	Document Code:	DPOTMH-M-P02
	Effective Date:	06-30-2022
	Document Type:	Policy
	Page Number:	1 of 5
	Department/Section:	Metro RMCI Cancer Care Center
	Document Title:	HIV/AIDS WORKPLACE POLICY AND PROGRAM FOR MRCCC EMPLOYEES

PURPOSE:

In compliance with Republic Act No. 8504 otherwise, known as the Philippine AIDS Prevention and Control Act of 1998, Riverside Medical Center, Inc. (RMCI) recognizes the seriousness of the HIV/AIDS epidemic and its impact on the workplace. RMCI supports national efforts to reduce the spread of infection and minimize the impact of the disease. This Policy has been formulated for the guidance and information of the employees in the diagnosis, treatment, and prevention of HIV/AIDS in the workplace.


RMCI does not discriminate nor tolerate discrimination against employees or job applicants on any grounds, including HIV status. While RMCI recognizes that there are circumstances unique to HIV infection, this policy rests on the principle that HIV infection and AIDS should be treated like any other serious condition or illness that may affect employees. This takes into consideration that HIV-positive personnel can have full and active lives for many years. Bound by the understanding that HIV is not spread through casual contact, the company is committed in providing a safe and healthy workplace for all workers.

LEVEL:

This policy applies to, and shall be implemented by, all company personnel of Metro RMCI Cancer Care Corporation (MRCCC).

DEFINITION OF TERMS:

HIV– It is a virus known as Human Immunodeficiency Virus that attacks the immune system. By attaching itself to and killing critical cells that govern and sustain the human immune system, this virus gradually impairs a person's capacity to fight off other infections.

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AIDS – Acquired Immune Deficiency Syndrome (AIDS) is the most advanced stage of the HIV infection and develops when the virus has greatly affected the immune system.

Stigma – It is a negative societal perception of an individual's attribute that might be interpreted as a mental, physical, or social shortcoming. It implies social dissent and can unfairly lead to discrimination against and exclusion of the person.

Discrimination – It is a differential treatment of the members of different members of minority groups. Discrimination is usually a behavioural manifestation of prejudice and therefore involves unpleasant, aggressive, and detrimental treatment of the members of rejected groups.


POLICY:

1. The policy should include provisions in the following areas:
 - a) The protection of the rights of those affected by HIV/AIDS
 - b) Prevention through information, education, and training
 - c) Care and support for workers and their families

2. Preventive Strategies

a) Conduct of HIV/AIDS Education

1. The Training and Development Section of RMCI in coordination with the Safety and Pollution Control Unit and Safety and Health Committee shall conduct a free HIV/AIDS education to all employees. The standardized information package developed by the Department of Labor and Employment (DOLE) shall be used for this purpose.
2. The HIV/AIDS education shall be conducted through distribution and posting of IEC materials, lectures, counselling and training, and

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information on adherence to standard or universal precautions in the workplace.

b) Screening, Diagnosis, Treatment and Referral to Health Care Services

1. Screening for HIV as a prerequisite to employment is not mandatory.
2. The company shall encourage positive health seeking behaviour through Voluntary Counselling and Testing.
3. 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.
4. The company shall likewise facilitate access to livelihood assistance for the affected employee and his/her families, being offered by other government agencies.


3. Social Policy

a) Non-discriminatory Policy and Practices

1. 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.
2. Workplace management of sick employees shall not differ from that of any other illness.
3. Any discriminatory act done or showing of stigma by an officer or an employee against their co-officer or co-employee shall likewise be penalized.

4. Confidentiality/Non-Disclosure Policy


- a) Access to personal data relating to worker's HIV status shall be bound by the rules of confidentiality consistent with provisions of R.A. 8504 and the ILO Code of Practice.

