 RIVERSIDE BACOLOD CANCER CARE CENTER	Document Code:	DPOTMH-MW-P04
	Effective Date:	09-30-2022
	Document Type:	Policy
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	Department/Section:	Metro RMCI Cancer Care Center
	Document Title:	CORPORATE SOCIAL RESPONSIBILITY POLICY

PURPOSE:

This policy recognizes that Metro RMCI Cancer Center (MRCCC) is one of the stewards of society and, therefore, together with its stakeholders and in collaboration with others, has to fulfill its social responsibility. It is the company's way of giving back to the community or to the world what it has given to MRCCC.

LEVEL:


All Employees of Metro RMCI Cancer Center (MRCCC)

DEFINITION OF TERMS:


Corporate Social Responsibility – refers to programs or advocacies on values, environmental protection, volunteerism, climate change mitigating programs, health and well-being of the companies employee's and the society in general while pursuing its mission and vision.

POLICY:

1. MRCCC, as a corporation, affirms that it has a responsibility to fulfill in society.
2. MRCCC shall encourage and engage its employees in any corporate social responsibility (CSR) activities, such as corporate-sponsored blood-letting programs, tree-planting activities, medical missions, and waste reduction, recycling, and proper waste segregation and disposal in the hospital and at home.
3. MRCCC shall also inculcate the spirit and value of volunteerism. Volunteer work in the government "Bayanihan" projects such as DepED's Brigada Eskwela, Barangay or City-wide Clean Up Drive, being an officer of the Parents Teachers Association (PTA), Feeding Programs, and active membership and participation or service to any Church's Lay Organization, Ministries, Movements, and Association's (LOMAs) can also be part of CSR.

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4. MRCCC believes that charity is an important virtue that every employee shall possess. Giving financial support to a charitable organization while protecting it from unscrupulous appeals and misuse of funds, assisting patients in obtaining financial assistance from government agencies such as the Philippine Charity Sweepstakes Office (PCSO) and private support groups such as the Kadughan Foundation for Breast Cancer, and so on, are all examples of Corporate Social Responsibility (CSR).
5. In order to reduce its green gas emissions, MRCCC shall also investigate the use of renewable energy, the purchase of equipment with an Energy Star Label, the use of energy-saving light bulbs, the installation of solar lights, and the use of non-toxic chemicals.
6. The MRCCC shall also organize gift giving to various adopted Non-Government Organizations such as St. Vincent Home for the Aged, St. Mary's Home for the Aged, and other non-profit organizations and charitable institutions. Employees shall not solicit in kind or any monetary contribution for MRCCC's Corporate Social Responsibility or other activities using the name of MRCCC and its subsidiaries.
7. During times of health emergencies such as disease outbreaks and or pandemics, adherence to Basic Health Protocols issued by government agencies such as the Department of Health (DOH), Inter-Agency Task Force (IATF), and Department of Interior and Local Government (DILG) can also be considered as corporate social responsibility.
8. Any CSR initiatives done by the employee must be logged or recorded in a logbook for the company's corporate social responsibilities. If possible, an employee's contribution to corporate social responsibilities must be included in the PMP annually.

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9. All gifts, donations, and contributions received or given voluntarily in cash or in kind shall be recorded in a logbook. It shall adhere to other policies regarding gifts, and donations, hospitality and compliance to good governance.

DOCUMENTATION:


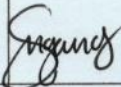

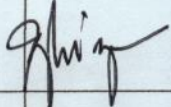
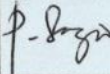
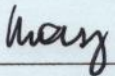
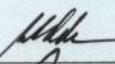
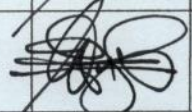
Revised Policy

DISSEMINATION:

1. Hospital Manual of Policies and Procedures
2. Hospital Communicator

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