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**1 of 6****WORKPLACE POLICIES AND PROGRAMS ON HEPATITIS 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.

The Company promotes and ensures a healthy environment through its various health programs to safeguard its employees. And as part of the Company's compliance to DOLE Department Advisory No. 05, Series of 2010 (Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B), this Program has been developed. This Program is aimed to address the stigma attached to hepatitis B and to ensure that the employees' right against discrimination and confidentiality is maintained.

This guideline is formulated for everybody's information and reference for the diagnosis, treatment, and prevention of Hepatitis B. This will inform the employees of their role as well as the Company in dealing with Hepatitis B. A healthy environment encompasses a good working relationship and great output for continuous business growth.

**I. IMPLEMENTING STRUCTURE**

The DWC Hepatitis B Program shall be managed by the Company's Health and Safety Committee consisting of representatives from the different departments.

**II. SCOPE**

All employees, regular and probationary, regardless of position and rank or job level.

**III. GUIDELINES**

- A. DWC seeks the prevention of the spread of Hepatitis B, as well as the treatment, rehabilitation, and restoration to work of employees who contract this disease. To achieve this goal, DWC shall endeavor to appoint a health or medical provider who can extend Hepatitis B vaccine at less than market prices for the employees.

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B. A Hepatitis B awareness program shall be undertaken through information dissemination which shall include its nature, frequency and transmission, treatment, and control and management of Hepatitis B in the workplace. This shall be handled by the Health and Safety Committee.

1. *Coverage.* All employees regardless of employment status may avail of Hepatitis B education services for free;
2. Hepatitis B shall be conducted through on-boarding orientation, distribution and posting of Information, Education and Communication (IEC) materials and counseling and/ or lectures; and
3. Hepatitis B education shall be spearheaded by the Company's designated Department of Health (DOH) accredited medical clinic or its HMO provider in close coordination with the Health and Safety Committee.

C. Preventive Strategies

1. All employees are encouraged to be immunized against Hepatitis B after securing clearance from their physician. The Company shall endeavor to designate a pharmaceutical company or a DOH accredited medical/health care provider who can dispense and administer the vaccine at competitive rates.
2. Workplace sanitation and proper waste management and disposal shall be monitored by the Health and Safety Committee at least twice a year.
3. Personal protective equipment shall be made available at all times for all employees; and
4. Employees will be given training and information on adherence to standards or universal precautions in the workplace.

#### IV. SOCIAL POLICY

A. Non Discriminatory Policies and Practices

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1. There shall be no discrimination of any form against employees on the basis of their Hepatitis B status consistent with the international agreements on non-discrimination ratified by the Philippines (ILO C111). Employees shall not be discriminated against, from pre to post employment, including hiring, promotion, or assignment because of their Hepatitis B status.
2. Workplace management of sick employees shall not differ from that of any other illness. Persons with Hepatitis B related illnesses may work for as long as they are medically fit to work.

### B. Confidentiality

Job applicants and employees shall not be compelled to disclose their Hepatitis B status and other related medical information. Co-employees shall not be obliged to reveal any personal information about their fellow employees. Access to personal data relating to employee's Hepatitis B status shall be bound by the rules on confidentiality and shall be strictly limited to the Chief Compliance Officer and medical personnel or if legally required.

### C. Work Accommodations and Arrangements

1. The company shall take measures to reasonably accommodate employees who are Hepatitis B positive or with Hepatitis B - related illnesses.
2. Through agreements made between management and the employee, measures to support employees with Hepatitis B are encouraged to work through flexible leave arrangements, rescheduling of working time, work assignments, and arrangement for return to work.
3. The employee may be allowed to return to work with reasonable arrangements as determine by DWC's Health Care provider and/or the DOTS provider.

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

1. 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.

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2. The Chief Compliance Officer shall monitor the progress of the employee's treatment and will share the information with the Department Head.
3. The Company's employees shall strictly adhere to the guidelines set by the physician and healthcare provider on the diagnosis and treatment of Hepatitis B.
4. The cost of the treatment shall be to the account of the employee.

### E. Compensation

DWC shall provide access to Social Security System and Employees Compensation benefits under PD 626 to an employee contracted with Hepatitis B infection in the performance of his duty.

## V. ROLES AND RESPONSIBILITIES OF DWC AND THE EMPLOYEES

### A. DWC's Responsibilities

1. Management, the Compliance Office, and Safety and Health personnel shall develop, implement, monitor and evaluate the workplace policy and program on Hepatitis B.
2. The Health and Safety Committee shall ensure that the Company policy and program is adequately funded and made known to all employees.
3. Any occurrence of Hepatitis B in the workplace shall be traced and that all sources are clinically or scientifically assessed, as much as possible for the company to do so.
4. The Compliance Office together with its medical or healthcare provider shall provide information, education and training on Hepatitis B for its workforce consistent with the standardized basic information package developed by the Hepatitis B Technical Working Group (TWG); if not available within the establishment, then provide access to information.
5. DWC ensures non-discriminatory practices in the workplace.

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6. The Management through the Compliance Office and Safety and Health personnel shall provide appropriate personal protective equipment to prevent Hepatitis B exposure, especially for employees exposed to potentially contaminated blood or body fluid.
7. The Health and Safety Committee shall review the policy and program for effectiveness and continue to improve these by networking with government and organizations promoting Hepatitis B prevention.
8. DWC shall ensure confidentiality of the health status of its employees, including those with Hepatitis B.
9. The Compliance Office shall ensure that access to medical records is limited to only the Department Head of the employee.

### B. Employee's Responsibilities

1. The Compliance Office and Operations shall jointly drive and champion the education and training of all employees regards Hepatitis B prevention and control. They can do this in conjunction with the company HMO. The IEC program must also aim at promoting and practicing a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose employees to increased risk of Hepatitis B infection, consistent with the standardized basic information package developed by the Hepatitis B TWG.
2. Employees shall practice non-discriminatory acts against co-employees on the ground of Hepatitis B status.
3. Employees shall not have access to the data relating to an employee's Hepatitis B status.
4. Employees shall comply with the universal precaution and the preventive measures.
5. Employees with Hepatitis B may inform the Chief Compliance Officer and the healthcare provider on their Hepatitis B status, that is, if their work activities may increase the risk of Hepatitis B infection and transmission or put the Hepatitis B positive at risk for aggravation.

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Within the company, the implementation of the policy and program shall be monitored and evaluated a minimum of once a year. The Health and Safety Committee or its counterpart shall be tasked for this purpose.

**VII. EFFECTIVITY**

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

*Issued by:*

*(Original signed)*

**Anna May B. Nieva**

Chief Compliance Officer

November 18, 2014

Date

*Approved by:*

*(Original signed)*

**John Y. Tiu, Jr.**

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.