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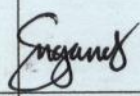

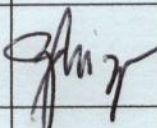
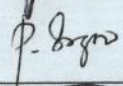
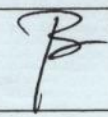
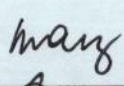
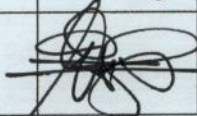
- b) Job applicants and workers shall not be compelled to disclose their HIV/AIDS status and the other related medical information.
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5. **Work – Accommodation and Arrangement**

- a) The company shall take measures to reasonably accommodate employees with AIDS related illness.
- b) 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.

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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	PETER L. MINGUILLO OIC- Organizational Development		5/23/2022
	NEIL M. GANCHERO, MN, FPCHA MRCCC Manager		5/24/22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		5/27/2022
Recommending Approval:	NANCY B. HIZON, MS Psych, FPCHA Human Resources Division Officer		5/27/22
	PAOLO G. SOGONO, MD, DPBRO Medical Director- MRCCC		5/31/2022
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		6/2/22
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		6.3.22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/14/22

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information on adherence to standard or universal precautions in the workplace.

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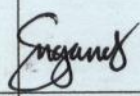

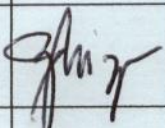
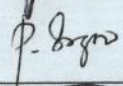
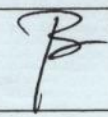
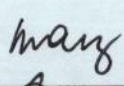
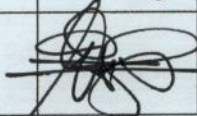
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APPROVAL:

	Name/Title	Signature	Date
Prepared by:	PETER L. MINGUILLO OIC- Organizational Development		5/23/2022
	NEIL M. GANCHERO, MN, FPCHA MRCCC Manager		5/24/22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		5/27/2022
Recommending Approval:	NANCY B. HIZON, MS Psych, FPCHA Human Resources Division Officer		5/27/22
	PAOLO G. SOGONO, MD, DPBRO Medical Director- MRCCC		5/31/2022
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		6/2/22
	MA. ANTONIA S. GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		6.3.22
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/14/22

 RIVERSIDE BACOLOD CANCER CARE CENTER	Document Code:	DPOTMH-M-P02-S01
	Effective Date:	06-30-2022
	Document Type:	Standard Operating Procedure
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	Document Title:	HIV/AIDS WORKPLACE POLICY AND PROGRAM FOR MRCCC EMPLOYEES

PURPOSE:

To establish a standard procedure in HIV/AIDS prevention and stigma alleviation by conducting HIV/AIDS awareness education and providing accessible testing, referral system, and support services.

SCOPE:


Applies to all company personnel of Metro RMCI Cancer Care Center (MRCCC)

PERSON RESPONSIBLE:


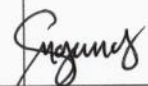

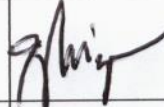
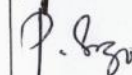


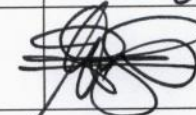
MRCCC Manager, Company-initiated Committee on HIV/AIDS, MRCCC Employees


PROCEDURE:

