

<b>DISCOVERY WORLD</b>		<b>Human Resources Management POLICIES &amp; PROCEDURES</b>	
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<b>WORKPLACE POLICIES AND PROGRAMS ON TUBERCULOSIS (TB) PREVENTION AND CONTROL</b>			

**OBJECTIVE**

Discovery World Corporation (DWC), herein referred to as the “Company”, is committed to conform to the established standards assurance of customer satisfaction, protection of our environment and the health and safety in the workplaces.

DWC promotes and ensures a healthy environment through its various health programs to safeguard its employees and stakeholders.

DWC recognizes that while 80% of Tuberculosis (TB) cases belong to the economically productive individuals, it is also treatable and its spread can be curtailed if proper control measures will be implemented. As such, this TB Policy and Program is hereby issued for the information and guidance of the employees.

It is our objective to:

- To assist the government in its campaign against Tuberculosis (TB) in compliance with the Department of Labor and Employment’s Department Order No. 73-05, series of 2005 – Guidelines for the Implementation of Policy and Program on Tuberculosis (TB) Prevention and Control in the Workplace.
- To provide initiatives to prevent the outbreak and spread of tuberculosis in the workplace, and to treat, care, and support employees who become afflicted with tuberculosis thus assisting in addressing the stigma attached to this disease.

**I. IMPLEMENTING STRUCTURE**

The DWC TB Program shall be managed by the Health and Safety Committee consisting of representatives from the different departments.

**II. COVERAGE**

This Program shall apply to all employees regardless of their employment status, position title, and job level or rank.

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### **III. GUIDELINES**

#### **A. Preventive Strategies**

##### **1. *Conduct of Tuberculosis (TB) Advocacy, Training and Education***

- a. DWC seeks the prevention of the spread of tuberculosis, as well as the treatment, rehabilitation, and restoration to work of employees who contract this disease. To achieve this goal, all employees are strictly mandated to undergo an annual physical examination with the requisite chest x-ray. The annual physical and executive check-up schedules should be accompanied by a reminder that the chest x-ray is one way in which employees commit to the prevention of the spread of TB.
- b. Also, in line with this, a TB awareness program shall be undertaken through information dissemination, which shall include the nature of the disease, its frequency of occurrence in a selected population, and its mode of transmission, treatment with Directly Observed Treatment Short Course (DOTS), and control and management of TB at homes and in the workplace. This shall be handled by DWC's accredited healthcare provider together with the Compliance Office and conducted annually for employees during a Town Hall meeting.
- c. The DOTS is a comprehensive strategy to control TB, and is composed of five components, which are:
  - i. Political will or commitment to enduring sustained and quality TB treatment and control activities;
  - ii. Case detection by sputum-smear microscopy among symptomatic patients;
  - iii. Standard short-course chemotherapy using regimens of 6 to 8 months for all confirmed active TB cases (i.e., smear positive or those validated by the TB Diagnostic Committee). Complete drug taking through direct observation by a designated treatment partner, during the whole course of the treatment regimen;
  - iv. A regular, uninterrupted supply of all anti-tuberculosis drugs and other materials;

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- d. Employees must be given proper information on ways of strengthening their immune responses against TB infection, i.e., information on good nutrition, adequate rest, avoidance of tobacco and alcohol, and good personal hygiene practices. However, it should be underscored that intensive efforts in the prevention of the spread of the disease must be geared towards accurate information on its etiology and complete performance overall.
- e. Capability building on TB awareness raising and training on TB case Finding, Case Holding, Reporting and Recording of cases and the implementation of DOTS shall be given to DWC's occupational Health and Safety Committee.
- f. Improving workplace conditions:
  - i. To ensure that contamination from TB airborne particles is controlled, workplaces must provide adequate and appropriate ventilation (DOLE-Occupational Safety and Health Standards, OSHS, Rule 1076.01) and there shall be adequate sanitary facilities for workers.
  - ii. The number of employees in a work area shall not exceed the required number for a specified area and shall observe the standard for space requirement. (OSHS RULE 1062)

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

- a. DWC's referral system provides access to diagnostic and treatment services for its employees. The Compliance Office shall make arrangements with the nearest Direct Observed Treatment (DOT) facility. The process flow is annexed to this policy.
- b. The Chief Compliance Officer shall monitor the progress of the employee's treatment and will share the information with the Department Head.
- c. The Company's employees shall strictly adhere to the DOTS guidelines on the diagnosis and treatment of TB.
- d. The cost of the treatment shall be to the account of the employee.

