



OCCUPATIONAL SAFETY, HEALTH PROGRAM AND POLICY

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I. POLICY TITLE

PROMOTION OF DRUG FREE WORKPLACE

II. INTRODUCTION

In compliance with Article V of Republic Act No. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, and its Implementing Rules and Regulations and DOLE Department Order No. 53-03, series of 2003 (Guidelines for the Implementation of a Drug-Free Workplace Policies and Programs for the Private Sector), Shakey's Pizza Asia Ventures Inc. hereby adopts the following policies and programs to achieve a drug-free workplace;

III. COMPANY POLICY ON DRUG-FREE WORKPLACE

Shakey's Pizza Asia Ventures Inc. explicitly prohibits;

- a. The use, possession, solicitation for, or sale of dangerous drugs on company premises or while performing an assignment.
- b. Being impaired or under the influence of dangerous drugs away from the company, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
- c. Possession, use, solicitation for, or sale of dangerous drugs away from the company premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
- d. The presence of any detectable amount of dangerous drugs in the employee's system while at work, while on the premises of the company, or while on company business. "Dangerous Drugs" include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated in the attached annex of R.A. 9165.

IV. COMPANY PROGRAM ON DRUG-FREE WORKPLACE

MANDATORY DRUG TEST

- a. To ensure that only those qualified shall be screened and recruited to prevent the detrimental effects (e.g. lower productivity; poor decision making; increased accidents; more compensation claims; and reduced team effort)

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which drug use and abuse may cause in the workplace, the conduct of mandatory drug test shall be required for pre-employment.

- b. Shakey's Pizza Asia Ventures Inc. designates a drug testing center which must be duly accredited by the Department of Health (DOH) as its authorized drug testing laboratory.
- c. Shakey's Pizza Asia Ventures Inc. may also conduct drug testing under any of the following circumstances;
 - i. **RANDOM TESTING**
 - Officer/employees may be selected at random for drug testing at any interval determined by the Company.
 - ii. **FOR-CAUSE TESTING**
 - The company may ask an officer/employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs, including, but not limited to, the following circumstances: evidence of drugs on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
 - iii. **POST-ACCIDENT TESTING**
 - Any officer/employee involved in a "Near-Miss" incident or "Work Accident" under circumstances that suggest possible use or influence of drugs may be asked to submit to a drug test. As defined herein, "Near-Miss" means an incident arising from or in the course of work which could have led to injuries or fatalities of the workers and/or considerable damage to the employer had it not been curtailed. "Work Accident" refers to unplanned or unexpected occurrence that may or may not result in personal injury, property damage, work stoppage or interference or any combination thereof of which arises out of and in the course of employment.
- d. All drug tests shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of the drug used and the confirmatory test which will confirm a positive screening test. Where the confirmatory test turns positive, the company's Assessment Team shall evaluate the results and determine the level of care and administrative interventions that can be extended to the concerned employee and the Employee Relations Section shall be immediately furnished a copy of the test results for appropriate administrative discipline procedures.
- e. Shakey's Pizza Asia Ventures Inc. shall inform the officer/employee who was subjected to a drug test of the test-results whether positive or negative.
- f. All costs of drug testing shall be borne by Shakey's Pizza Asia Ventures Inc.

V. TREATMENT, REHABILITATION, AND REFERRAL

- An officer/employee who, for the first time, is found positive of drug use, shall be referred for treatment and/or rehabilitation in a DOH accredited center, without prejudice to appropriate administrative disciplinary actions the employer may initiate. For this purpose, Shakeys Pizza Asia Ventures Inc., shall provide a list of at least three (3) accredited facilities which an employee who was tested positive for drugs may choose from.
- Following rehabilitation, the company's Assessment Team, in consultation with the head of the rehabilitation center,

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shall evaluate the status of the drug dependent employee and recommend to the employer the resumption of the employee's job if he/she poses no serious danger to his/her co-employees and/or the workplace. This clause is without prejudice to the right of the employer to initiate disciplinary action including termination of employment of the subject employee for violation of the Code of Conduct provisions on illegal drugs.

- All costs for the treatment and rehabilitation of the drug dependent employee shall be charged to his account. The period during which the employee is under treatment or rehabilitation shall be considered as authorized leaves without pay. This clause is without prejudice to the right of the employer to initiate disciplinary action including termination of employment of the subject employee for violation of the Code of Conduct provisions on illegal drugs.
- Repeated drug use even after ample opportunity for treatment and rehabilitation shall be dealt with the corresponding penalties under R.A. 9165 and is a ground for immediate dismissal.