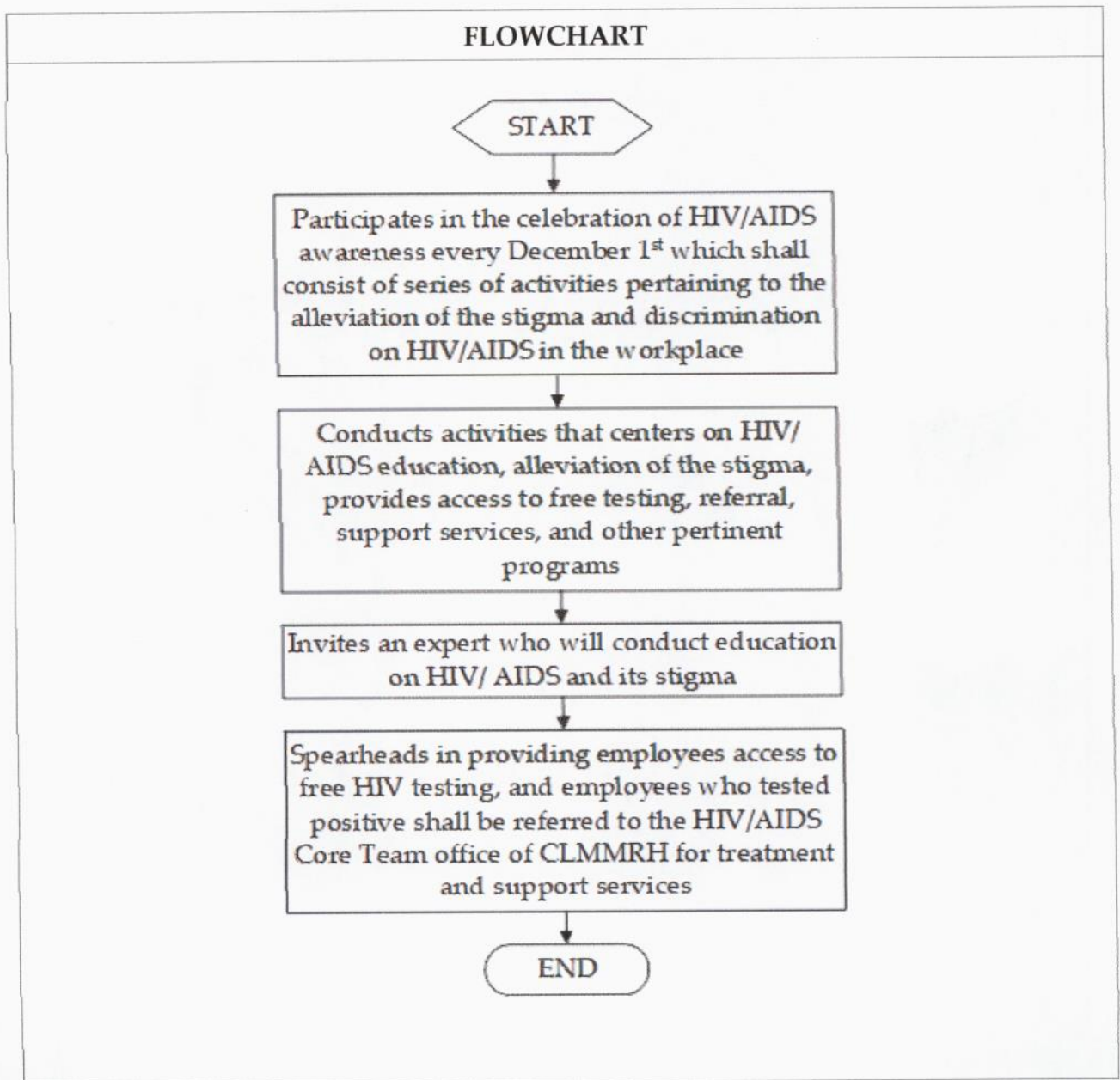
1. The MRCCC shall take part in the celebration of HIV/AIDS awareness every December 1st which shall consist of series of activities pertaining to the alleviation of the stigma and discrimination on HIV/AIDS in the workplace.
2. The following activities shall center on HIV/AIDS education, alleviation of the stigma, providing access to free testing, referral and support services, and other pertinent programs to be spearheaded by the Committee on HIV/AIDS.
3. The education on HIV/AIDS and its stigma shall be conducted by an expert in HIV/AIDS, who may be an internal facilitator or outsourced.
4. The committee shall spearhead in providing employees access to free HIV testing, and employees who tested positive shall be referred to the HIV/AIDS Core Team office of CLMMRH for treatment and support services. This activity shall not be in any way compulsory.


