



Health and Wellness

MANUAL

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Health and Wellness Manual

Document No.: **CICT-HR-Policy-013-019**Version. No. **1.0**

Brief description of policy:

This Health and Wellness Manual aims to provide a standard and comprehensive guide to all employees regarding our Health and Wellness Policies and Programs

The policy applies to:

All employees Specific group or employees only

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I. Overall Policy Statement

CONVERGE ICT SOLUTIONS, INC., together with its subsidiaries and affiliates, (“COMPANY”) is committed to conforming with the standards set in the promotion of health and safety in the workplace by reducing the risks in the workplace, to promote safe and efficient business operations.

In compliance with the Department of Labor and Employment’s (DOLE) as well as the Department of Health’s Implementing Rules and Regulations, and in relation to the Company’s Employee Discipline Policy, the Company hereby implements this **Health and Wellness Manual** to maintain a safe and healthy environment in the workplace.

II. Coverage

All Employees regardless of rank and status employed under Converge ICT Solutions, Inc., MetroWorks ICT Construction, Inc., other affiliates, and subsidiaries.

This Policy may be applied in resolving Health and Wellness related matters lodged against trainees, apprentices, interns, consultants, or any other personnel with whom the Company, for whatever reason, has signed an agreement in a capacity other than as an Employee.

In this light, all third parties to whom the Company has a contractual relationship must see to it that their policies and practices adhere to this **Health and Wellness Manual**.

III. Responsibility

All Employees must know and be familiar with the **Health and Wellness Manual**, the related policies, provisions, prohibitions, and the corresponding sanctions if any.

It is the duty and responsibility of every employee to make himself/herself familiar with this Manual including all amendments and supplements thereto. Ignorance of or unfamiliarity with the provisions of the policies in the manual shall not excuse any Employee from any violation thereof.

It is the Group/Department Heads, Supervisors, and Team Leaders' (People Managers) responsibility to help their team members understand and apply these rules, and to maintain an environment that promotes consistent compliance.

IV . HEALTH AND WELLNESS RELATED POLICIES

CHAPTER 1: CICT-HR-Policy-013; Hepatitis B Prevention and Control Policy

In Compliance with **DOLE Department Advisory No. 5, Series of 2010**, otherwise known as Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B, and by the Company's Employee Discipline Policy, the Company hereby implements its Hepatitis B Prevention and Management Policy to address the stigma attached to Hepatitis B as well as to ensure employees' rights against discrimination.

1. Definitions

Term	Definition
Hepatitis	is inflammation of the liver caused by heavy alcohol use, toxins, some medications, and certain medical conditions.
Hepatitis B	is caused by the Hepatitis B virus (HBV). HBV is transmitted from a person who has HBV infection to a person who is not infected through activities that involve percutaneous (i.e., puncture through the skin) or mucosal contact with infectious blood or body fluids (e.g., semen and saliva).

2. Responsibility

Every employee is responsible for making this Policy effective.

A. In coordination with the HR Health and Wellness Team, the following are the duties and responsibilities of the Company:

1. Ensure that the Hepatitis B policy and programs are made known to all employees.
2. Ensure the continuous development, implementation, monitoring, and evaluation of the Hepatitis B policy and programs.
3. Establish policies and programs that adhere to existing legislation and guidelines, including provisions on leaves, benefits, and SSS benefits.
4. Implement non-discriminatory practices in the workplace.
5. Provide appropriate personal protective equipment to prevent Hepatitis B exposure.

B. The duties of the Health and Wellness Team include:

1. Undertaking an active role in educating and training its members on the prevention and control of Hepatitis B. The Information, Education, and Communication (IEC) program must aim at promoting and practicing a healthy lifestyle with an emphasis on avoiding high-risk behaviors and other risk factors that expose employees to increased risk of Hepatitis B infection.
2. Regular evaluation of the program and policy for effectiveness and prevention.

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3. Ensuring that only authorized personnel have access to medical records.
4. Working with the SHES (Safety, Health, Environment, and Security) Committee to evaluate the success of the policies and initiatives, and to improve them by forming connections with the government and groups that support Hepatitis B prevention.

C. Employees are accountable for:

1. Practicing non-discriminatory actions towards coworkers because of their Hepatitis B condition.
2. Observing all precautions and preventive measures.

3. Social Policy

Maintaining the privacy of its workers' medical information, including that of individuals who have Hepatitis B.

4. Promotion and Implementation in the Workplace

A. Education

1. The Company, through the Health and Wellness Team, shall provide Hepatitis B education services for free to all employees.
2. Hepatitis B education shall be conducted through the distribution and posting of information, education and communication materials, and counseling and/or lectures.
3. Employees will be given training and information on adherence to standards or universal precautions in the workplace.

B. Preventive Strategies

1. All employees are encouraged to be immunized against Hepatitis B after securing clearance from the physicians.
2. Workplace sanitation and proper waste management and disposal will be monitored by the SHES (Safety, Health, Environment and Security) regularly.
3. Personal protective equipment shall be available for all employees who, in line with their duty may be exposed to blood and bodily fluids.

C. Work-Accommodation and Arrangement

1. The Company takes measures to reasonably accommodate employees infected with Hepatitis B.
2. The Company ensures that agreements made with employee representatives reflect measures that will support workers with Hepatitis B through flexible leave arrangements, rescheduling of working time, and arrangements for return to work.

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

1. Screening for Hepatitis B as a prerequisite to employment is not mandatory.
2. Employees may seek assistance from The Health and Wellness Team for any screening, diagnosis, or treatment of Hepatitis B.

3. The Health and Wellness Team shall refer the employee to a Health Care Provider that provides access to diagnostic and treatment services for appropriate medical evaluation, monitoring, and management.
4. Employees referred to a Health Care Provider shall adhere to the guidelines implemented by the Health Care Provider on the evaluation of Hepatitis B.

E. Compensation

The Company shall provide access to Social Security System and Employees Compensation benefits under Presidential Decree No. 626 to any employee contracted with Hepatitis B infection in the performance of his/her duty.

5. Confidentiality

- A. Job applicants and employees shall not be compelled to disclose their Hepatitis B status and other related medical information.
- B. Co-employees are not obliged to reveal any personal information about their fellow employees.
- C. Access to personal data relating to an employee's Hepatitis B status shall be bound by the rules on confidentiality and shall be strictly limited to medical personnel or if required.
- D. Unauthorized disclosure /disclosure without consent of confidential material shall be charged accordingly under the Employee Discipline Policy and shall not prejudice against the filing of an action in a Court of Law.

6. Nondiscriminatory Policy and Practices

- A. There shall be no discrimination of any form against employees based on their Hepatitis B status.
- B. There shall be no discrimination from pre-employment to post-employment, including hiring, promotion, or work assignment.
- C. Workplace management of employees with Hepatitis B shall not differ from that of any other illness.
- D. Employees with Hepatitis B-related illnesses may work for as long as they are medically fit to work.
- E. Discriminatory Acts shall be charged accordingly under The Employee Discipline Policy and/or the Labor Code of the Philippines, if applicable.