VI. ADVOCACY, EDUCATION AND TRAINING

- Shakeys Pizza Asia Ventures Inc. undertakes to increase the awareness and education of its officers and employees on the adverse effects of dangerous drugs through continuous advocacy, education and training programs/activities to all its officers and employees.
- All officers and employees are required to undergo an orientation/education program before assumption of their respective duties. The program shall include the following topics:
 - a. Salient features of R.A. 9165;
 - b. Adverse effects of abuse and/or misuse of dangerous drugs on the person, workplace, family and the community;
 - c. Preventive measures against drug abuse; and
 - d. Steps to take when intervention is needed, as well as available services for treatment and rehabilitation.
- To encourage all officers and employees to lead a healthy lifestyle while at work and at home, Shakey's Pizza Asia Ventures Inc. undertakes to conduct the following activities as often as possible:
 - a. Lifestyle assessment programs on health nutrition, weight management, stress management, alcohol abuse, smoking cessation, and other indicators of risk diseases;
 - b. Health wellness screenings (e.g. blood pressure and heart rate, cholesterol test, blood glucose, etc.);
 - c. Sports, recreational and fun-game activities; and
 - d. Other activities promoting health and wellness.

VII. ROLES, RIGHTS AND RESPONSIBILITIES OF EMPLOYER AND EMPLOYEES

- Shakey's Pizza Asia Ventures Inc., shall ensure that the workplace policies and programs on the prevention and control of dangerous drugs, including drug testing, shall be disseminated to all officers and employees. Shakey's Pizza Asia Ventures Inc shall obtain a written acknowledgement from the employees that the policy has been read and understood by them.
- Shakey's Pizza Asia Ventures Inc. shall maintain the confidentiality of all information relating to drug tests or to the identification of drug users in the workplace; exceptions may be made only where required by law, in case of overriding public health and safety concerns; or where such exceptions have been authorized in writing by the person concerned.

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- All officers and employees shall enjoy the right to due process, absence of which will render the referral procedure ineffective.

VIII. CONSEQUENCES OF POLICY VIOLATIONS

- Any officer or employee who uses, possesses, distributes, sells or attempts to sell, tolerates, or transfers dangerous drugs or otherwise commits other unlawful acts as defined under Article II of RA 9165 and its Implementing Rules and Regulations shall be subject to the pertinent provisions of the said Act.
- Any officer or employee found positive for use of dangerous drugs shall be dealt with administratively in accordance with the provisions of Article 282 of Book VI of the Labor Code and under RA 9165. 5
- This Policy is an addendum to the Code of Conduct provisions on illegal drugs. Any form of violation of this Policy shall be a ground for disciplinary action applying the penalties provided for in the Code of Conduct provisions on illegal drugs.

IX. MONITORING AND EVALUATION

- The implementation of these policies and programs shall be monitored and evaluated periodically by management to ensure a drug-free workplace. For this purpose, an Assessment Team shall be constituted in accordance with D.O. 53-03.

X. EFFECTIVITY

- The provisions of these policies and programs shall be immediately effective after its ratification by the management and the employee's representatives and its posting in the company's bulletin board.

XI. REFERENCES

- Article 282 of Book VI of the Labor Code
- RA 9165 "Comprehensive Dangerous Drugs Act of 2002"
- DEPARTMENT ORDER NO. 53-03 "GUIDELINES FOR THE IMPLEMENTATION OF DRUG-FREE WORKPLACE POLICIES AND PROGRAMS FOR THE PRIVATE SECTOR"

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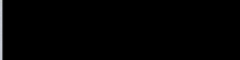
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I. POLICY TITLE

MENTAL HEALTH SERVICES IN THE WORKPLACE

II. OBJECTIVE

- Promote mental health by developing the positive aspects of work and the strengths of employee
- Protect the rights and freedoms of persons with psychiatric, neurologic, and psychosocial need of employees
- Protect mental health by reducing work-related risk factors

Address mental health problems regardless of cause

III. SCOPE

This Policy and Program covers all employees working under SPAVI regardless of employment status

IV. POLICY STATEMENT

1. **RATIONALE** – In as far as Occupational Safety and Health & DOH is concern, SPAVI commits to provide strategies to avoid occupational diseases to its works force thus promoting more productivity and healthier workplace for its employees
2. **STRUCTURE** – This Policy and Program shall be managed by Company's Health and Safety Committee.
3. **RESPONSIBILITY** – As Members of the Occupational Safety and Health Committee, the General Manager including Corporate Safety Officer, representative from other department and Union group shall be responsible in the implementation and monitoring compliance of this policy and program.

