Code, and relevant DOLE issuances.
- iv. **Continuous Improvement** - Based on the review findings, continuous improvement actions will be identified and implemented to enhance the policy's effectiveness and compliance. This may include updates to procedures, increased training, or enhanced communication strategies.
- v. **Documentation and Communication** - Any changes to the policy resulting from the review process will be documented and communicated to all employees and stakeholders. Updated training and resources will be provided to ensure that all personnel are informed of the new procedures and requirements.

Repealing Clause

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

Effectivity

This Policy shall take effect immediately after its publication.