CHAPTER 2: CICT-HR-Policy-014; HIV and AIDS Prevention and Control Policy

In Compliance with **Republic Act 8504**, otherwise known as the **Philippine Aids Prevention and Control Act**, as well as its implementing rules and regulations, **DOLE Department Order No. 102-10** which sets the guidelines for the implementation of HIV and AIDS prevention and control in the workplace, and by the Company’s Employee Discipline Policy, the Company hereby implements this Policy which aims at addressing the stigma attached to HIV AND AIDS and ensures that the worker’s right against discrimination and confidentiality is maintained.

1. Definitions

Term	Definition
HIV (human immunodeficiency virus)	A virus that attacks the body’s immune system by damaging your immune system, HIV interferes with your body’s ability to fight infection and disease.
Acquired immunodeficiency syndrome (AIDS)	The late stage of HIV infection occurs when the body’s immune system is badly damaged because of the virus.

2. Responsibility

- A. In coordination with the HR Health and Wellness Team, the following are the duties and responsibilities of the Company:
 1. Ensure that the management and the Human Resources, through the Health and Wellness Team, will develop, implement, monitor, and evaluate the workplace policy and programs on HIV AND AIDS.
 2. Establish policies and programs that adhere to existing legislation and guidelines, including provisions on leaves, benefits, and SSS benefits.
 3. Ensure that its policy and program are made known to all employees.
 4. Implement non-discriminatory practices in the workplace.
 5. Never force or condone a forced disclosure of an employee’s HIV and AIDS status.

- B. The duties of the Health and Wellness Team include:
 1. Undertaking an active role in educating and training its members on the prevention and control of HIV AND AIDS.
 2. Regular evaluation of the program and policy for effectiveness and prevention.

3. Ensuring that only authorized personnel have access to medical records. The rules of confidentiality will apply in carrying out their organizational functions.
4. Maintaining the privacy of its workers' medical information, including that of individuals who have HIV AND AIDS.
5. Working with the SHES (Safety, Health, Environment, and Security) committee to evaluate the success of the policies and initiatives, and to improve them by forming connections with the government and groups that support HIV AND AIDS prevention.

C. Employees are accountable for:

1. Compliance with universal precautions and preventive measures.
2. Sharing information on the prevention and control of HIV AND AIDS to their families and communities.

Promotion and Implementation of HIV AND AIDS in the Workplace

A. Education

1. The Health and Wellness Team shall conduct HIV and AIDS education for all employees for free. The standardized information package developed by the Department of Labor and Employment (DOLE) may be used for this purpose.
2. HIV and AIDS education will be conducted through the distribution and posting of Information, Education, and Communication (IEC) materials, lectures, counseling, and training on adherence to a standard or universal precaution in the workplace.

B. Screening, Diagnosis, Treatment, and Referral to Health Care Services

1. Screening for HIV and AIDS as a prerequisite to employment is not mandatory.
2. The company encourages positive health-seeking behavior through Voluntary Counseling and Testing through the Health and Wellness Team.
3. The Health & Wellness Team shall establish a referral system and provide access to diagnostic and treatment services for the workers. Referral to Social Hygiene Clinics of LGUs for HIV Screening.
4. Compulsory HIV and AIDS testing as a precondition to employment, and/or provision of any kind of service, is unlawful.

C. Work Accommodation and Arrangement

1. The company takes measures to reasonably accommodate employees with AIDS-related illnesses.
2. The company ensures that agreements made with employee representatives reflect measures that will support workers with HIV and AIDS through flexible leave arrangements, rescheduling of working time, and arrangements for return to work.

4. Confidentiality

- A. Access to personal data relating to an employee's HIV and AIDS status is bound by the rules of confidentiality consistent with provisions of R.A. 8504 (Philippines AIDS Prevention and Control Act of 1998 Articles relevant to the workplace - Article I: Education and Information; Article III: Testing, Screening, and Counselling, Article VI: Confidentiality, and Article VII: Discriminatory Acts and Policies).
- B. Job applicants and Company employees are not compelled to disclose their HIV AND AIDS status and other related medical information.
- C. Co-employees are not obliged to reveal any personal information relating to the HIV and AIDS status of fellow workers.
- D. HIV and AIDS-related information should be strictly limited to medical personnel or if legally required, following provisions of RA 8504 and its IRR.
- E. Unauthorized disclosure /disclosure without consent of confidential material shall be charged accordingly under the Employee Discipline Policy and shall not prejudice against the filing of an action in a Court of Law.

5. Nondiscriminatory Policy and Practices

- A. Discrimination in any form from pre-employment to post-employment, including hiring, promotion, or work assignment, termination of employment based on the actual, perceived, or suspected HIV status of an individual is prohibited. No applicant or employee shall be denied employment, promotion, or other such benefits, on account that such applicant or employee is perceived, suspected, or known to have HIV AND AIDS.
- B. Workplace management of employees living with HIV and AIDS does not differ from that of other illnesses.
- C. No employee shall be terminated on account that such employee is perceived, suspected, or known to have HIV and AIDS.
- D. Discriminatory Acts shall be charged accordingly under The Employee Discipline Policy and/or the Labor Code of the Philippines.

CHAPTER 3: CICT-HR-Policy-015; COVID-19 Prevention and Management Policy

Converge ICT Solutions, Inc. is committed to promoting and ensuring a healthy and safe working environment through its various health programs for its employees. The Company shall conform to all issuances and laws that always guarantee workers' health and safety.

Converge ICT Solutions, Inc. commits to comply with the Compliance to Guidelines on the Minimum Public Health Standards for the Continued Safe Reopening of Institutions. (*DOLE Department Memorandum No. 0443, Series of 2020*).

1. Abbreviations

Term	Definition
BHERT	Barangay Health Emergency Response Team
COVID-19	Novel CoronaVirus Disease discovered in 2019
DOH	Department of Health
PPE	Personal Protective Equipment
WHO	World Health Organization
IEC	Information Education Campaign

2. Definitions

Term	Definition
Fever	A fever is when your body temperature is higher than your normal average temp 100.0 F (37.8 C).
Asymptomatic	a person affected by a condition but producing or showing no symptoms of it.
Symptomatic	exhibiting or involving symptoms.
Case	a person with a particular problem requiring or receiving medical or welfare attention. A case is often used to label individuals further as suspect, probable, or confirmed (AO 2020-0013)
Suspect case	a. A person who meets either clinical OR epidemiological criteria: <u>Clinical criteria:</u> 1. Acute onset of fever AND cough (influenza-like illness); OR

