

October 04, 2024

**Regional Memo Order No. 086**

Series of 2024

**Subject: ESTABLISHMENT OF A HEALTHY WORKPLACE POLICY**

In the interest of the service and to align with the DOH-DOLE-CSC Joint Administrative Order No. 2023-001 on the National Policy Framework for Promoting Healthy Workplaces, the Department of Trade and Industry 12 is implementing a Healthy Workplace Policy. This initiative aims to establish a supportive, safe, and productive work environment through comprehensive strategies focused on the employees' overall well-being. The program addresses seven priority areas to enhance physical, mental, and emotional health, fostering a thriving workplace.

This policy applies to all DTI 12 employees and outsourced personnel, regardless of their employment status, and all contractors, clients, and visitors in the workplace.

**A. COVERAGE**

**1. DIET AND PHYSICAL ACTIVITY: "MOVE MORE, EAT RIGHT, SLEEP BETTER"**

**Objectives:**

- ✓ To promote, support, and enhance employees' overall well-being by emphasizing balanced nutrition, adequate sleep and increased physical activity.
- ✓ To improve dietary habits and encourage more active lifestyles, with the goal of combating various forms of malnutrition and reducing the risk of non-communicable and chronic diseases.
- ✓ In compliance to Department of Health (DOH) Administrative Orders and Philippine Plan of Action for Nutrition (PPAN)

**Healthy Eating Initiatives:**

- Discourage serving soft drinks and sugary beverages. Instead, encourage offering fruit juices and water. Prioritize locally produced and natural drinks.
- Offer fruit platters, whole-grain treats, and low-sugar snacks, instead of sweet desserts.

**REGION 12 (SOCCSKSARGEN)**

- Host workshops, briefings and seminars on nutrition and healthy/mindful eating and on the benefits of moving more and practicing sleep hygiene.
- Distribute brochures, newsletters, and posters with balanced diet tips.
- Provide dietitian consultations and individual nutrition counseling.
- When catering, limit rice portions to one cup per person.
- Organize habit-building challenges, cooking demonstrations and other friendly competitions to encourage healthy eating.
- Offer rewards and recognition, either monetary or non-monetary, whichever is applicable and allowable, to recognize employees' effort and to encourage participation.

*Facilities and Equipment:*

- Equip kitchens with refrigerators, microwaves, and water coolers.
- Designate areas for employees to store healthy snacks and meals.
- Display nutritional information and healthy eating tips in common areas.
- Provide an on-site gym with basic equipment, if possible.
- Offer diverse fitness classes on-site or virtually.
- Partner with local gyms for discounted memberships.
- Hire certified fitness instructors, if necessary and within the allowable budget.
- Organize group exercise sessions and wellness challenges.
- Plan seasonal wellness activities and provide fitness tracking tools.

*Wellness and Engagement Initiatives:*

- Encourage movement and provide ergonomic chairs and accessories.
- Designate areas for walking or stretching and create walking routes.
- Set aside time for physical activity or health break, like a 3 PM break, for a brief exercise session, mindfulness activity or relaxation routine. Consider options such as Zumba, stretching, or guided routines to keep things varied and engaging.
- Encourage and support participation in LGU-led or community-hosted projects/ activities.
- Facilitate free health screenings when possible and available.
- Promote a blood donation drive campaign.
- Implement wellness challenges and reward employees for participation and fitness achievements.
- Allow flexible hours or breaks for physical activity and support time off for health-related appointments.
- Provide access to counseling and support services for diet, exercise, and wellness.
- Organize sports leagues or recreational activities with necessary equipment, facilities and venue.

## 2. ENVIRONMENTAL HEALTH: "BE CLEAN, LIVE SUSTAINABLY"

### **Objectives:**

- ✓ To promote a healthy and sustainable work environment by implementing eco-friendly practices that reduce environmental impact. This includes creating a safer, cleaner workplace, supporting sustainable living, and building resilient communities.
- ✓ Focus on minimizing environmental risks, addressing climate change impacts on health, and fostering practices that enhance well-being for both current and future generations.
- ✓ In alignment with the Republic Act No. 9003 - Ecological Solid Waste Management Act of 2000, Republic Act No. 9275 - Philippine Clean Water Act of 2004, Republic Act No. 8749 - Philippine Clean Air Act of 1999, Republic Act No. 11360 - Toxic Substances and Hazardous and Nuclear Waste Control Act of 2008, and Republic Act No. 11285 - Energy Efficiency and Conservation Act

### Environmental Health Initiatives:

#### *Indoor Air Quality:*

- Ensure proper ventilation systems are in place and regularly maintained to provide fresh air and minimize indoor air pollutants.
- Install air purifiers in areas with poor ventilation or high pollutant levels.
- Incorporate indoor plants that can help improve air quality and enhance the workplace environment.