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### **B. Medical Management**

1. DWC adheres to DOTS strategy in the management of workers with tuberculosis. TB case finding, case holding and Reporting and Recording shall be in accordance with the Comprehensive Unified Policy (CUP) and the National Tuberculosis Control Program.
2. DWC shall refer employees and household members with TB to private or public DOTS centers.

### **C. Social Policy**

1. *Non-Discriminatory Policies and Practices*
  - a. Employees who have or had TB shall not be discriminated against. Instead, they shall be supported with adequate diagnosis and treatment, and shall be entitled to work for as long as they are certified by DWC's accredited health provider as medically fit and shall be restored to work as soon as their illness is controlled.
  - b. Workplace management of sick employees shall not differ from that of any other illness. Persons with TB related illnesses should be able to work for as long as certified to be medically fit by DWC's health provider.
2. *Work Accommodations and Arrangements*
  - a. Agreements made between DWC and its employees shall reflect measures that will support workers with TB through flexible leave arrangements, rescheduling of working time and arrangement for return to work.
  - b. The employee may be allowed to return to work with reasonable working arrangements as determined by DWC's Health Care provider and/or the DOTS provider.

### **D. Compensation**

The Company shall provide access to Social Security System and Employees Compensation benefits under PD 626 to an employee who acquired TB infection in the performance of duties.

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### **IV. ROLES AND RESPONSIBILITIES OF DWC AND ITS EMPLOYEES**

#### **A. DWC's Responsibilities**

1. DWC, through its representative from the Compliance Office and Security department, as well as its Health and Safety employees shall develop, implement, monitor and evaluate the workplace policy and program on TB.
2. DWC shall ensure that any occurrence of TB in the workplace is traced and that all contacts are clinically assessed, as much as feasible for the Company to do so.
3. DWC shall provide information, education and training on TB prevention for its employees.
4. Ensure non-discriminatory practices in the workplace.
5. Ensure confidentiality of the health status of its employees and the access to medical records is limited to the Department Head and the Chief Compliance Officer.
6. DWC, through its Finance and its Compliance Office, shall see to it that the Company policy and program is adequately funded and made known to all employees.
7. The Health and Safety Committee shall review the policy and program and continue to improve these by networking with government and organizations promoting TB prevention.

#### **B. The Employees' Responsibilities**

1. Employees who have symptoms of TB shall immediately seek assistance from the Compliance Office and DWC's healthcare provider.
  - a. An employee who has the symptoms of TB may be required to initially wear a face mask (especially while inside the property) and observe good hygiene practices, at least until declared by a competent medical practitioner to be safe from transmission.

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- b. Similarly, for those at risk, i.e., those with family members with TB or those exposed to a co-employee with TB, it would be prudent to observe the same good hygiene practices until declared free from the disease and safe from transmission.
2. Once diagnosed to be with TB, an employee must immediately seek treatment either through the Department of Health's DOTS or a private physician of the employee's choice. However, it is imperative that the one strictly adheres to the course of treatment. Failing to dutifully observe the treatment course may give rise to complications, such as resistance or even the failure of treatment, which may make it harder to treat the infection and result in a longer treatment.