	<p>2. Acute onset of ANY THREE OR MORE of the following signs or symptoms: fever, cough, either general weakness or fatigue, headache, myalgia, sore throat, runny nose, dyspnea, nausea, diarrhea, and anorexia.</p> <p>OR</p> <p><u>Epidemiological criteria:</u></p> <p>1. Contact of a probable or confirmed case or linked to a COVID-19 cluster; OR</p> <p>b. A patient with suspect, probable, or confirmed severe acute respiratory illness (SARI) as defined in the Philippine Integrated Disease Surveillance and Response (PIDSRS) Manual of Procedures (can be accessed through: https://tinyurl.com/PIDSRSmop); OR a person:</p> <ol style="list-style-type: none"> 1. With neither clinical signs nor symptoms NOR meeting epidemiologic criteria, AND 2. With a positive professional use OR self-test SARS-CoV-2 rapid antigen test.
Probable case	<ol style="list-style-type: none"> 1. A person who meets BOTH clinical AND epidemiological criteria as stated above; OR 2. Death, not otherwise explained, in an adult with respiratory distress preceding death AND who was a contact of a probable or confirmed case or linked to a COVID-19 cluster.
Confirmed case	<ol style="list-style-type: none"> 1. Any individual, regardless of the presence or absence of clinical signs and symptoms OR epidemiological criteria, who was laboratory confirmed for COVID-19 in a test conducted at the national reference laboratory, a subnational reference laboratory, and/or DOH-licensed COVID-19 testing laboratory; OR 2. Any individual meeting suspect case criterion A or probable case criteria testing positive using rapid antigen tests in areas with outbreaks and/or in remote settings where reverse transcription-polymerase chain reaction (RT-PCR) is not immediately available; provided that the antigen tests were done by a trained health professional AND satisfy the recommended minimum regulatory, technical, and operational specifications set by the Health Technology Assessment Council. The list of Food and Drug Administration (FDA) certified, and Research Institute for Tropical Medicine (RITM) validated antigen test kits can be accessed at: https://tinyurl.com/AgTestKits.

Fit-to-Work Clearance	A medical assessment was done when an employer wishes to be sure an employee can safely do a specific job or task. The purpose is to determine if medically the employee can perform the job or task under the working conditions
Quarantine	is the restriction of movement, or separation from the rest of the population, of healthy persons who may have been exposed to the virus, intending to monitor their symptoms and ensure early detection of cases (MC No. 2020-0020)
Isolation	the separation of ill or infected persons from others to prevent the spread of infection or contamination (MC No. 2020-0020)

3. Responsibility

Every employee is responsible for making this Policy effective.

- A. In coordination with the HR Health and Wellness Team the following are the duties and responsibilities of the Company:
 1. Provide the necessary company policies for preventing and controlling COVID-19 in consultation with workers. Advocacy and IEC programs should be taken from DOH, WHO, and reliable sources of information on COVID-19;
 2. Provide resources and materials needed to keep the workers healthy and the workplace safe, e.g., masks, soap, sanitizer, disinfectant, PPEs, COVID-19 testing kits, etc.;
 3. Designate the Health and Wellness team to monitor COVID-19 prevention and control measures such as physical distancing, wearing of masks, and regular disinfection.
 4. Enhance health insurance provision for workers.
 5. Implement non-discriminatory practices in the workplace about COVID-19.

- B. The duties of the immediate head are the following:
 1. Notify the Health and Wellness Team if an employee has symptoms, has a positive rapid test, and/or positive RT PCR.
 2. Ensure full supervision and monitoring of their case.
 3. Impose the appropriate work arrangement for the employee while under isolation or quarantine.

- C. Employees are accountable for:
 1. Compliance with all workplace measures in place for the prevention and control of COVID-19, such as frequent hand washing, wearing of masks, observing physical distancing always, etc.;
 2. Providing information to their immediate head on their positive COVID-19 test results with symptoms or without symptoms.

3. Secure a FIT TO WORK Clearance before returning to work. The clearance should be sent via email to their respective immediate supervisor/manager/head and Medical team (medicalteamncr@convergeict.com)

4. Promotion and Implementation of COVID-19 Policy in the Workplace

A. Education

1. The Company, through the Health and Wellness team, shall provide education on COVID-19 including but not limited to definition, signs and symptoms, mode of transmission, management, and other necessary information.
2. COVID-19 shall be conducted through the distribution and posting of information, education and communication materials, and counseling and/or lectures.
3. Employees will be given training and information on adherence to standards or universal precautions in the workplace.

B. Immunization

Immunization is strongly advised for all eligible persons to be updated with the vaccine including the initial series and booster shots. This is highly recommended for seniors (60 years old and above), those with immune system conditions, individuals' frontline staff in all sectors with comorbidities, people in general, and high-risk workplaces.

C. Minimum Public Health Standards

1. This refers to the national, local, and sector-specific guidelines on mitigation measures for its COVID-19 response across all settings by implementing non-pharmaceutical interventions (NPIs), consistent with the Department of Health (DOH) Administrative Order No. 2021-0043 or the Omnibus Guidelines on the Minimum Public Health Standards for the Safe Reopening of Institutions and Department of Health (DOH) Administrative Order No. 2023-0324 or the Lifting of the Covid-19 Public Health Emergency.
2. This includes but is not limited to:
 - a. Social Distancing
 - b. Handwashing
 - c. Wearing of Face Masks

Mask wearing still recommended especially in crowded or poorly ventilated public spaces for:

Elderly;
Individuals with Comorbidities;
Immunocompromised individuals;
Pregnant Women;
Unvaccinated Individuals and Symptomatic Individuals

D. Antigen Testing

1. The use of the Company's COVID-19 Antigen kits/screening tools shall be at the discretion of the Company. Covid-19 Antigen Swab Testing can only be done during the following:
 - a. Requirement of customers or client
 - b. Special Occasions or Events that are high risk for COVID-19 transmission.
 - c. Newly Hired Employees

E. Isolation and Quarantine Strategies

1. Asymptomatic close contact exposure to a confirmed COVID-19-positive individual
 - a. No need to quarantine; and
 - b. Wear a well-fitted face mask for 10 days
2. Asymptomatic but confirmed Covid-19 case
 - a. Home Isolation for 5 days or until fever-free for at least 24 hours without using antipyretics (e.g., Paracetamol) and with the improvement of respiratory symptoms, whichever is earlier
 - b. Wear a well-fitted face mask for 10 days

Note: Isolation may be shortened upon the advice of the healthcare provider

3. Confirmed COVID-19-positive cases with mild symptoms or individuals with acute respiratory symptoms
 - a. Isolation for 5 days or until fever-free for at least 24 hours without using antipyretics (e.g., Paracetamol) and with the improvement of respiratory symptoms, whichever is earlier
 - b. Wear a well-fitted face mask for 10 days

Note: Isolation may be shortened upon the advice of the healthcare provider

4. Confirmed COVID-19-positive case with moderate to severe symptoms, or immunocompromised
 - c. Isolation for at least 10 days from onset of signs and symptoms following the advice of the attending physician, including whether to be admitted in a health care facility; and
 - d. Wear a well-fitted face mask for 10 days

Note: For severe disease and immunocompromised, discontinue isolation only upon the advice of your healthcare provider.

