 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-HW-P29
	Effective Date:	06-30-2021
	Document Type:	Policy
	Page Number:	1 of 5
	Department/Section:	Hospital-wide
	Document Title:	CORPORATE SOCIAL RESPONSIBILITY POLICY

PURPOSE

This policy recognizes that Dr. Pablo O. Torre Memorial Hospital (DPOTMH) is one of the stewards of the 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 DPOTMH.

LEVEL

All Employees

DEFINITION OF TERM

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. DPOTMH as a corporation affirms that it has a responsibility to fulfill in the society.
2. DPOTMH shall encourage and engage its employees to any Corporate Social Responsibilities (CSR) activities such as but not limited to corporate sponsored blood letting program; tree planting activities; Medical Mission; Reduction, Recycling and Proper segregation and disposal of waste in the hospital, and in their homes.
3. DPOTMH shall also inculcate the spirit and value of volunteerism. Volunteer works 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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DR. PABLO O. TORRE
MEMORIAL HOSPITAL

B.S. Aquino Drive,
Bacolod City,
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Document Code:	DPOTMH-HW-P29
Effective Date:	06-30-2021
Document Type:	Policy
Page Number:	2 of 5
Department/Section:	Hospital-wide
Document Title:	CORPORATE SOCIAL RESPONSIBILITY POLICY

4. DPOTMH believes that charity is an important virtue that every employee shall possess. Giving of financial support to a charitable organizations but protecting the organization from unscrupulous appeals and misuse of funds, assisting patients in order to obtain financial assistance from the government such as the Philippine Charity Sweepstake Office (PCSO), and Private Support Groups such as Kadughan Foundation for Breast Cancer, etc. shall also be considered as a Corporate Social Responsibility (CSR).
5. DPOTMH shall also explore the use of renewable energy, purchase of equipment with Energy Star Label, use of energy saving light bulbs, installation of solar lights, and use of non-toxic chemicals in order to reduce its green gas emission.
6. The DPOTMH shall also organize gift giving to various adopted Non-Government Organization 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 DPOTMH Corporate Social Responsibility or other activities using the name of DPOTMH and its subsidiaries.
7. During times of health emergencies such as disease outbreak and or pandemic, adherence to Basic Health Protocol issued by the government agencies such as Department of Health (DOH), Inter-Agency Task Force (IATF), 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 on a Logbook for Company's Corporate Social Responsibilities. If possible, an employee's contribution to corporate social responsibilities must be included in the PMP annually.
9. All gifts, donations, and contributions received or given voluntarily in cash or in kind shall be recorded in a logbook. It shall follow other policies on Gifts, Donations, and Hospitality.



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Document Code:	DPOTMH-HW-P29
Effective Date:	06-30-2021
Document Type:	Policy
Page Number:	3 of 5
Department/Section:	Hospital-wide
Document Title:	CORPORATE SOCIAL RESPONSIBILITY POLICY

APPROVAL:

	Name/Title	Signature	Date
Prepared by:	DENNIS C. ESCALONA, MN, FPSQua, FPCHA Quality Assurance Supervisor		06-14-2021
Verified:	CHARMAINE M. VILORIA, RSW Medical Social Services Supervisor		06-14-2021
Reviewed:	AMY E. MORDEN, RN Accreditation and Documentation Supervisor		06-14-2021
Recommending Approval:	NANCY B. HIZON, MS Psych, FPCHA Human Resources Division Officer		6-22-2021
	HENRY F. ALAVAREN, MD, FPSMID, FPSQua Total Quality Division Officer		7/9/2021
	MA. ANTONIA GENSOLI, MD, FPPS, FPCHA Vice President- Chief Medical Officer		7-13-2021
	SOCORRO VICTORIA L. DE LEON, CPA, MBA, PhD Vice President- Chief Operating Officer		07/14/21
Approved:	GENESIS GOLDI D. GOLINGAN President and CEO		9/4/21

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	Effective Date:	06-30-2021
	Document Type:	Policy
	Page Number:	4 of 5
	Department/Section:	Hospital-wide
	Document Title:	CORPORATE SOCIAL RESPONSIBILITY POLICY


STEPS OF IMPLEMENTATION

VOLUNTEERISM

1. Employee joins activities such as Fun Run, Tree Planting, Medical Mission, Clean-Up Drive, and Church's lay organizations.
2. Submits certificate, or any proof of active participation to the Human Resources Division.
3. Human Resources in-charge of Corporate Social Responsibility (CSR) logs the activity or the organization that the employee is actively involved.

GIFT GIVING, FEEDING PROGRAM, AND MEDICAL MISSION

1. Employee enlists his/her name on any of the activities.
2. Employee ensures that the activity does not affect his/her work which is his/her primary duty and responsibility.
3. Employee informs the organizer of the activity if he or she cannot make it on the day of the activity.
4. Employee signs in the attendance provided by the organizers.
5. Employees may contribute voluntarily or as an act of charity to the program. Solicitation in any forms for the purpose of contributing to the program is strictly prohibited.

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	Document Type:	Policy
	Page Number:	5 of 5
	Department/Section:	Hospital-wide
	Document Title:	CORPORATE SOCIAL RESPONSIBILITY POLICY

RESPONSIBILITY

1. Human Resources Division – develops program for corporate social responsibility in collaboration with other divisions/departments.
2. Employees - participates in any Corporate Social Responsibilities.

DOCUMENTATION

New Policy

DISSEMINATION

Communicator's Bulletin

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