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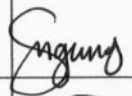

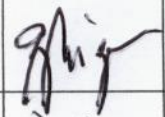
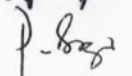
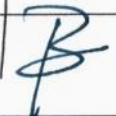
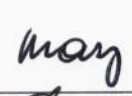
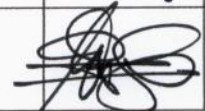
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Prepared by:	PETER L. MINGUILLO OIC- Organizational Development		5/23/22
	NEIL M. GANCHERO, MN, FPCHA MRCCC Manager		6/29/22
Reviewed:	DENNIS C. ESCALONA, MN, FPCHA, FPSQua Quality Assurance Supervisor		6/29/2022
Recommending Approval:	NANCY B. HIZON, MS Psych, FPCHA Human Resources Division Officer		6/29/2022
	PAOLO G. SOGONO, MD, DPBRO Medical Director- MRCCC		7/1/2022
	FREDERIC IVAN L. TING, MD OIC- Total Quality Division		7/4/22
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Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		7/14/22


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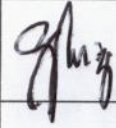
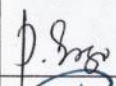
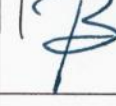
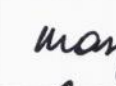

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 RIVERSIDE BACOLOD CANCER CARE CENTER	Document Code:	DPOTMH-M-P02-WI01
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	Document Title:	HIV/AIDS WORKPLACE POLICY AND PROGRAM FOR MRCCC EMPLOYEES

KEY TASKS	PERSON RESPONSIBLE
1. Participates in the celebration of HIV/AIDS awareness every December 1 st which shall consist of series of activities pertaining to the alleviation of the stigma and discrimination on HIV/AIDS in the workplace	MRCCC Employees
2. Conducts activities that centers on HIV/ AIDS education, alleviation of the stigma, provides access to free testing, referral, support services, and other pertinent programs	Committee on HIV/AIDS
3. Invites an expert who will conduct education on HIV/ AIDS and its stigma	MRCCC Manager
4. Spearheads in providing employees access to free HIV testing, and employees who tested positive shall be referred to the HIV/AIDS Core Team office of CLMMRH for treatment and support services	Committee on HIV/AIDS

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This policy applies to, and shall be implemented by, all company personnel of Metro RMCI Cancer Care Corporation (MRCCC).

DEFINITION OF TERMS:

HIV– It is a virus known as Human Immunodeficiency Virus that attacks the immune system. By attaching itself to and killing critical cells that govern and sustain the human immune system, this virus gradually impairs a person's capacity to fight off other infections.

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AIDS – Acquired Immune Deficiency Syndrome (AIDS) is the most advanced stage of the HIV infection and develops when the virus has greatly affected the immune system.

Stigma – It is a negative societal perception of an individual's attribute that might be interpreted as a mental, physical, or social shortcoming. It implies social dissent and can unfairly lead to discrimination against and exclusion of the person.

Discrimination – It is a differential treatment of the members of different members of minority groups. Discrimination is usually a behavioural manifestation of prejudice and therefore involves unpleasant, aggressive, and detrimental treatment of the members of rejected groups.


POLICY:

1. The policy should include provisions in the following areas:
 - a) The protection of the rights of those affected by HIV/AIDS
 - b) Prevention through information, education, and training
 - c) Care and support for workers and their families

2. Preventive Strategies

a) Conduct of HIV/AIDS Education

1. The Training and Development Section of RMCI in coordination with the Safety and Pollution Control Unit and Safety and Health Committee shall conduct a free HIV/AIDS education to all employees. The standardized information package developed by the Department of Labor and Employment (DOLE) shall be used for this purpose.
2. The HIV/AIDS education shall be conducted through distribution and posting of IEC materials, lectures, counselling and training, and

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information on adherence to standard or universal precautions in the workplace.

b) Screening, Diagnosis, Treatment and Referral to Health Care Services

1. Screening for HIV as a prerequisite to employment is not mandatory.
2. The company shall encourage positive health seeking behaviour through Voluntary Counselling and Testing.
3. 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.
4. The company shall likewise facilitate access to livelihood assistance for the affected employee and his/her families, being offered by other government agencies.