F. Decontamination and Sanitation of the Workplace

1. Ensure adequate air exchange in enclosed (indoor) areas through the following strategies as cited in DOLE Department Order No. 224-21 Guidelines on Ventilation for Workplaces and Public Transport to Prevent and Control the Spread of COVID-19:
 - a. Maximize natural ventilation through open windows.
 - b. Use low-cost modifications to improve airflow i.e. addition of fans
 - c. Identify multi-occupant spaces that are used regularly and are poorly ventilated. Airflow shall be controlled to ensure indoor CO2 concentrations are maintained at or below 800 ppm in offices. Since outdoor CO2 concentration directly impacts indoor concentration, it is critical to measure outdoor CO2 levels when assessing indoor concentrations. Indoor CO2 levels shall not exceed the outdoor concentration by more than about 600 ppm.

G. Leave of Absences and Entitlements

1. Employees diagnosed with COVID-19 are entitled to the use of leaves of absence and other entitlements.
2. Hospitalization benefits of PhilHealth members shall be based on PhilHealth rules and regulations.
3. Social Security Benefits shall be according to the policies and regulations of the Social Security System.
4. Employee's Compensation Benefits shall be according to Presidential Decree No. 626 Entitled Employee's Compensation and State Insurance Fund and its implementing rules and regulations.

5. Nondiscriminatory Policy and Practices

- A. Discrimination in any form from pre-employment to post-employment, including hiring, promotion, or work assignment, termination of employment based on COVID-19 symptoms or illness shall be prohibited. No applicant or employee shall be denied employment, promotion, or other such benefits, on account that such applicant or employee is perceived, suspected, or known to have or had COVID-19.

- B. No employee shall be terminated on account that such employee is perceived, suspected, or known to have or had COVID-19.
- C. Discriminatory Acts shall be charged accordingly under The Employee Discipline Policy and/or the Labor Code of the Philippines.

6. Miscellaneous

The provisions of this Policy shall be read in conjunction with the latest issuances of related government agencies related to the prevention and management of this national health concern.

CHAPTER 4: CICT-HR-Policy-016; Tuberculosis Prevention and Control Policy

In accordance with **Executive Order No. 187 Series of 2003** which instituted a comprehensive and unified policy for tuberculosis control in the Philippines, as well as **DOLE Department Order 73-05**, which set the guidelines for the implementation of a tuberculosis control and prevention policy in the workplace, the Company hereby implements its Tuberculosis Policy.

The Company recognizes that Tuberculosis (TB) cases belong to economically productive individuals. TB is also treatable, and its spread can be curtailed if proper control measures are implemented.

1. Definitions

Term	Definition
Tuberculosis	an infectious bacterial disease caused by a type of bacteria called Mycobacterium Tuberculosis. TB is characterized by the growth of <u>nodules (tubercles)</u> in the tissues, especially the <u>lungs</u> .
Directly Observed Treatment Short Course (DOTS)	A trained healthcare worker or other designated individual (excluding a family member) provides the prescribed TB drugs and watches the patient swallow every dose
National TB Control Program (NTP)	a nationwide control program spearheaded by the Department of Health (DOH) and implemented by the local government units (LGUs)

2. Responsibility

Every employee is responsible for making this Policy effective.

A. In coordination with the HR Health and Wellness Team, the following are the duties and responsibilities of the Company:

1. Ensure that the management together with the Human Resources, Health and Wellness Team, and Labor Relations Team will develop, implement, monitor, and evaluate the workplace policy and programs on Tuberculosis.
2. Ensure coordination with the Health and Wellness Team to conduct education through distributing and posting information, Education, and Communication (IEC) materials, counseling, and/or lectures.
3. Ensure that its policy and program are made known to all employees.
4. Ensure non-discriminatory practices in the workplace.

5. Ensure confidentiality of the health status of its employees and that access to medical records is limited to authorized personnel.
6. Ensure engineering measures such as improvement of ventilation, provision for adequate sanitary facilities, and observance of standards for space requirement (avoidance of overcrowding) are implemented.

B. The duties of the Health and Wellness Team include:

1. Establishing a referral system and providing access to diagnostic and treatment services for the employees.
2. Undertaking an active role in educating and training its members on preventing and controlling Tuberculosis
3. Regular evaluation of the program and policy for effectiveness and prevention.
4. Ensuring that only authorized personnel have access to medical records. The rules of confidentiality will apply in carrying out their organizational functions.
5. Maintaining the privacy of its workers' medical information, including that of individuals who have Tuberculosis.

C. Employees are accountable for:

1. Adherence to the universal precaution and preventive measures.
2. Practicing non-discriminatory acts against co-workers.
3. Compliance fit to work certificate for employees who are diagnosed with Tuberculosis (TB).

3. Promotion and Implementation of Tuberculosis (TB) Policy in the Workplace

A. Education

1. TB awareness programs shall be undertaken through information dissemination.
2. Such awareness programs shall deal with the nature, frequency, and transmission, treatment with Directly Observed Treatment Short Course (DOTS), and control and management of TB in the workplace.
3. 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 treatment of cases.

B. Improvement in Workplace condition

1. 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) and there shall be adequate sanitary facilities for workers.
2. The number of workers in a work area shall not exceed the required number of workers for a specified area and shall observe the standard for space requirement (OSHS Rule 1062).

C. Work Accommodation and Arrangement

1. The company takes measures to reasonably accommodate employees with Noncommunicable Tuberculosis.
2. The company ensures that agreements made with employee representatives reflect measures that will support employees with Tuberculosis through flexible leave arrangements, rescheduling of working time, and arrangements for return to work.

D. Compensation

1. The diagnosis and treatment criteria in the current NTP policy will be adopted as the basis for determining appropriate compensation for TB Benefits from the ECC, SSS, and Philhealth.
2. The Company shall provide access to the Social Security System and Employees Compensation benefits under PD 626 to an employee who acquired TB infection in the performance of his/her duty.

4. Nondiscriminatory Policy and Practices

- A. Workers who have or had TB shall not be discriminated against. Instead, he shall be supported with adequate diagnostic and treatment and shall be entitled to work for as long as they are certified by the company's accredited 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 he/she is physically fit.
Discriminatory Acts shall be charged accordingly under The Employee Discipline Policy and/or the Labor Code of the Philippines.

CHAPTER 5: CICT-HR-Policy-017; Lactation Support Policy

The Company recognizes the importance of breastfeeding for both mother and baby and hereby supports and promotes breastfeeding. In accordance with Republic Act 10028 which expanded the promotion of breastfeeding in Private Institutions, The Company shall promote and encourage breastfeeding and provide the specific measures that would present opportunities for mothers to continue expressing their milk and/or breastfeeding their infant or young child.

1. Definitions

Term	Definition
Expressing Milk	is the act of extracting human milk from the breast by hand or by pumping it into a container.
Infant	a child within zero (0) to twelve (12) months of age.
Lactation Stations	are private, clean, sanitary, and well-ventilated rooms or areas in the workplace or public places where nursing mothers can wash up, breastfeed, or express their milk comfortably and store this afterward.

2. Responsibility

Every employee is responsible for making the Lactation Support Policy effective.