3.1 PREVENTIVE MEASURE

- To achieve the objective of this policy the following preventive measure is being promulgated by SPAVI in reference RA 11036 "AN ACT ESTABLISHING A NATIONAL MENTAL HEALTH POLICY FOR THE PURPOSE OF ENHANCING THE DELIVERY OF INTEGRATED MENTAL HEALTH SERVICES, PROMOTING AND PROTECTING THE RIGHTS OF PERSONS UTILIZING PSYCHIATRIC, NEUROLOGIC AND PSYCHOSOCIAL HEALTH SERVICES, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES"
- 3.1.1 Awareness of the workplace environment and how it can be adapted to promote better mental health for different employees
- 3.1.2 Awareness of sources of support and where people can find help
- 3.1.3 Implementation and enforcement of health and safety policies and practices, including identification of distress, harmful use of psychoactive substances and illness and providing resources to manage them
- 3.1.4 Involving employees in decision-making, conveying a feeling of control and participation; organizational practices that support a healthy work-life balance

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- Promote healthy and supportive workplace

4. REPORTING AND MONITORING

- Cases and occurrence mental health service secondary to the above nature of work shall be reported to the Department of Labor and Employment Regional Office & DOH which has jurisdiction over the workplace.

5. REFERENCES

- RA 11036 “AN ACT ESTABLISHING A NATIONAL MENTAL HEALTH POLICY FOR THE PURPOSE OF ENHANCING THE DELIVERY OF INTEGRATED MENTAL HEALTH SERVICES, PROMOTING AND PROTECTING THE RIGHTS OF PERSONS UTILIZING PSYCHIATRIC, NEUROLOGIC AND PSYCHOSOCIAL HEALTH SERVICES, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES”

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OCCUPATIONAL SAFETY, HEALTH PROGRAM AND POLICY

CONTROL NO.	OSHP- HIV/AIDS-002
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I. POLICY TITLE

PREVENTION AND CONTROL OF HIV-AIDS

II. OVERVIEW AND OBJECTIVE

- 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, SPAVI's Workplace Policy and Program on STD/HIV and AIDS 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.

III. SCOPE

- This Policy and Program shall cover all employees working under SPAVI regardless of employment status is also covered by this policy and program.

IV. IMPLEMENTING STRUCTURE

- Shakey's Pizza Asia Ventures Inc., HIV/AIDS Program shall be managed by its health and safety committee consists of representatives from the different divisions, departments and Labor Union Group.

V. BASIC INFORMATION ON HIV/AIDS

A. 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.

B. 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.

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C. 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.

VI. GUIDELINES

A. PREVENTIVE STRATEGIES

1. CONDUCT OF HIV-AIDS EDUCATION

a. WHO WILL CONDUCT?

The Medical Clinic of Shakey's Pizza Asia Ventures Inc., in 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. Shakey's Pizza Asia Ventures Inc. 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.

VII. SOCIAL RESPONSIBILITIES

A. NON-DISCRIMINATORY POLICY AND PRACTICES

- 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.
- Workplace management of sick employees shall not differ from that of any other illness.
- Discriminatory act done by an officer or an employee against their co-officer or co-employee shall likewise be penalized.

B. CONFIDENTIALITY/NON-DISCLOSURE POLICY

- Access to personal data relating to a worker's HIV status shall be bound by the rules of confidentiality consistent

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with provisions of R.A. 8504 and the ILO Code of Practice.

- Job applicants and workers shall not be compelled to disclose their HIV/AIDS status and other related medical information.
- Co-employees shall not be obliged to reveal any personal information relating to the HIV/AIDS status of fellow workers.

C. WORK-ACCOMMODATION AND ARRANGEMENT

- Shakey's Pizza Asia Ventures Inc shall take measures to reasonably accommodate employees with AIDS related illnesses.
- 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.

VIII. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND WORKERS

A. EMPLOYER'S RESPONSIBILITIES

- 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.
- Provide information, education and training on HIV/AIDS for its workforce.
- Ensure non-discriminatory practices in the workplace and that the policy and program adhere to existing legislations and guidelines.
- Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.
- 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.
- 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

- 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
- Employees shall practice non-discriminatory acts against co-employees.
- Employees and their organization shall not have access to personnel data relating to a worker's HIV status.
- Employees shall comply with universal precaution and preventive measures.

IX. IMPLEMENTATION AND MONITORING

- Health and Safety Committee shall regularly monitor and evaluate implementation of this policy and program.

