

## **Inter-Office Memorandum**

*Reference No. HRMS 2014.09.111*

**TO : ALL EMPLOYEES**

**FROM : ADMINISTRATIVE DIVISION**

**SUBJECT : WORKPLACE POLICY AND PROGRAM ON TUBERCULOSIS (TB) PREVENTION AND CONTROL**

**DATE : September 12, 2014**

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### **INTRODUCTION:**

Fujitsu Die-Tech Corporation of the Philippines 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.

### **OBJECTIVES:**

- To address the stigma attached to TB and to ensure that the worker's right against discrimination, brought by the disease, is protected.
- To facilitate free access to anti-TB medicines of affected employees through referrals.

### **IMPLEMENTING STRUCTURE**

Fujitsu Die-Tech Corporation of the Philippines TB Program shall be managed by its health and safety committee consists of representatives from the different divisions and departments.

### **SCOPE:**

This Program shall apply to all employees regardless of their employment status.

### **DEFINITIONS:**

- 1. Case finding** - *an activity aimed at discovering or finding TB cases.*

2. **Case Holding** - *an activity aimed at treating TB Cases through proper treatment regimen and health education and ensuring that TB cases complete their treatment and be ultimately cured.*
3. **Pulmonary Smear Positive occurs when:**
  - *A sputum smear examination has two positive results;*
  - *Sputum smear is positive (+) and chest radiographic findings are consistent with active tuberculosis, and;*
  - *One sputum and one culture are positive for AFB*
4. **Smear Negative** - *this occurs when three (3) consecutive sputum smear examinations give negative results.*
5. **Sputum Microscopy for Diagnosis** - *this is a smear examination using sputum carried out for TB symptomatic for the purpose of establishing a diagnosis of TB.*
6. **Sputum Microscopy for Follow-up** - *this sputum smear examination is done to monitor the sputum status of a patient after treatment has been initiated. Only one sputum is collected, preferably coming from the early morning phlegm.*
7. **Sputum Specimen Material** - *comes from the respiratory tract and brought out by coughing. This material is used for smear examination.*
8. **Temporary Total Disability (TTD)** - *an employee shall be entitled to an income benefit for TTD, if he has been duly reported to the System (SSS), if the TTD was sustained as a result of illness or injury and that the System has been duly notified of the sickness or injury. The employer shall be liable for the benefit if such illness or injury occurred before the employee was reported for the coverage to the System. The income benefit shall be paid beginning on the first day of disability. If the TTD is caused by sickness or injury it shall not be paid longer than 120 consecutive days, except when it still requires medical attendance beyond 120 days but not exceed 240 days from onset of disability, in which case benefit for TTD shall be paid. (Rule X of PD 622)*
9. **Permanent Total Disability (PTD)** - *an employee is entitled to PTD benefit equivalent to a full monthly income benefit for all compensable months of disability, if he has been duly reported to the System (SSS), if the PTD was sustained as a result of illness or injury and that the System has been duly notified of the sickness or injury. The employer shall be liable for the benefit if such illness or injury occurred before the employee was reported for the coverage to the system. (Rule XI of PD 626)*
10. **Permanent Partial Disability (PPD)** - *an employee shall be entitled to PPD benefit, if he has been duly reported to the System (SSS), if the PPD was sustained as a result of illness or injury and that the System has been duly notified of the sickness or injury. The employer shall be liable for the benefit if such illness or injury occurred before the employee was reported for the coverage to the System. (Rule XII of PD 626)*

**11. General Ventilation** - *suitable atmospheric conditions shall be maintained in workrooms by natural or artificial means to avoid insufficient air supply, stagnant or vitiated air, harmful drafts, excessive humidity or dryness and objectionable odors (OSHS-DOLE Rule 1076.01)*

## **SPECIFIC POLICIES:**

### **A. Preventive Strategies**

1. Conduct of Tuberculosis (TB) Advocacy, Training and Education
  - a. TB education shall be conducted by the Clinic in close coordination with the health and safety committee, through distribution and posting of IEC materials and counseling and/ or lectures.
  - b. Engineering measures such as improvement of ventilation, provision for adequate sanitary facilities and observance of standard for space requirement (avoidance of overcrowding) shall be implemented.
2. Screening, Diagnosis, Treatment and Referral to Health Care Services
  - a. The company established a referral system and provides access to diagnostic and treatment services for its employees. The company makes arrangements with the nearest Direct Observed Treatment (DOT) facility.
  - b. The company's adherence to the DOTS guidelines on the diagnosis and treatment is highly encouraged.

### **B. Medical Management**

1. The company adopts the 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. The company refers employees with TB to private or public DOTS centers.

### **C. Social Policy**

1. Non-discriminatory Policy and Practices
  - a. There shall be no discrimination of any form against employees from pre to post employment, including hiring, promotion, or assignment, on account of their TB status. (ILO C111)
  - 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 medically fit.

2. Work-Accommodation and Arrangement

- a. Agreements made between the company and employee's representatives 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 the Company 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 his/her duty

**ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEES**

**A. Employer's Responsibilities**

1. The Company, together with workers/ labor organizations, company focal personnel for human resources, safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on TB.
2. Provide information, education and training on TB prevention for its workforce.
3. Ensure non-discriminatory practices in the workplace.
4. Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.
5. The Company, through its Human Resources Department, shall see to it that the company policy and program is adequately funded and made known to all employees.
6. The Health and Safety Committee, together with employees/ labor organizations shall jointly review the policy and program and continue to improve these by networking with government and organizations promoting TB prevention.

**B. Employees' Responsibilities**

1. The employee's organization is required to undertake an active role in educating and training their members on TB prevention and control.
2. Employees shall practice non-discriminatory acts against co-workers.

3. Employees and their organization shall not have access to personnel data relating to a worker's TB status.
4. Employees shall comply with universal precaution and the preventive measures.


## IMPLEMENTATION AND MONITORING

The Safety and Health Committee or its counterpart shall periodically monitor and evaluate the implementation of this Policy and Program.

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