3. Social Policy

a) Non-discriminatory Policy and Practices

1. 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.
2. Workplace management of sick employees shall not differ from that of any other illness.
3. Any discriminatory act done or showing of stigma by an officer or an employee against their co-officer or co-employee shall likewise be penalized.

4. Confidentiality/Non-Disclosure Policy


- a) Access to personal data relating to worker's HIV status shall be bound by the rules of confidentiality consistent with provisions of R.A. 8504 and the ILO Code of Practice.

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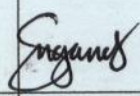

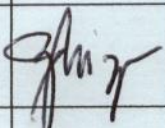
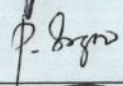
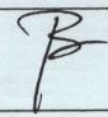
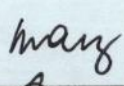
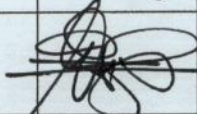
- b) Job applicants and workers shall not be compelled to disclose their HIV/AIDS status and the other related medical information.
- c) Co-employees shall not be obliged to reveal any personal information to the HIV/AIDS status of the fellow workers.


5. **Work – Accommodation and Arrangement**

- a) The company shall take measures to reasonably accommodate employees with AIDS related illness.
- b) 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.

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PURPOSE:

To establish a standard procedure in HIV/AIDS prevention and stigma alleviation by conducting HIV/AIDS awareness education and providing accessible testing, referral system, and support services.

SCOPE:


Applies to all company personnel of Metro RMCI Cancer Care Center (MRCCC)

PERSON RESPONSIBLE:


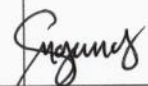

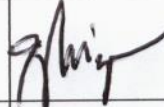
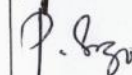


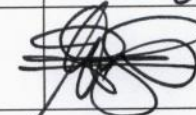
MRCCC Manager, Company-initiated Committee on HIV/AIDS, MRCCC Employees


PROCEDURE:

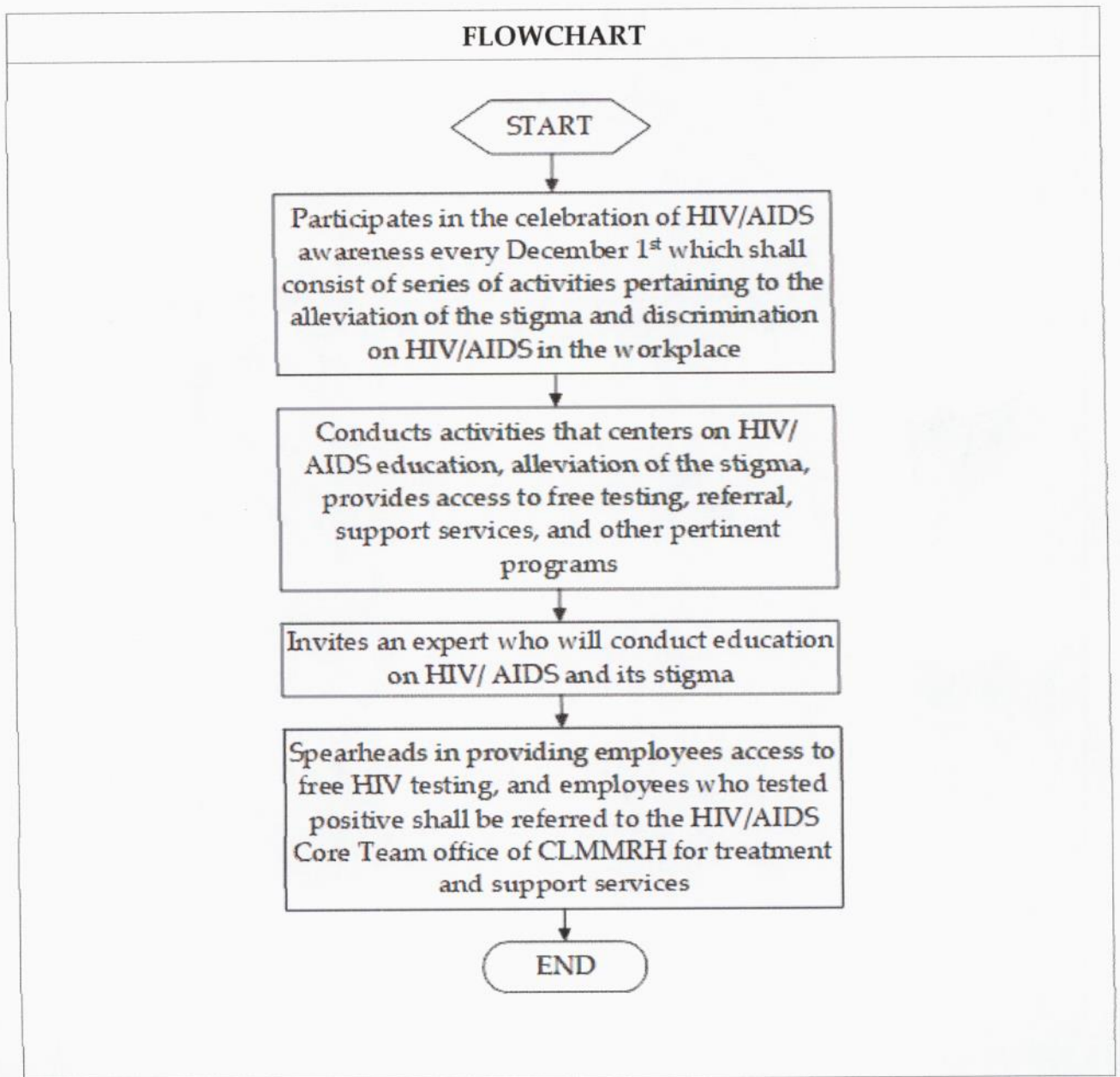
1. The MRCCC shall take part in the celebration of HIV/AIDS awareness every December 1st which shall consist of series of activities pertaining to the alleviation of the stigma and discrimination on HIV/AIDS in the workplace.
2. The following activities shall center on HIV/AIDS education, alleviation of the stigma, providing access to free testing, referral and support services, and other pertinent programs to be spearheaded by the Committee on HIV/AIDS.
3. The education on HIV/AIDS and its stigma shall be conducted by an expert in HIV/AIDS, who may be an internal facilitator or outsourced.
4. The committee shall spearhead in providing employees access to free HIV testing, and employees who tested positive shall be referred to the HIV/AIDS Core Team office of CLMMRH for treatment and support services. This activity shall not be in any way compulsory.


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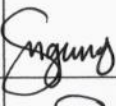

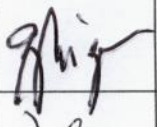
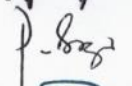
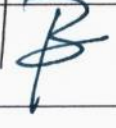
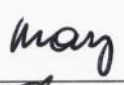

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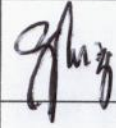
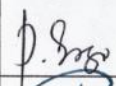
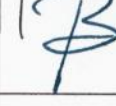
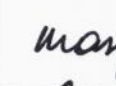

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KEY TASKS	PERSON RESPONSIBLE
1. Participates in the celebration of HIV/AIDS awareness every December 1 st which shall consist of series of activities pertaining to the alleviation of the stigma and discrimination on HIV/AIDS in the workplace	MRCCC Employees
2. Conducts activities that centers on HIV/ AIDS education, alleviation of the stigma, provides access to free testing, referral, support services, and other pertinent programs	Committee on HIV/AIDS
3. Invites an expert who will conduct education on HIV/ AIDS and its stigma	MRCCC Manager
4. Spearheads in providing employees access to free HIV testing, and employees who tested positive shall be referred to the HIV/AIDS Core Team office of CLMMRH for treatment and support services	Committee on HIV/AIDS

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