A. In coordination with the HR Health and Wellness Team the following are the duties and responsibilities of the Company:

1. Ensure all offices shall establish lactation stations. The lactation stations shall be adequately provided with the necessary equipment and facilities, such as a lavatory for hand-washing unless there is an easily accessible lavatory nearby; refrigeration or appropriate cooling facilities for storing expressed breastmilk; electrical outlets for breast pumps; a small table; comfortable seats; and other items, the standards of which shall be defined by the Department of Health.
2. Ensure that its policy and program are made known to all employees.
3. Ensure non-discriminatory practices in the workplace.

B. The duties of the Health and Wellness Team include:

1. Providing suitable facilities or services within the lactation station - a clean, private area, with comfortable chairs, hand washing facilities, a storage area for coolers, and/or a refrigerator.
2. Maintaining cleanliness and privacy of the lactation station.

3. Developing breastfeeding or lactation support programs whose main functions are to assess the needs of lactating employees with adequate information regarding lactation management in the form of brochures, pamphlets, and other educational materials.

3. Promotion and Implementation of Breast-Feeding Policy in the Workplace

Lactation Period - Nursing employees shall be granted break intervals in addition to the regular time off for meals to breastfeed or express milk. These intervals, which shall include the time it takes an employee to get to and from the workplace lactation station, shall be counted as compensable hours worked. The Department of Labor and Employment (DOLE) may adjust the same: Provided, that such intervals shall not be less than a total of forty (40) minutes for every eight (8)-hour working period.

4. Miscellaneous Provision

- A. The Company, through our Health and Wellness and the SHES (Safety, Health, Environment and Security) Committee, shall periodically monitor and evaluate the implementation of this Policy and Program.
- B. The company's Breastfeeding Policy shall be managed by the Company's Health and Wellness Department and HR Labor Relations with the cooperation of the Company's SHES (Safety, Health, Environment and Security) Committee. Each department of the Company shall be duly represented.
- C. The Company shall ensure that the Health and Wellness team is provided with the resources and training required to carry out their job.
- D. The company shall support education, re-education, and training programs for physicians, and nurses, on current and updated lactation management.
- E. Discriminatory Acts shall be charged accordingly under The Employee Discipline Policy and/or the Labor Code of the Philippines.

CHAPTER 6: CICT-HR-Policy-018; Mental Health Policy

The Company in conformity with **Republic Act No. 11036**, otherwise known as the **Mental Health Act**, aims to create a workplace environment that promotes the mental well-being of all employees. This Policy recognizes the importance of the well-being of people by ensuring that mental health is valued, promoted, and protected.

1. Definitions

Term	Definition
Counseling	is the process of assisting and guiding clients, especially by a trained person on a professional basis, to resolve personal, social, or psychological problems and difficulties.
Life Coaching	is the activity of helping clients decide what they want in their lives and how to achieve it: Life coaching is about looking forward, rather than looking into your past for solutions to problems.
Mental Health	is a state of well-being where individuals can realize their potential, cope with normal life stressors, live productively, and contribute to their community.
Mental Health Disorder	is a clinically classified set of symptoms or behaviors that lead to disruptions in the well-being of individuals and their personal, social, or occupational areas of life.
Mental Health Policy	is an organized set of values, principles, and objectives for improving mental health and reducing the burden of mental disorders in a population
Psychological First Aid	is an evidence-informed approach that is built on the concept of human resilience. PFA aims to reduce stress symptoms and assist in a healthy recovery following a traumatic event, natural disaster, public health emergency, or even a personal crisis.
Psychological safety	is the belief that you won't be punished or humiliated for speaking up with ideas, questions, concerns, or mistakes. At work, it's a shared expectation held by members of a team that teammates will not embarrass, reject, or punish them for sharing ideas, taking risks, or soliciting feedback.
Reasonable accommodations	adjustments to a work environment, making it possible for qualified employees with disabilities to do their jobs.

2. Responsibility

Everyone has a responsibility to contribute to making the workplace mental well-being policy effective.

A. The Company, in coordination with the HR Health and Wellness Team as well as the HR Labor Relations Team shall:

1. Develop, implement, monitor, and evaluate mental health workplace policies and programs. They may link up or coordinate with mental health service providers for assistance;
2. Develop and implement programs and policies with reporting mechanisms to address and prevent problems on bullying such as cyberbullying/mobbing, verbal, sexual, and physical harassment, all forms of work-related violence, threats, shaming, alienation, and other forms of discrimination which may lead to a mental health problem and shall not themselves engage in the abovementioned;
3. Ensure that there are adequate resources to implement and sustain mental health workplace programs;
4. Ensure that they provide the necessary training to the SHES (Safety, Health, Environment, and Security) committee personnel and Health and Wellness Team who will develop, implement, and monitor the mental health workplace policies and programs;
5. Provide the necessary work accommodation when needed;
6. Develop mechanisms for referral of workers at risk of developing or with mental health conditions for appropriate management and
7. Ensure compliance with all requirements of existing legislations and guidelines related thereto.

B. All employees are responsible for the following:

1. Take reasonable care of their mental health and well-being, including physical health.
2. Take reasonable care that their actions do not affect the health and safety of other employees in the workplace.
3. Ensure compliance with their medication and treatment once diagnosed with a Mental Health disorder.
4. Submit a Fit to Work Clearance if necessary.
5. Provide assistance in any form to improve the condition of co-workers who are at risk of developing or with mental health conditions and refrain from any discriminatory acts against them;
6. Seek assistance from the Health and Wellness Department on conditions that may be related to or may result in a mental health condition for their appropriate medical intervention and possible work arrangements or accommodation; and
7. Not engage in bullying such as cyberbullying/mobbing, verbal, sexual, and physical harassment, all forms of work-related violence, threats, shaming, alienation, and other forms of Discrimination may lead to a mental health problem or may aggravate existing mental health conditions.

C. The Health and Wellness Team is responsible for the following:

1. Monitor the workplace, identify hazards, and risks, and take steps to eliminate or reduce these as far as is reasonably practicable.
2. Assist and support employees known to have mental health problems or are experiencing stress through Mental Health Wellness and Healthy Lifestyle Programs.
3. Facilitate safe and confidential referrals for workers who need mental health and psychosocial support services.
4. Draft and review the mental health policy.
5. Support and oversee the implementation of the mental health policy.
6. Survey the employees to know their needs and communicate survey results with the management.

3. Promotion and Implementation of Mental Health Policy in the Workplace

A. Objectives

1. To establish and define a Mental Health Policy to prevent and address mental health issues in the workplace.
2. To encourage all employees to take responsibility for their mental health and well-being.
3. To raise awareness and prevent stigma and discrimination, provide support, and facilitate access to medical health services.
4. To support employees who face mental health problems/conditions.
5. To establish a healthy workplace in which employees feel psychologically safe.
6. To promote and create a healthy work environment in collaboration with managers, employees, and health experts.
7. To protect the rights and freedom of employees with mental health needs.

B. Communication

1. The Company shall ensure that:
 - a. All employees are given the orientation about the Mental Health Policy;
 - b. This Policy is easily accessible to all employees of the company and properly coordinated;
 - c. Employees can actively contribute and provide feedback to this Policy; and
 - d. Employees are notified should there be changes in the Policy.