#### *Waste Management:*

- Implement comprehensive recycling programs for paper, plastics, glass, and electronic waste or partner with other institutions or groups to implement waste management and recycling programs. Provide clearly labeled bins for recycling throughout the workplace.
- Minimize the use of single-use plastics by promoting the use of reusable items. Encourage employees to bring their own containers when buying food for lunch to reduce plastic trash and single-use plastics. All employees, contractors, suppliers, clients and visitors of DTI 12 shall abide by the provisions set under DTI Department Order No. 24-172 Series of 2024 banning the unnecessary use of single-use plastics within the DTI premises and during events or fairs.
- Encourage practices that reduce waste generation, such as digital documentation to minimize paper use and reusable containers for food and beverages.

- Properly manage and dispose of hazardous materials, including chemicals, batteries, and electronic waste, following environmental regulations and best practices.

*Energy Conservation:*

- Use energy-efficient lighting solutions, such as LED bulbs, and install motion sensors in less frequently used areas to reduce energy consumption.
- Utilize natural light during peak hours (12:00 PM – 4:30 PM) by opening blinds or curtains. This aims to reduce artificial lighting by 50% during these hours to conserve electricity.
- Implement energy-saving practices, including the use of energy-efficient appliances and equipment. Encourage employees to turn off lights and unplug devices safely when not in use. Even when on standby, these appliances and devices continue to consume electricity, contributing to unnecessary energy usage.
- Optimize heating, ventilation, and air conditioning (HVAC) systems for energy efficiency and maintain them regularly to ensure they operate effectively.
- Set air-conditioning units to optimal working temperature range of 21-22 degrees Celsius to minimize energy consumption while maintaining a comfortable working environment.
- Ensure that doors are always kept closed to prevent the escape of cool air from air-conditioned areas. This simple measure helps maintain the desired temperature within each room and reduces the workload on the cooling system.

*Water Conservation:*

- Install water-saving fixtures, such as low-flow faucets and toilets, to reduce water consumption.
- Regularly check for and promptly repair any leaks in plumbing systems to prevent water wastage.
- Encourage employees to use water efficiently and avoid unnecessary water use in kitchen and restroom areas.

*Sustainable Practices:*

- Choose environmentally friendly products and services, such as those with minimal packaging, recycled materials, or lower environmental impact.
- Promote sustainable transportation options, such as carpooling, public transit, or biking, by providing incentives or facilities like bike racks and showers.
- Opt for office supplies made from recycled or sustainable materials and implement practices that reduce the need for single-use items.

- Disposable cups shall be used exclusively for visitors and will only be available at the AFMD and MSSD.
- Promote the creation of an office vegetable garden.
- Embrace a "Go Green" initiative to promote sustainability and reduce our environmental impact.
- Encourage employees to bring their own reusable containers when purchasing food for lunch. Provide resources or reminders about the benefits of reducing plastic waste and avoiding single-use plastics.

*Employee Engagement and Education:*

- Provide training and resources to educate employees about environmental health practices and the effect of environmental risks and climate change on health, including waste reduction, energy conservation, and sustainable living.
- Run awareness campaigns and initiatives to encourage employee participation in environmental health programs and practices.
- Participate/Support LGU-led or community-hosted activities related to environmental health.
- Ensure access to promotive and preventive health services, including screening, diagnosis, counseling, health promotion, and referral systems.

**3. IMMUNIZATION: "GET VACCINATED"**

**Objectives:**

- ✓ To promote and support immunization to improve employee health, safety, and reduce the risk of communicable and vaccine-preventable diseases. This includes providing guidance and resources on vaccination requirements, emphasizing the importance of vaccination, and encouraging vaccine use to prevent diseases, disabilities, and deaths.
- ✓ To protect both individuals and communities, ensuring a healthier future.
- ✓ Supporting Republic Act No. 11166 - "National Immunization Program Act of 2018"

*Immunization Initiatives:*

- Provide information on recommended vaccinations and collaborate with local health providers to offer vaccines at the workplace or through employees' healthcare providers.
- Organize annual flu vaccination clinics and support COVID-19 vaccinations, including booster doses, with updates on vaccine availability.
- Require vaccinations for high-risk positions or compliance with regulations, clearly communicating requirements and offering time off for vaccination.

