 <p>B.S. Aquino Drive, Bacolod City, Negros Occidental, 6100</p> <p>DR. PABLO O. TORRE MEMORIAL HOSPITAL</p>	Document Code:	DPOTMH-D-P06
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	Document Title:	<b>HIV/AIDS WORKPLACE POLICY AND PROGRAM</b>

### **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 or 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. It takes into account the fact that employees with HIV may live full and active lives for a number of years. The Company's commitment to maintaining a safe and healthy work environment for all employees is based on the recognition that HIV is not transmitted by casual contact.

### **LEVEL:**

This Policy applies to, and shall be implemented by, all Company Personnel of RMCI, Metro RMCI Cancer Care Corporation (MRCCC) and Una Konsulta (UK).

### **DEFINITION OF TERMS:**


- 1 **HIV**– 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.
- 2 **AIDS** - Acquired Immune Deficiency Syndrome (AIDS). AIDS is the most advanced stage of the HIV infection and causes the immune system to become vulnerable to other infections.

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- 2.1 **Transmission** - Refer to how an infectious agent, also called a pathogen, can be transferred from one person, object, or animal, to another.

**HIV/AIDS can be transmitted through:**

- 2.1.1 Unprotected sex with an HIV infected person;
  - 2.1.2 From an infected mother to her child (during pregnancy, at birth through breast feeding);
  - 2.1.3 Intravenous drug use with contaminated needles;
  - 2.1.4 Transfusion with infected blood and blood products; and
  - 2.1.5 Unsafe, unprotected contact with infected blood and bleeding wounds of an infected person.
- 2.2 **Stigma** - the negative social attitude attached to a characteristic of an individual that may be regarded as a mental, physical, or social deficiency. A stigma implies social disapproval and can lead unfairly to discrimination against and exclusion of the individual.
- 2.3 **Discrimination** – differential treatment of the members of different ethnic, religious, national, or other groups. Discrimination is usually the behavioral manifestation of prejudice and therefore involves negative, hostile, and injurious treatment of the members of rejected groups. By contrast, reverse discrimination is the favorable treatment of the oppressed group rather than the typically favored group.

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## **POLICY:**

SPECIFIC PROVISIONS. The policy should include provisions in the following areas:


1. *The protection of the rights of those affected by HIV/AIDS*
2. *Prevention through information, education and training*
3. *Care and support for workers and their families.*

### **1 Preventive Strategies**

- 1.1 **Conduct of HIV/AIDS Education.** Who will conduct? The Training and Development of RMCI in coordination with the Safety and Pollution Control Unit and Safety and Health Committee shall conduct the HIV/AIDS education to all employees for free. The standardized information package developed by the Department of Labor and Employment (DOLE) may be used for this purpose.
- 1.2 **How will it be conducted?** The HIV-AIDS education will be conducted through distribution and posting of IEC materials, lectures, counseling and training and information on adherence to standard or universal precautions in the workplace.

### **2 Screening, Diagnosis, Treatment and Referral to Health Care Services**

- 2.1 Screening for HIV as a prerequisite to employment is not mandatory.
- 2.2 The company shall encourage positive health seeking behavior through Voluntary Counseling and Testing.
- 2.3 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.

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- 2.4 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

#### 3.1 Non-discriminatory Policy and Practices


- 3.1.1 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.
- 3.1.2 Workplace management of sick employees shall not differ from that of any other illness.
- 3.1.3 Discriminatory act done by an officer or an employee against their co-officer or co-employee shall likewise be penalized.

#### 3.2 Confidentiality/Non-Disclosure Policy


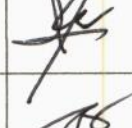
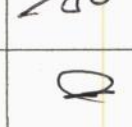
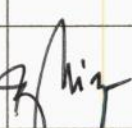
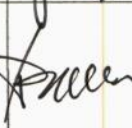
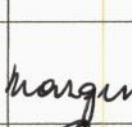


- 3.2.1 Access to personal data relating to worker's HIV status shall be bound by the rules of confidentiality consistent with provisions of R.A. 8504 and the ILO Code of Practice.
- 3.2.2 Job applicants and workers shall not be compelled to disclose their HIV/AIDS status and the other related medical information.
- 3.2.3 Co-employees shall not be obliged to reveal any personal information to the HIV/AIDS status of the fellow workers.


#### 3.3 Work – Accommodation and Arrangement

- 3.3.1 The company shall take measures to reasonably accommodate employees with AIDS related illness.
- 3.3.2 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:**

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### **DOCUMENTATION:**

New Policy

### **DISSEMINATION:**

1. Communicator Bulletin Board
2. Policies and Procedure Manual

### **REFERENCES:**

1. Republic Act 8504, "Philippine AIDS Prevention and Control Act of 1998".
2. DOLE DO 102-10 Series of 2010, "Department Order No. 102-10 Guidelines for the Implementation of HIV and AIDS Prevention and Control in the Workplace Program"
3. DOLE National Workplace Policy
4. International Labour Organization Recommendation concerning HIV and AIDS and the World of Work, 2010 (No. 200)