C. Monitoring and Review - The Company shall review this Policy twelve (12) months after its implementation and annually thereafter, so far as it is reasonably practicable.

D. Assessment

1. The effectiveness of the Policy will be assessed through:
 - a. Feedback from employees, the Health and Wellness Team, and the Management.
 - b. Review of the Policy by Management and SHES (Safety, Health, Environment and Security) SHES Committee to determine if objectives have been met and to identify barriers and enablers to ongoing policy implementation.

4. Mental Health, Wellness and Lifestyle Programs

A. Advocacy, Information, Education, and Training

1. Mental Health Education

Launching a program to promote stress management practices and increase awareness of mental health illnesses by giving tools to employees, aiding in the resolution of organizational issues that exacerbate stress, and easing physical and emotional strains at work.

This applies not just to workers, but also to team leaders who have members with mental health issues. They shall receive orientation on mental health disorders and make plans on how to support the employee and team.

B. Promotion and enhancement of workers' well-being to have healthy and productive lives through:

1. Psychological First Aid and Life Coaching Services

- a. Health and Wellness team shall appoint Certified Medical Professionals to provide psychological first aid and coaching services.
- b. Health and Wellness team shall be able to orient ALL EMPLOYEES, as far as practicable, on how to set an appointment for psychological first aid and coaching sessions. Information on the platform, schedules, hotlines, etc. shall also be disseminated.
- c. Psychological First Aid and coaching services shall be offered to ALL EMPLOYEES, as far as practicable, of Converge ICT Solutions, Inc. and its affiliates regardless of their base of assignment.
- d. Health and Wellness team shall provide a private, close, safe, and mind-relaxing space for workers to talk about and discuss their problems or issues.
- e. Psychological First Aid and Coaching should be done within office hours only. The team will allocate a schedule to cater to all appointment requests.
- f. Psychological first aiders shall refer employees to third-party clinics only if they need further evaluation and management.

- g. Patient Identity shall not be disclosed unless it endangers life or violates any law.

2. Workplace Wellness Programs

An annual workplace wellness calendar of activities that are relevant to the employees' needs shall be published every year. This includes, but is not limited to, mental health activities that promote stress management techniques and coping mechanisms.

5. Social Policy

A. Non-discriminatory Policies and Practices

1. There shall be no discrimination in any form against workers who are at risk of developing or who are found to have a mental health condition. Workers shall not be discriminated against from hiring, promotion, and/or other benefits of employment because of their condition provided, however, such conditions shall not interfere with the employee's performance of their job or unduly affect his safety or that of his co-workers, clients and the general public.
2. The fitness to work of workers found to have mental health conditions shall be determined by an Occupational Health physician, after appropriate medical evaluation, taking into account the clearance provided by a mental health professional.
3. A worker may resume work while undergoing treatment provided that an Occupational Health physician has certified that he/she is fit for work and that current treatment shall not cause unsafe conditions for the worker while at work or cause similar unsafe conditions for other workers. To monitor and assist the workers in managing their condition, coordination shall be made between the Health and Wellness Team and mental health professionals in consideration of the workers' assigned tasks and the effects of medications taken.
4. Workers who have undergone pharmacological and psychosocial interventions/ treatment and are evaluated by an Occupational Health physician to be fit to work shall not be prevented from returning to work or subjected to actions that may be construed as constructive dismissal from service.
5. A worker shall not be terminated from work based on actual, perceived, or suspected mental health condition unless the condition progresses to such severity that it affects his/her safety or the safety of co-workers and work performance and productivity upon the certification issued by a competent public health authority with expertise on mental health.
6. Discriminatory Acts shall be charged accordingly under The Employee Discipline Policy and/or the Labor Code of the Philippines.

B. Disclosure

1. Workers are encouraged to disclose their medical or mental health condition for purposes of reasonable accommodation.

2. Employers and co-workers shall not be obliged to reveal to a third party any information about the worker with mental health condition except in any of the following conditions:
 - a. unless it is required by law;
 - b. with consent from the worker with a mental health condition;
 - c. life-threatening emergency cases where such disclosure is necessary to prevent harm or injury to himself/herself or other persons; or
 - d. disclosure is required in connection with an administrative, civil, or criminal case against a mental health professional or worker for negligence or a breach of professional ethics.
 - e. Unauthorized disclosure /disclosure without consent of confidential material shall be charged accordingly under the Employee Discipline Policy and shall not prejudice against the filing of an action in a Court of Law.

C. Work Accommodation and Work Arrangement

1. Agreements on work accommodation and work arrangements for a worker with a mental health condition may be made between management and workers' representatives, provided however that such mental condition shall not prevent the worker from performing the requirements of the job or will endanger his/her safety, or that of his/her co-workers, clients or the general public.
2. Measures to accommodate and support a worker with mental health conditions, such as flexible leave arrangements, rescheduling of working hours, and arrangements for return to work must be clearly explained to the worker, preferably in the presence of his/her family member.
3. The worker may be allowed to return to work with reasonable accommodation and other such arrangements as determined or as recommended by the mental health professionals and concurred with by the Occupational Health physician, if available.
4. Work policies should include monitoring and evaluating employees' changes in behavior/attitude which may affect his/her productivity/performance.

D. Treatment, rehabilitation, and referral system

Counselling Services and Referrals - Employees with a mental health condition shall be referred to a DOH-licensed/accredited/recognized mental health facility or counseling services of a Licensed and Registered Psychologist and Psychiatrist provided by a Vendor-partner clinic. This cost is shouldered by the company.

This will be available for all employees, as far as practicable.

6. Miscellaneous Provision

- A. The company is committed to promoting and ensuring a healthy and safe working environment through its various health programs for its employees. The Company shall conform to all issuances and laws that guarantee workers' health and safety.
- B. The company shall ensure the Health and Wellness team has the resources and training required to do their job.
- C. The Company shall ensure that worker's health is maintained through the following Company programs and activities:
 - 1. Orientation and education of employees.
 - 2. Access to reliable information on illness and hazards at work.
 - 3. Referral to medical experts for diagnosis and management of illness or health-related concerns.
 - 4. Health and Wellness programs.
- D. The above-mentioned programs shall comply with the Government's issuances on promoting a healthy lifestyle, addressing mental health in the workplace, and preventing and controlling substance abuse.
- E. In addition, company policies to protect workers' rights arising from illness shall be guaranteed. The Company shall promote the following workers' rights:
 - 1. Confidentiality of information
 - 2. Non-discrimination
 - 3. Work accommodation following a course of illness
- F. This Policy is formulated for everybody's information. The company is committed to ensuring employees' appropriate policies and programs on mental health in the workplace are designed to raise awareness of mental health issues.

CHAPTER 7: CICT-HR-Policy-019; Drug-Free Workplace & Regulations on Alcoholism Policy

1. Policy Statement

The Company is committed to maintaining a safe and healthy workplace and will take necessary steps to suppress the use, purchase, sale, transfer, or possession of prohibited drugs in the workplace. Likewise, The Company is committed to ensuring the health and safety of its employees by reducing the risks in the workplace, to promote safe and efficient business operations. Further, the Company assures to maintain professionalism and protect the health and well-being of employees by prohibiting the consumption, possession, and intake of alcoholic beverages during working hours and within the Company premises.