- Encourage participation in vaccination programs with incentives or recognition and run educational campaigns on vaccine benefits and safety.
- Offer paid time off or flexible scheduling for vaccinations and manage side effects, and provide support for adverse reactions, including medical consultations.

**4. SUBSTANCE USE: "DON'T SMOKE, LESSEN ALCOHOL, NO TO DRUGS"**

**Objectives:**

- ✓ To enhance and protect the psychosocial and mental health well-being of employees by promoting mental health support in the workplace. This involves creating a supportive environment that recognizes mental health as essential to overall employee wellness and productivity.
- ✓ To reduce the impact of mental health disorders and lower suicide rates through initiatives that encourage self-care, foster supportive relationships, and build resilience and compassion. This will be achieved by increasing awareness, providing education, and strengthening community support.
- ✓ Conforming to Republic Act No. 9165 - Comprehensive Dangerous Drugs Act of 2002, Republic Act No. 10747 - Mental Health Act, Republic Act No. 9165 (as amended by RA 10640).
- ✓ Additionally, this policy is consistent with RMO 077, s.2022 (Drug-Free Workplace Policy and Program) and RMO 066, s.2024 (Smoke and Vape-Free Workplace Policy and Program).

***Substance Use and Professional Conduct Policies:***

- The use, possession, distribution, or sale of illegal drugs or controlled substances on company premises or during work hours is strictly prohibited.
- Employees must not come to work under the influence of alcohol, illegal drugs, or controlled substances that impair job performance.
- Employees must notify their supervisor if taking prescription medications that may affect their work performance or safety.
- All employees are expected to conduct themselves professionally.
- Provide paid time off or flexible scheduling for employees involved in addressing substance use and offer related training opportunities.
- All employees shall undergo an annual drug test.
- Provide additional merit points to non-smokers during the hiring process, if there are no conflicting policies.
- Establish a partnership with a rehabilitation facility to support employees in need.

## 5. MENTAL HEALTH: "THINK WELL, FEEL WELL"

### **Objectives:**

- ✓ To enhance and protect psychosocial and mental health well-being by supporting mental health in the workplace and creating an environment that integrates mental health into overall employee wellness and productivity.
- ✓ Includes reducing mental health disorders and suicide rates through self-care and supportive relationships, while fostering a resilient and compassionate society through increased awareness, education, and community support.
- ✓ To align with Republic Act No. 11036 (Mental Health Act), its Implementing Rules and Regulations, Republic Act No. 11058 (Occupational Safety and Health Standards), and CSC Memorandum Circular No. 04, s. 2020.

### *Definition:*

1. **Mental Health Condition** – Disorders affecting mood, thinking, and behavior, characterized by significant disturbances in cognition, emotional regulation, or behavior. Diagnosis is based on accepted medical nomenclature and evidence.
2. **Mental Health** – Encompasses emotional, psychological, and social well-being, influencing how we think, feel, act, handle stress, relate to others, and make decisions. It involves realizing one's potential, coping with normal life stresses, displaying resilience, working productively, and contributing to the community.

### *Warning Signs*

1. Apathy – Loss of initiative or desire to engage in activities.
2. Drop in Functioning – Significant decline in work or social activity.
3. Feeling Disconnected – Sense of detachment or unreality.
4. Illogical Thinking – Unusual beliefs about personal abilities or understanding.
5. Increased Sensitivity – Heightened sensitivity to stimuli and avoidance of overstimulating situations.
6. Mood Changes – Rapid or extreme emotional shifts or depressive feelings.
7. Problems Thinking – Issues with concentration, memory, or logical thought.
8. Sleep or Appetite Changes – Dramatic changes in sleep, appetite, or personal care.

9. Withdrawal – Social withdrawal and loss of interest in previously enjoyed activities.

#### *Preventive Measures*

- The Human Resource Management Office or Safety and Health Committee will conduct mental health education through seminars, informational materials, and counseling.
- Provide regular training for employees and managers on mental health awareness, recognizing signs of mental health issues, and offering support.
- Equip managers with skills to sensitively and effectively support employees with mental health concerns.
- Distribute information on mental health topics, including stress management, conditions, and available resources.
- Organize events, workshops, or seminars to raise awareness about mental health and promote healthy coping strategies.
- Offer access to confidential counseling and support through Employee Assistance Programs (EAPs), along with resources for managing work-life balance and stress.