Absence from work due to medical reasons of over six [6] months may result in the termination of one's employment as provided for by the Labor Code of the Philippines under Art. 284 – Disease as Ground for Termination.
3. Employees are required to undergo an annual compulsory chest X-ray through the Annual Physical Examination or Executive Check Up schedule of the Company. If for any reason an employee fails to secure a chest x-ray at that time, the person shall be directed to secure a chest x-ray at an accredited clinic by the Compliance Office and/or a DWC approved DOH-accredited healthcare facility.
4. Employees (those afflicted with the disease or those identified under contact tracing) who refuse to cooperate and dutifully observe lawful instructions (undergo a medical check-up and/or treatment), may be subject to disciplinary action proceedings for insubordination (the penalty of which may range up to the termination of one's employment) and other violations in accordance with DWC's Code of Conduct.
5. The Compliance Office is required to undertake an active role in educating and training employees on TB prevention and control.
6. Employees shall not have access to employee data relating to a worker's TB status.

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**V. PROCEDURE**

- A. The Compliance Office and DWC's accredited healthcare provider shall coordinate provide preventive and technical assistance in the implementation of the Workplace TB Control and Management Program.
- B. An employee who undergoes the Annual Physical Examination or Executive Check-up with the requisite chest x-ray will have the record forwarded to the Compliance Office. Employees who fail to undergo the requisite annual chest x-ray shall be directed to secure one at an accredited clinic by Compliance Office and/or the employee's infirmary/health service provider.
  1. Those with medical findings shall be required to undergo further medical check-up. All medical records in connection with this second/further check-up shall be submitted to the Compliance Office and the healthcare provider.
  2. The employee shall then coordinate with the Compliance Office and the healthcare provider for the next steps.
- C. An employee who is suspected to be afflicted with TB, whether as a direct suspect or by contact tracing, must fully cooperate with the healthcare provider (and/or the contracted Health Services provider). If the employee tests positive for TB, the employee shall undergo the DOTS program to its completion.
- D. If the employee needs to undergo a leave of absence to recuperate, the employee must first be allowed to use the available sick leave credits before requesting to be permitted to go on a Leave of Absence without Pay.
  1. The employee must follow the required procedures in applying for a leave.
  2. The Department must ensure that the proper steps are observed by the employee and that Compliance Office is duly and immediately notified.
- E. An employee may be allowed to go on a medical leave of absence (without pay) for a maximum period of six (6) months. The concerned employee shall submit an application for a leave of absence before going on leave. Said leave application shall be subject to approval at the sole discretion of the Company.

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- F. After treatment, with a maximum period of six (6) months on leave (without pay), an employee found to be cured or in a non-communicable stage of TB may be allowed back to work, provided that the employee's health shall continue to be monitored during the annual physical examination with the requisite chest x-ray or as may be deemed necessary by the Healthcare provider or contracted health service provider.
- G. The employee returning to work shall be required by the Compliance Office to secure a medical clearance from a medical doctor chosen by DWC or its accredited healthcare provider before being allowed to return to work.
- H. The Compliance Office will initiate disciplinary proceedings against any employee found to have discontinued treatment in defiance of medical advice, or who refuses to undergo the full treatment course prescribed. Likewise, employees who are ordered to undergo a check-up due to contact tracing but refuse to do so will also face disciplinary action proceedings. In both cases, the maximum sanction applicable for insubordination will be the termination of one's employment in accordance with DWC's Code of Conduct.

**VI. IMPLEMENTATION AND MONITORING**

The Health and Safety Committee or its counterpart shall annually monitor and evaluate the implementation of this Policy and Program. Minutes of the assessment shall be taken and its recommendations submitted to the Department Head and the Chief Compliance Officer. These findings shall be part of the documented records of the committee.

**VII. EFFECTIVITY**

This Policy shall take effect immediately and shall be made known to all employees.

*Issued by:*

*(Original signed)*

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**Anna May B. Nieva**  
Chief Compliance Officer

\_\_\_\_\_  
November 18, 2014

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President

November 18, 2014

Date

Violations of any of the provisions contained in this policy are governed by DWC's Code of Conduct, if applicable.

Discovery World Corporation shall have the sole and exclusive prerogative to add, amend, revise, and/or delete this policy. In the event that there is a need to add, amend, revise, and or delete portions of this policy, the Chief Compliance Officer must first submit to the President its request citing the reasons for the change. If approved, the said change shall be made by DWC.

In the event any portion of this policy is repealed by provision of law, it shall not affect the remaining provisions that are consistent with the law.