In compliance with **Article V of Republic Act No. 9165**, otherwise known as the **Comprehensive Dangerous Drugs Act of 2002**, its Implementing Rules and Regulations, DOLE Department Order No. 53-03, series of 2003 (Guidelines for the Implementation of a Drug-Free Workplace Policies and Programs for the Private Sector), and in relation to the Company's Employee Discipline Policy, the Company hereby implements this policy to achieve a Drug and Alcohol-Free Workplace.

2. Coverage

All Employees regardless of rank and status employed under Converge ICT Solutions, Inc., Metro Works ICT Construction, Inc., other affiliates, and subsidiaries.

This Policy may be applied in resolving disputes or complaints lodged against trainees, apprentices, interns, consultants, or any other personnel with whom the Company, for whatever reason, has signed an agreement in a capacity other than as an Employee. In this light, all third parties to whom the Company has a contractual relationship must see to it that their policies and practices adhere to this Policy.

3. Definition of Terms

When used in this Code, the following words shall, unless the context otherwise indicates, have the following respective meanings:

Company/CICT – shall refer to Converge ICT Solutions, Inc., Metro Works ICT Construction, Inc., and its subsidiaries/affiliates.

Company premises - All properties, facilities, lands, buildings, structures, automobiles, trucks, and other vehicles owned, leased, or used by the company to conduct its business.

Grave Offense – Under the table of penalties in the Employee Discipline Policy, a grave offense is a level four (4) penalty that warrants dismissal or termination of employment.

Events and social gatherings – Events and social gatherings arranged, organized, and authorized by the Company.

Alcohol/ Alcoholic beverage – Generic term for ethanol, which is a particular type of alcohol produced by fermentation of mostly barley, hops, grapes, and other foodstuff. For the purpose of this Policy, alcohol will include beer, wine, and other liquor.

Blood Alcohol Content (BAC) – Refers to the measure of the amount of alcohol in an employee’s blood.

Breath Analyzer – Also known as the Alcohol Breath Analyzer refers to the equipment that can determine the BAC level of an employee through testing of his breath.

Under Influence of Alcohol – A person having Blood Alcohol Content (BAC) higher than 0.06% based on the Breath Analyzer Test is considered under the influence of alcohol. Generally, at this level, a person who has taken alcohol exhibits slight impairment of balance, speech, vision, reaction time, and hearing. Judgment and self-control are reduced, and caution, reason, and memory are impaired.

Testing Authority – An employee, deputized by the Committee to perform the Alcohol Breath Analyzer Test.

Dangerous Drugs – Those enumerated and defined in the Comprehensive Dangerous Drugs Act of 2003. Included are those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971 Single Convention on Psychotropic Substances as enumerated.

Sell – Any act of giving away any dangerous drug and/or controlled precursor and essential chemical whether for money or any other consideration.

Trading, soliciting - Transactions involving the illegal trafficking of dangerous drugs and/or controlled precursors and essential chemicals using electronic devices such as, but not limited to, text messages, e-mail, mobile or landlines, two-way radios, internet, instant messengers and chat rooms or acting as a broker in any of such transactions whether for money or any other consideration in violation of the Comprehensive Dangerous Drugs Act.

Use – Any act of injecting, intravenously or intramuscularly, or consuming, either by chewing, smoking, sniffing, eating, swallowing, drinking, or otherwise introducing into the physiological system of the body, any of the dangerous drugs.

Deliver – Any act of knowingly passing a dangerous drug to another, personally or otherwise, and by any means, with or without consideration.

Screening Test – A test performed to establish potential/presumptive positive results.

Confirmatory Test – An analytical test using a device, tool, or equipment with a different chemical or physical principle that is more specific which will validate and confirm the result of the screening test.

Near Miss Accident – An accident arising from or in the course of work that could have led to injuries or fatalities of the workers and/or considerable damage to the employer had it not been curtailed.

Treatment and Rehabilitation – A process which aims to reintegrate into society recovering drug and alcohol dependents.

4. Responsibility

All Employees must know and be familiar with the Policy, the provisions, the prohibitions, and the corresponding sanctions.

It is the duty and responsibility of every employee to make himself/herself familiar with all provisions of the Policy including all amendments and supplements thereto. Ignorance of or unfamiliarity with the provisions of the Policy shall not excuse any Employee from any violation thereof. It is the Group/Department Heads, Supervisors, and Team Leaders (People Managers) responsibility to help their subordinates understand and apply these rules, and to maintain an environment that promotes consistent compliance.

The fact that an act is customary does not by itself make it permissible if it violates the provisions of this Policy.

5. Committee on Drug-free and Alcohol Regulation

A. Composition of the Committee

The Committee on Drug-Free and Alcohol Regulation shall be composed of the following:

1. A Chairman, to be elected among the members of the Committee
2. One (1) member from the Health and Wellness Team

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3. One (1) member from the Labor Relations Team
4. The HR Business Partner concerned
5. The head of the Security Department or his deputized representative
6. The head of the Safety Team or his deputized representative
7. The head of the Legal Department or his deputized representative.

B. Duties and Responsibilities of the Committee

The following are the duties and Responsibilities of the Committee:

1. Implementation of the Policy
2. Monitor and evaluate periodically the Policy, to ensure that goals are reached.
3. Update and amend policies relating to Drug-free and Alcohol Regulation.
4. Rule on incidents relating to the Policy.
5. Decide on the guidelines and the conduct of Random Drug Testing.
6. Provide training and conduct seminars regarding drug and alcohol abuse and addiction.
7. Provide continuous education and notice to the employees about the harsh effects of drugs and alcohol.

6. Prohibitions

The Company expressly prohibits the commission of the following acts and shall be treated as a **Grave Offense** under the Employee Discipline Policy:

A. Prohibition Against Drugs

1. The use, delivery, possession, trading, solicitation for, or sale of prohibited, habit-forming, and dangerous drugs on company premises or while performing an assignment.
2. Reporting for work under the influence of habit-forming drugs.
3. Possession, use, solicitation for, or sale of dangerous drugs away from the company premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee, or others, or puts at risk the company's reputation.
4. The presence of any detectable amount of dangerous drugs in the employee's system while at work, while on the premises of the company, or while on company business.

B. Prohibition Against Alcohol

1. Except during company-sanctioned events or social gatherings, alcoholic beverages are expressly prohibited within the work premises. The following acts shall be prohibited in accordance with the Employee Discipline Policy:
 - a. Reporting for work under the influence of alcoholic beverages.
 - b. Consumption, possession, and intake of alcoholic beverages during working hours and within the Company premises.

- c. Attempting to bring or bringing alcoholic beverages into the Company premises or property or possession thereof inside Company premises or property.
- d. Unauthorized drinking of alcoholic beverages at any time within Company premises.

As a Grave Offense under the Employee Discipline Policy, the employee who shall commit the said Prohibited Acts shall undergo due process and will be penalized accordingly.