#### *Mental Health and Well-being Support Systems and Policies:*

- Allow employees to take paid or unpaid leave for mental health reasons without stigma and ensure they are aware of their rights and options.
- Provide reasonable accommodation, such as flexible work hours, remote work options, or modified duties, for employees with mental health conditions. Not limited to employees, but also extending support to their families.
- Foster a supportive and inclusive environment that encourages open discussions about mental health and reduces discrimination.
- Establish clear procedures for handling mental health crises, including immediate support and referral to professionals.
- Provide information on emergency mental health resources and hotlines, and work with employees to create individualized safety plans if needed.
- Create a positive workplace culture by promoting empathy and support through leadership, reducing workplace stress with reasonable workloads and breaks, and designing workspaces that enhance well-being with quiet areas and ergonomic furniture.
- Provide referrals to psychiatrists and psychologists and facilitate employee assessment testing or evaluation as necessary.
- Promote employee well-being by:
  - Building capacity for HR and Occupational Health personnel in identifying and managing mental health issues.
  - Establishing mental health support programs.
  - Identifying and managing work-related stress.

- Increasing mental health awareness.
- Promoting healthy lifestyles and work-life balance.
- Providing psychosocial support during disasters and extreme events.
- Implementing recommendations from third-party medical consultants in coordination with the Occupational Safety and Health Committee.
- Develop relevant policies and mental health program aligned with RA 11036 and based on the unique requirements of the agency and its employees to ensure healthy and productive workforce as well as address stigma and discrimination endured by the service users/people with mental health conditions.

#### *Non-Discriminatory Practices*

- Employees will not be dismissed based on actual, perceived, or suspected mental health conditions unless the condition severely impacts safety or performance, as certified by a competent health authority.
- Employees may return to work during treatment if an Occupational Health Physician certifies fitness for work and ensures no unsafe conditions arise. Coordination between HR and mental health professionals is required.
- Employees who have undergone psychosocial interventions and are cleared by an Occupational Health Physician shall not face barriers to returning to work or constructive dismissal.
- There shall be no discrimination in promotions or work assignments based on mental health conditions.
- Fitness to work for employees with mental health conditions will be determined by an Occupational Health Physician, considering clearance from mental health professionals.

#### *Treatment, Rehabilitation, and Referral*

- An employee well-being program will provide free "tele-counseling" for accessing helplines and scheduling clinical counseling.
- Employees may be referred to accredited clinics or specialists, including Department of Health-accredited facilities or mental health service providers.
- Absences for treatment and rehabilitation will be charged to leave credits. If leave credits are exhausted, medical leave will be unpaid.

## **6. SEXUAL AND REPRODUCTIVE HEALTH: "PRACTICE SAFE SEX"**

### **Objectives:**

- ✓ To foster a workplace that supports and promotes sexual and reproductive health by respecting individual needs, providing access to resources, and ensuring a supportive environment. This includes encouraging positive health behaviors, reducing early and unwanted pregnancies, and lowering rates of HIV and sexually transmitted infections.
- ✓ To empower employees with informed choices through comprehensive education, advocating for safe practices, and promoting inclusivity.
- ✓ Consistent with Republic Act No. 10354 - Responsible Parenthood and Reproductive Health Act of 2012 and Republic Act No. 9710 - Magna Carta of Women

### *Reproductive Health and Support Initiatives:*

- Provide information on sexual and reproductive health services, including access to healthcare providers, clinics, resources for contraception, family planning, and reproductive health.
- Distribute educational materials on topics such as Contraception, Sexual health, Pregnancy, Menopause
- Ensure health insurance plans cover relevant services.
- Offer clear guidance on accessing reproductive health benefits, comprehensive maternity leaves policies, parental leave options for new parents, and support for Breastfeeding.
- Allow flexible work hours for fertility treatments or family planning.
- Create a supportive environment for discussing reproductive health needs.
- Organize workshops and seminars on sexual and reproductive health.
- Train managers and HR personnel to handle related requests sensitively.
- Provide accommodations for reproductive health issues and offer access to counseling and health coaching.
- Ensure employees are aware of both internal and external resources.