X. REFERENCES

- ILO C111 "Discrimination (Employment and Occupation) Convention, 1958"

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- Department Order No. 102-10 "GUIDELINES FOR THE IMPLEMENTATION OF HIV AND AIDS PREVENTION AND CONTROL IN THE WORKPLACE PROGRAM"
- DOLE Memorandum Circular No. 02 Series of 2000 "Guidelines in the Application of the Workplace Component of Republic Act No. 8504 otherwise known as the "Philippine AIDS Prevention and Control Act of 1998" and its Implementing Rules and Regulations.
- Department Order No. 38-03 "CREATING AN INTER-AGENCY COMMITTEE ON STD/ HIV AND AIDS IN THE WORKPLACE"

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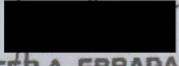
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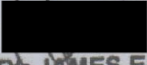
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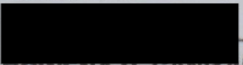
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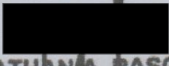

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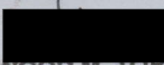

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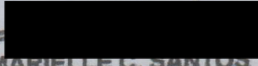

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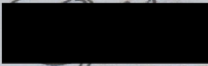

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I. POLICY TITLE

WORKPLACE POLICY AND PROGRAM ON TUBERCULOSIS (TB) PREVENTION AND CONTROL

II. OVERVIEW

- Shakey's Pizza Asia Ventures Inc recognizes that while 80% of Tuberculosis (TB) cases belong to the economically productive individuals, it is also treatable, and its spread can be curtailed if proper control measures will be implemented. As such, this TB Policy and Program is hereby issued for the information and guidance of the employees.

III. OBJECTIVE

- To address the stigma attached to TB and to ensure that the worker's right against discrimination, brought by the disease, is protected.
- To facilitate free access to anti-TB medicines of affected employees through referrals.

IV. IMPLEMENTING STRUCTURE

- Shakey's Pizza Asia Ventures Inc, TB Program shall be managed by its Health and Safety Committee consists of representatives from the different divisions and departments.

V. SCOPE

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

VI. GUIDELINES

A. PREVENTIVE STRATEGIES

1. CONDUCT OF TUBERCULOSIS (TB) ADVOCACY, TRAINING AND EDUCATION

- a. TB education shall be conducted by the Shakey's Pizza Asia Ventures Inc, Medical Clinic in close coordination with the health and safety committee, through distribution and posting of IEC materials and counselling and/ or lectures.
- b. Engineering measures such as improvement of ventilation, provision for adequate sanitary facilities and observance of standard for space requirement (avoidance of overcrowding) shall be implemented.

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

- a. Shakey's Pizza Asia Ventures Inc ensures to establish a referral system and provide access to diagnostic and treatment services for its employees. In addition to this, Shakey's Pizza Asia Ventures Inc will make arrangements with the nearest Direct Observed Treatment (DOT) facility.
- b. Shakey's Pizza Asia Ventures Inc see to it that the company adheres to the DOTS guidelines on the

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diagnosis and treatment.

B. MEDICAL MANAGEMENT

- a. Shakey's Pizza Asia Ventures Inc ensures to adopt the DOTS strategy in the management of workers with tuberculosis. TB case finding, case holding and Reporting and Recording will be in accordance with the Comprehensive Unified Policy (CUP) and the National Tuberculosis Control Program.
- b. Shakey's Pizza Asia Ventures Inc at the minimum will refer employees and their family members with TB to private or public DOTS centers.

C. SOCIAL POLICY

1. Non-discriminatory Policy and Practices

- a. Shakey's Pizza Asia Ventures Inc renounces any form of discrimination against employees from pre to post employment, including hiring, promotion, or assignment, on account of their TB status. This is without prejudice to the overarching policy on public health that SPAVI may invoke in exercising its management prerogative in preventing the spread of TB and related illnesses.
- b. Shakey's Pizza Asia Ventures Inc ensures that workplace management of sick employees will not differ from that of any other illness. Persons with TB related illnesses will be able to work for as long as medically fit and do not expose contamination or infection in view of SPAVI's nature as a food/restaurant business.

2. Work-Accommodation and Arrangement

- a. Shakey's Pizza Asia Ventures Inc ensures agreements made between employee's representatives will reflect measures that will support workers with TB through flexible leave arrangements, rescheduling of working time and arrangement for return to work.
- b. The employee may be allowed to return to work with reasonable working arrangements as determined by the Company Health Care provider and/or the DOTS provider.

D. COMPENSATION

- Shakey's Pizza Asia Ventures Inc shall provide access to Social Security System and Employees Compensation benefits under PD 626 to an employee who acquired TB infection in the performance of his/her duty.