7. Drug Testing Policy

In coordination with the HR Employee Engagement - Health and Wellness Team, Security Department, and other departments, the Management through the Committee shall conduct pre-employment drug testing, mandatory drug testing, and random drug testing.

Drug testing shall be administered by government forensic laboratories or by any testing laboratories accredited and monitored by the Department of Health (DOH).

A. Pre-Employment Drug Testing

All applicants for employment and training shall undergo pre-employment drug testing conducted by an accredited laboratory of the Department of Health. No applicant shall be accepted if they are found positive for the use of dangerous drugs. The pre-employment drug testing shall be at the cost of the applicant.

B. Mandatory Drug Testing

Employees regardless of rank, position, designation, team, or assignment, shall undergo mandatory drug testing in any of the following instances:

1. For Cause Testing

- a. Employees, who based on an incident report with personal knowledge or sufficient evidence raised through the committee, display physical signs, or symptoms of being under the influence of dangerous drugs.

2. Post-Accident Testing

- a. Employees who have been involved in a work-related accident
- b. Near Miss Accident – An accident arising from or in the course of work that could have led to injuries or fatalities of the workers and/or considerable damage to the employer had it not been curtailed.

C. Random Drug Testing

All employees, regardless of rank, position, designation, team, or assignment may be selected to undergo a random drug test. Random drug test refers to the unannounced schedule of drug testing of employees, conducted at random intervals without prior notice. Employees will be chosen by a computer-generated randomized program with each employee having an equal chance of being selected.

8. Drug Testing Method and Procedure

A. Employees shall undergo two testing methods:

1. Screening Test – The first drug test conducted to determine a positive result as well as the type of drug used.
2. Confirmatory Test - Affirms a positive screening test. It is a second test that applies only to employees who initially tested positive in the screening test. The Confirmatory test shall be at the expense of the Company and shall be released separately from the results of the Screening Test.

B. Testing Procedure:

1. All employees undergoing drug testing shall take a screening test to determine a positive result.
2. If an employee tests positive for drugs in the screening test, his urine sample taken during the screening test shall be used for a confirmatory test to affirm the positive result. An employee initially found to be negative in the screening test need not undergo a confirmatory test.
3. The release of the results of the confirmatory test shall be separate from the release of the screening test.
4. An Employee with a positive confirmatory test shall undergo due process and shall be sanctioned based on the Employee Discipline Policy and/or the Labor Code of The Philippines.
5. The drug test result shall be valid for one (1) year and shall be treated with utmost confidentiality.

9. Alcohol Testing Policy

In coordination with the HR Employee Engagement - Health and Wellness Team, Security Department, and other departments, the Management through the Committee shall conduct an Alcohol Cause-Test, Alcohol Post Accident-Test, and Random Alcohol Test.

A. Alcohol Cause-Test

An Employee shall undergo an Alcohol Cause-Test:

1. If based on an employee's demeanor, there is reasonable ground to believe that said employee is under the influence of alcohol.
2. Employees, who based on an incident report with personal knowledge or sufficient evidence raised through the committee, display physical signs, or symptoms of being under the influence of alcohol.

B. Post Accident-Test

1. Employees who have been involved in a work-related accident.
2. Near Miss Accident – An accident arising from or in the course of work that could have led to injuries or fatalities of the workers and/or considerable damage to the employer had it not been curtailed.

C. Random Alcohol Test

1. At any time during working hours, a random alcohol test may be conducted with all employees, regardless of rank, position, designation, team, or assignment.
2. Random alcohol test refers to the unannounced schedule of alcohol testing of employees, conducted at random intervals, at any given time of day, without prior notice. Employees will be chosen by a computer-generated randomized program with each employee having an equal chance of being selected.

10. Alcohol Testing Method and Procedure

A. Employees shall undergo an Alcohol Breath Analyzer Test

An Alcohol Breath Analyzer (ABA) refers to the equipment that can determine the Blood Alcohol Content (BAC) of an employee. An employee with a BAC of 0.06% or higher shall be considered an employee under the influence of alcohol.

The Alcohol Breath Analyzer Test shall be performed by the Testing Authority deputized by the Committee.

B. Testing Procedure:

1. On-time testing should be done by the Testing Authority for accurate results.
2. All employees undergoing an Alcohol Breath Analyzer Test shall voluntarily submit himself or herself to the Testing Authority.
3. The employee undergoing the Alcohol Breath Analyzer Test shall be tested once. The result of the ABA test shall be final.
4. An employee with a BAC of 0.06% or higher based on the ABA Test shall undergo due process and shall be sanctioned based on the Employee Discipline Policy and/or the Labor Code of the Philippines.

11. Treatment and Rehabilitation

Treatment and Rehabilitation aims to reintegrate into society, a recovering drug dependent and an alcoholic. A chance to be treated and rehabilitated is afforded to those who have succumbed to dangerous drugs and alcohol. Drug dependents and alcoholics are trained to get out of their addiction and become productive citizens and employees.

- A. An employee who is found positive for drug use, or who seeks help from the Health and Wellness Team concerning drug or alcoholic addiction, use, or consumption, shall be referred for treatment and/or rehabilitation in a DOH-accredited center. For this purpose, the Company, in coordination with the Health and Wellness Team, shall provide a list of at least three (3) accredited facilities which an employee who tested positive for drugs or who seeks help may choose from.
- B. The rehabilitation period shall be for six (6) months or depending upon the advice of the physician after assessment. For Drug dependents, the rehabilitation period shall be based on the Drug Dependency Examination Result conducted by the accredited facility. The employee shall be on sick leave and/or vacation leave during the rehabilitation period.
- C. Upon completion of the treatment and/or rehabilitation, the Health and Wellness Team in consultation with the head of the rehabilitation center, shall evaluate the status of the alcoholic, and the drug-dependent employee and may recommend and certify his return to work provided he or she does not pose any danger or threat to his or her co-workers and/or the workplace.
- D. The Health and Wellness Team shall conduct and implement an aftercare program for the rehabilitated employee.

12. Advocacy, Education, and Training

- A. The HR Employee Engagement - Health and Wellness Team shall increase the awareness and education of the employees through continuous advocacy, education, and training programs relating to drug and alcohol abuse.
- B. Posters, billboards, streamers, and signages shall be posted in conspicuous places within the work premises to remind employees that their office is a Drug-Free workplace, and it must be kept that way.
- C. All employees are required to undergo an education program which shall include the following topics:
 - 1. Salient features of R.A. 9165
 - 2. Adverse effects of abuse and/or misuse of dangerous drugs and alcohol abuse on the person, workplace, family, and the community
 - 3. Preventive measures against drug and alcohol abuse; and
 - 4. Steps to take when intervention is needed, as well as available services for treatment and rehabilitation.

13. Penalty

The commission of the prohibited acts stated herein constitutes a grave offense under the Employee Discipline Policy. An employee charged for the prohibited acts shall undergo due process and shall be penalized in accordance with the Employee Discipline Policy, without prejudice to the reporting of such act to the proper government authorities.

***** Nothing Follows *****