
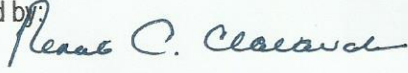
	BENGUET CORPORATION	Document No : _____
	TB PREVENTION AND CONTROL IN THE WORKPLACE	Date Prepared : June 10, 2014
Revision No : 00		
Effective Date : <i>June 20, 2014</i>		
Distribution Copies _____ Internal Control _____ Distribution Files/Original _____	Issued by: _____  ROLAND P. DE JESUS/CHUCHI C. DEL PRADO Vice President, Corporate HRA	Approved by: _____  RENATO A. CLARAVALL President/OIC

I. PURPOSE

Benguet Corporation (BC) adheres to the Department Order No. 73-05, "Guidelines for the implementation of policy and program on tuberculosis prevention and control in the workplace". This is also part of the company's commitment to promote health, wellness and safety of its employees.

II. SCOPE

This policy applies to all employees (regardless of employment status), consultants, retainers, and outsourced employees working for Benguet Corporation.

III. GUIDELINES

- 3.1 HRD is tasked to implement programs and activities related to the prevention and control of Tuberculosis (TB).
- 3.2 All programs on TB awareness shall be conducted by HRD or authorized representative of the healthcare provider identified by the Company. The program covers the detection, frequency, treatment, control and management of TB in the workplace.
- 3.3 All personnel covered by this policy shall be properly informed on ways of strengthening their immune system to fight against TB infection. This include but not limited to information on good nutrition, adequate rest, and good personal hygiene practices.
- 3.4 It is also the responsibility of the Company to improve the condition of its workplace to ensure that contamination from TB airborne particles is controlled.
- 3.5 HRD shall ensure that all regular employees must undergo Annual Physical Examination (APE) or Pre-employment Physical Examination for newly hired employees to ensure that they are fit-to-work.

- 3.6 Employees who have or had a TB shall not be discriminated. Instead, they must be supported with adequate diagnosis and treatment and shall be entitled to work as soon as the TB is cleared and controlled. Employees must secure a "fit-to-work" from the doctor or hospital where they were treated prior to returning to work.
- 3.7 Other outsourced personnel working for BC are required to submit the result of their Annual Physical Examination (APE) to HRD.

IV. PROCEDURES

- 4.1 All employees must undergo chest x-ray as part of the Annual Physical Examination (APE) program of the Company or Pre-Employment Examination for newly hired employees, consultants, and retainers in the preferred clinic accredited by the Company.
- 4.2 The accredited clinic must submit the result of the APE (including the chest x-ray and its film) to HRD at least 1-2 weeks after the APE has been conducted.
- 4.3 The medical practitioner of the accredited clinic shall be responsible to;
 - 4.3.1 Require the employee to undergo another x-ray procedure or sputum smear examination to confirm the diagnosis, if necessary.
 - 4.3.2 Prescribe appropriate medicine for the treatment of TB
 - 4.3.3 Inform HRD regarding the employee's Sick Leave (the number of days is dependent on the treatment and diagnosis) where in turn HRD shall inform the immediate Head of the employee.
 - 4.3.4 Issue a fit-to-work form as soon as the employee is cleared from illness.
 - 4.3.5 Provide HRD list of employees who are diagnosed to have TB.
- 4.4 For newly hired employees, you agreed to abide by item No. 6 stated in the confirmation of your employment.
- 4.5 HRD shall report to DOLE all employees who were diagnosed to have TB as per OHSS Rule 1965.01(4) and Rule 1053.01 (1). This information shall be part of TB Registry of the Department of Health (DOH).
- 4.6 HRD shall notify the Social Security System (SSS) through filing of Sick Leave Notification Form.
- 4.7 HRD with the assistance of accredited health provider shall conduct tracing and recommend clinical assessment of all contacts in the workplace,

V. REFERENCE

Department Oder No. 73-05
OHSS RULE 1965.01 (4) and RULE 1053.01 (1)
Confirmation of Employment for Newly Hired Employees

VI. ADMINISTRATION

CHQ-HR shall administer this policy

VII. EFFECTIVITY

This policy will take effect upon approval date

REVIEW AND POLICY UPDATE

This policy is effective upon approval of President/OIC and will be reviewed/updated by CHQ-HR as maybe necessary. ***The Company reserves the right to revise and/or revoke this policy as it deems fit or warranted.***

20 June 2014

Date Signed