

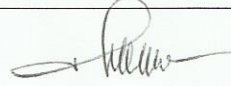
BENGUET CORPORATION

WORLPLACE POLICY AND ROGRAM ON HEPATITIS B


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Approved by:


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President/OIC

I. PURPOSE

Benguet Corporation (BC) adheres to the Department Advisory No. 05 Series of 2010 known as "Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B" to reduce the risk of transmission in the workplace and eliminate discrimination against workers infected with Hepatitis B.

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 All employees are required to undergo basic information and education on Hepatitis B. It shall also provide an appropriate, accurate and updated information as prescribed by the Department of Labor and Employment (DOLE) and its partners. The orientation program shall include but are not limited to the following:
 - 3.1.1 Magnitude of Hepatitis B Epidemic
 - 3.1.1.1 Hepatitis B as a disease
 - 3.1.1.2 Transmission
 - 3.1.1.3 Diagnosis
 - 3.1.1.4 Treatment and Referral
 - 3.1.2 Prevention of Hepatitis B infection
 - 3.1.3 Information on the rights of workers
 - 3.1.4 Impact of illness on the employee, family, community and workplace
 - 3.1.5 Salient features of national laws and policies related to Hepatitis B and blood-borne pathogens.
- 3.2 Hepatitis B vaccination is required to employees whose job assignments have conceivable risk of Hepatitis B transmission. It is the responsibility of the he Head of the Department to identify and confirm these employees.

- 3.3 HRD in coordination with the respective Heads shall arrange the Hepatitis B vaccination to these employees. For other employees who have lower or no risk of Hepatitis B transmission, they can also avail of the Hepatitis B vaccination.
- 3.4 An employee who contracts Hepatitis B infection in the performance of his duty is entitled to sickness benefit under the Social Security System and Employee's Compensation benefit under PD 626. They are also entitled to the company's Sick Leave with pay.
- 3.5 BC and its employees shall not discriminate in any form against employees on the basis of their Hepatitis B status. This is consistent with the international agreements on non-discrimination ratified by the Philippines (ILO C111).
- 3.6 BC shall also ensure employees with Hepatitis B are guided with the following;
 - 3.6.1 No discrimination, from pre-to-post employment including hiring, promotion or assignment.
 - 3.6.2 Not to be declared unfit-to-work without appropriate medical evaluation and counseling.
 - 3.6.3 Not to be terminated on the basis of the actual, perceived or suspected Hepatitis B status.
- 3.7 Workplace management of sick employees shall not differ from that of any other illnesses. Employees with Hepatitis B related illnesses should be able to work as long as they are medically fit.
- 3.8 All employees' medical records including result of Hepatitis B screening shall be treated with utmost confidentiality. These records can only be accessed by concerned Head and authorized personnel from HRD. The same applies to applicants of BC.
- 3.9 BC shall take measures to reasonably accommodate employees who are Hepatitis B positive or with Hepatitis B-related illnesses through arrangement of their leave application, possible re-scheduling of their working time and arrangement for return to work.
- 3.10 BC shall ensure that adequate hygiene facilities, containment and proper disposal of infectious and potentially contaminated materials must be provided.
- 3.11 Personal Protective Equipment (PPE) shall be made available at all times for all employees who are exposed or in high risk of Hepatitis B transmission.
- 3.12 BC shall designate a registered health-care service provider for Hepatitis B screening, diagnosis, treatment and referral.
- 3.13 Hepatitis B screening as pre-requisite to employment shall not be mandatory.

IV. PROCEDURE

- 4.1 HRD in coordination with the accredited health care provider shall conduct an orientation on Hepatitis B awareness. For newly hired employees this will form part of the Company orientation program.
- 4.2 It is also the responsibility of HRD to ;
 - 4.2.1 Seek the assistance of concerned Heads to identify employees whose job assignments have conceivable risk of Hepatitis B transmission.
 - 4.2.2 Ensure that all employees who were identified with conceivable risk shall undergo Hepatitis B vaccination and those who voluntarily submit themselves for vaccination.
 - 4.2.3 Ensure availability of health care provider who will administer the Hepatitis B vaccination.
- 4.3 The concerned Heads shall periodically conduct inspection to ensure that all necessary prevention and control are properly implemented to reduce the risk of transmission of Hepatitis B in the workplace.

V. REFERENCE

Department Advisory No. 05 series of 2010

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