### *Breastfeeding Support Initiatives:*

- Support and promote breastfeeding by providing necessary facilities and resources for breastfeeding and breast milk expression in the workplace.
- Recognize the significant benefits of breastfeeding for both mother and baby.
- Employees are entitled to lactation breaks to breastfeed or express breast milk during work hours.
- Frequency and duration will be based on individual needs and the age of the baby, with younger infants requiring more frequent breaks.
- A designated lactation room is available for employees.

- Employees must book the room in advance to avoid scheduling conflicts and ensure privacy.
- The room is available for the allotted time only; adherence to the schedule is required for fair access.

#### *Recording Lactation Breaks:*

- Employees must accurately log their lactation breaks.
- Both the employee and the Division Chief are responsible for recording break times; discrepancies should be promptly addressed.

#### Communication and Scheduling

- Employees should notify their supervisors when they plan to use the lactation room to prevent misunderstandings and ensure smooth operations.
- Supervisors are required to facilitate this process and support employees in their breastfeeding needs.
- Rights and Responsibilities
- Division Chiefs are prohibited from denying lactation breaks or interfering with the use of the lactation room; violations may result in disciplinary measures.
- Employees are expected to return promptly from lactation breaks to avoid attendance issues

#### *Education program on HIV and AIDS*

- In compliance with Republic Act No. 8504 known as The Philippine AIDS Prevention and Control Act of 1998

#### Definition:

HIV (*Human Immunodeficiency Virus*) is a virus that attacks cells that help the body fight infection, making a person more vulnerable to other infections and diseases.

If left untreated, HIV can lead to the disease AIDS (*Acquired Immunodeficiency Syndrome*). AIDS is the late stage of HIV infection that occurs when the body's immune system is badly damaged because of the virus.

#### Transmission

HIV can be transmitted via the exchange of a variety of body fluids from infected people, such as blood, breast milk, semen and vaginal secretions. HIV can also be transmitted from a mother to her child during pregnancy and delivery.

## Risk factors

Behaviors and conditions that put individuals at greater risk of contracting HIV include:

- having unprotected anal or vaginal intercourse;
- having another sexually transmitted infection (STI) such as syphilis, herpes, chlamydia and gonorrhea;
- engaging in harmful use of alcohol and drugs in the context of sexual behavior;
- sharing contaminated needles, syringes and other injecting equipment and drug solutions when injecting drugs; receiving unsafe injections, blood transfusions and tissue transplantation, and medical procedures that involve unsterile cutting or piercing; and
- experiencing accidental needle stick injuries, including among health workers.

## 7. **VIOLENCE AND INJURY PREVENTION: "DO NO HARM, PUT SAFETY FIRST"**

### Objectives:

- To prevent workplace violence and injuries by ensuring employee safety and well-being and offering support for those affected. This involves creating a safe, inclusive work environment, addressing various forms of violence—including interpersonal, gender-based, and occupational injuries—while prioritizing safety and fostering a culture of respect and prevention to protect everyone.
- Adhering to Republic Act No. 9262 - Anti-Violence Against Women and Their Children Act of 2004, Republic Act No. 11332 - Mandatory Reporting of Notifiable Diseases and Health Events of Public Health Concern Act, Republic Act No. 10158 - An Act Declaring the Policy of the State to Prevent and Control the Spread of Communicable Diseases, and Republic Act No. 10868 - The National Mental Health Act.
- In compliance with Civil Service Commission Memorandum Circular No. 2, s. 2021, develop and implement a comprehensive Public Service Continuity Plan that specifically addresses potential disruptions caused by workplace violence and injuries.

### Workplace Violence

- Recognize workplace violence as any act or threat of physical violence, harassment, intimidation, or disruptive behavior occurring in the workplace.
- Enforce a zero-tolerance policy for all forms of workplace violence, including physical assault, verbal threats, bullying, harassment.
- Improve workplace security through surveillance systems, controlled access, safety inspections.

- Provide training on recognizing warning signs of potential violence, conflict resolution strategies, appropriate responses to violent behavior.
- Establish clear procedures for reporting threats or incidents, accessing employee assistance programs (EAPs) for counseling, informing employees about legal resources and support.
- Outline procedures for responding to and investigating incidents of workplace violence, including safety actions, reporting protocols, involvement of law enforcement.
- Conduct risk assessments and provide safety training, ergonomic practices, and return-to-work programs.
- Ensure access to medical care, mental health resources, regular training on workplace violence prevention and safety procedures
- Provide personal protective equipment (PPE) to protect employees from hazards in the workplace or during specific activities.
- Ensure all floors are kept dry to prevent slipping hazards.
- Encourage the use of handrails for added safety when navigating stairs.
- Develop and incorporate specific elements of the Public Service Continuity Plan that address workplace violence and injuries scenarios.

