

## HEALTHY WORKPLACE LETTER OF COMMITMENT

We, the **Department of Trade and Industry 12** and the **DTI 12 Employees Union**, are committed to protect the health, safety and well-being of the workers by instituting health promotion strategies that create a health-enabling workplace through health policies, health promoting work environment, and personal health resources including lifestyle in the workplace.

To attain the above-mentioned commitment, we hereby commit the following healthy workplace strategies:

### Management Responsibilities:

- Develop new and regularly update existing healthy workplace enabling policies that support the promotion of healthy behaviors among the workers, such as but not limited to health and safety, mental health, anti-harassment and discrimination, drug-free workplace and smoke-free environment;
- Provide the required physical and psychosocial environment needed for an enabling work environment conducive and supportive to the health priority area/s relevant to the workers' needs and interest (i.e., ensure facilities are clean, safety equipment and supplies are provided, and regular health checks conducted);
- Develop the required personal skills of the workers through provisions of relevant capacity building, career development, training opportunities, life skills activities, employee assistance, wellness programs, and relevant health information to promote work-life balance and support the health priority area/s relevant to the workers' needs and interest;
- Provide support and funding to foster strong family ties including relationships among workers and community involvement in actions, programs, projects and other opportunities or platforms of the agency and its workers in local policy and decision-making processes that contribute to their health status as well as promote a safe, respectful, and inclusive workplace;
- Facilitating access to promotive, preventive, curative, and rehabilitative health services to the workers in support to the priority area/s relevant to the workers need and interest;
- Enhance communication channels by implementing platforms for effective feedback mechanism and reporting system; and
- Seek and adopt best practices for continuous improvement of individual health seeking behavior and to encourage employee engagement and participation.

### Workers Responsibilities:

- Adhere to all the health and safety protocols and other health and safety-related policies of the management and report any unsafe conditions or incidents immediately;

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- Actively participate in the planning, development, implementation and monitoring and evaluation of all programs, projects and activities related to healthy and safe behaviors;
- Seek and adopt best practices for continuous improvement in the health seeking behavior of workers and get involved in workplace wellness and team-building programs and activities;
- Practice and advocate healthy and safe behaviors, even when outside the workplace, especially at home;
- Take advantage of available health, wellness, and professional development resources provided by the agency and contribute to a positive and inclusive work environment; and
- Actively participate in feedback processes and communicate any concerns or suggestions constructively.

By signing this letter, both management and employees affirm our commitment to these principles and agree to work collaboratively towards achieving a healthy and supportive workplace. Together, we will uphold the values of our agency and drive positive change for the benefit of our organization and the community.

Signed this day of 12<sup>th</sup> of September, 2024



**FLORA D. POLITUD-GABUNALES, CESO V**  
Regional Director, DTI 12



**ELBERT G. CAPECIO**  
EU Representative, DTI 12

Signed in the Presence of:

Management Representative:

Worker/Public Sector Representative:



**HAZEL E. HAUTEA**  
Chief Administrative Officer



**ROBERT A. ORFRECIO**  
EU 2<sup>nd</sup> level Representative, DTI RO 12