VII. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEES

A. EMPLOYER'S RESPONSIBILITIES

- Shakey's Pizza Asia Ventures Inc, together with workers/ labor organizations, company focal personnel for human resources, safety and health personnel will develop, implement, monitor and evaluate the workplace policy and program on TB.
- Provide information, education and training on TB prevention for its workforce.
- Ensure non-discriminatory practices in the workplace.
- Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel only.
- Shakey's Pizza Asia Ventures Inc, through its Human Resources Department, will see to it that the company policy and program is adequately funded and made known to all employees.
- Health and Safety Committee, together with employees/ labor organizations will jointly review the policy and

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program and continue to improve these by networking with government and organizations promoting TB prevention.

B. EMPLOYEES' RESPONSIBILITIES

- The employee's organization shall undertake an active role in educating and training their members on TB prevention and control.
- Employees shall practice non-discriminatory acts against co-workers.
- Employees and their organization shall not have access to personnel data relating to a worker's TB status.
- Employees shall comply with universal precaution and the preventive measures.

VIII. IMPLEMENTATION AND MONITORING

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

IX. EFFECTIVITY

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

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CHECKED BY:

REVIEWED BY:

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Safety Officer

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Admin. Manager

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Legal Counsel

NOTED BY:

CONCURRED BY:

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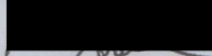
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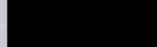
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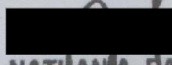

JENNIFER A. EBRADA
Admin. Manager

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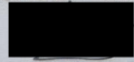

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SPAWNED FROM ORIGINAL DOCUMENT



OCCUPATIONAL SAFETY, HEALTH PROGRAM AND POLICY

CONTROL NO.	OSHP-HEPB-002
EFFECTIVITY DATE	MAY 16, 2019
SUPERSEDING	OSHP-HEPB-001
PAGE NO.	1
TOTAL NO. OF PAGES	4

I. POLICY TITLE

PREVENTION AND CONTROL OF HEPATITIS B

II. OBJECTIVE

- SHAKEYS PIZZA ASIA VENTURES INC is committed to conform to the established standards assurance of customer satisfaction, protection of our environment and health and safety in the workplaces.
- The company promotes and ensures a healthy environment through its various health programs to safeguard its employees. And as part of the company's compliance to DOLE Department Advisory No. 05, Series of 2010, this Program has been developed. This program aims to address the stigma attached to hepatitis B and to ensure that the employees' right against discrimination and confidentiality is maintained.
- This guideline is formulated for everybody's information and reference for the diagnosis, treatment, and prevention of Hepatitis B. This will inform the employees of their role as well as the company in dealing with Hepatitis B. A healthy environment encompasses a good working relationship and great output for continuous business growth.

III. IMPLEMENTING STRUCTURE

- SHAKEYS PIZZA ASIA VENTURES INC Hepatitis B workplace policy and program shall be managed by its health and safety committee. Each division, department and Labor Union Group of the Company shall be duly represented.

IV. SCOPE

- This Policy and Program shall cover all employees working under SPAVI regardless of employment status.

V. GUIDELINES

A. EDUCATION

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1. Coverage. All employees regardless of employment status shall be provided with hepatitis B education services for free as part of on-boarding procedure. SPAVI may provide additional hepatitis B education services for free at any time during the employment period as the need arises and/or as may be deemed appropriate by management;
2. Hepatitis B shall be conducted through distribution and posting of IEC materials and counselling and/ or lectures; and
3. Hepatitis B education shall be spearheaded by Shakey's Pizza Asia Ventures Inc Medical Clinic in close coordination with the health and safety committee.

B. PREVENTIVE STRATEGIES

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

A. 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. 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.

B. 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.

C. 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.

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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.

D. SCREENING, DIAGNOSIS, TREATMENT AND REFERRAL TO HEALTH CARE SERVICES

1. Shakey's Pizza Asia Ventures Inc 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 B positive employees is highly encouraged.
3. Screening for Hepatitis B as a prerequisite to employment shall not be mandatory.

E. COMPENSATION

- Shakey's Pizza Asia Ventures Inc shall provide access to Social Security System and Employees Compensation benefits under PD 626 to an employee contracted Hepatitis B infection in the performance of his duty.

VII. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEES

A. 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

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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.

B. EMPLOYEES RESPONSIBILITIES

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

- Within the establishment, the implementation of the policy and program shall be monitored and evaluated periodically. The safety and health committee or its counterpart shall be tasked for this purpose.

IX. EFFECTIVITY

This Policy shall take effect immediately and shall be made known to all employees

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