## B. IMPLEMENTATION AND RESPONSIBILITY

### *Safety and Health Committee*

- Oversee and implement health and wellness programs and safety measures within the workplace.
- Conduct regular inspections and review incident reports to promote a culture of health and safety.
- Provide information, education, and training for employees to enhance workplace health in coordination with HR Unit.
- Ensure non-discriminatory practices and adherence to relevant legislation and guidelines in all policies and programs.
- Confidentiality of employee medical and health records is strictly maintained, with access limited to authorized personnel, including the HR Officer, Health and Safety Officers, and Head of Office. The HR Officer is responsible for securely maintaining these records.
- Interpret, implement, and revise this policy as necessary to maintain its effectiveness.
- Ensure that the DTI XII policy and program are adequately funded and effectively communicated to all employees.
- To actively engage in the continuous improvement of the DTI 12 Public Service Continuity Plan (PSCP) in relation to workplace violence and injury prevention.

### *Safety Officer/s:*

- Each office has a designated safety officer/s responsible for implementing safety measures, conducting safety audits, and facilitating training.

- Serve as the point of contact for all safety-related matters.

*Employees:*

- Take responsibility for their own safety and that of colleagues.
- Follow safety protocols, use personal protective equipment (PPE) as required, and promptly report any safety concerns.
- Encourage and practice a healthy lifestyle, focusing on avoiding high-risk behaviors and other risk factors.
- Engage in non-discriminatory practices towards co-workers.
- Refrain from accessing personnel data related to a co-worker's health status.
- Comply with universal precautions and preventive measures to maintain workplace safety.

*Division Heads:*

- Model safe behavior and ensure that their teams consistently adhere to established safety procedures.
- Provide adequate training on safety protocols and health practices to all team members.
- Actively listen to and address any safety concerns raised by employees, ensuring timely resolution.
- Foster a culture of safety within their departments by encouraging open communication about safety issues and recognizing safe practices.
- Conduct regular safety assessments and audits to identify potential hazards and ensure compliance with safety standards.
- Ensure that team members are familiar with emergency procedures and that appropriate emergency response plans are in place.
- Ensure that necessary resources, including personal protective equipment (PPE) and safety tools, are available and properly maintained.
- Encourage and support health and wellness initiatives that promote a healthy work environment for all employees.
- Maintain accurate records of safety training, incidents, and inspections, and report findings to higher management as required.

**C. POLICY COMMUNICATION AND TRAINING**

- Effectively communicate the policy to all employees through handbooks, newsletters, and meetings, ensuring everyone is aware of the procedures and available resources.
- Provide regular updates and reminders about the policy, including any changes to procedures or resources.
- Actively seek employee feedback on wellness programs to ensure they meet the needs and preferences of the workforce.

- Continuously evaluate and improve wellness programs based on participation rates, employee feedback, and health outcomes.
- Review and update the policy annually to maintain its relevance and effectiveness in promoting a healthy work environment.
- Conduct periodic assessments of the policy to ensure it continues to meet employee needs and complies with applicable regulations.

#### **D. COMPLIANCE**

- Actively promote employee engagement in the wellness program, ensuring that the organization provides the necessary resources and support for participation.
- Uphold non-discriminatory practices in the workplace, ensuring that all employees have equal access to wellness programs and resources.
- Ensure that the policy and wellness program comply with all relevant legislation and guidelines to promote a fair and healthy work environment.

#### **E. COMPLAINT RESOLUTION**

If employees encounter any work-related issues on workplace safety, including concerns about policies, facilities, or coworker behavior, they should report these matters to the Grievance Committee. All legitimate complaints will be thoroughly investigated and addressed in line with the agency's grievance resolution procedures.

#### **F. WORK ARRANGEMENTS**

Employees requiring reasonable work arrangements should do so in a timely manner. Discussions will center on their needs, operational requirements, and potential alternative solutions.

The following are the existing issuances for guidance:

- DTI 12 Regional Memorandum Order No. 042, s. 2023: Adoption of Flexible Working Hours in DTI Region 12
- DTI Department Order No. 22-65: Flexible Work Arrangements (FWA) in the Department of Trade and Industry
- Memorandum Order No. 22-2502. Flexible working Arrangements for Job Order Contract of Service
- DTI Department Order No. 16-19: Revised Guidelines in the Adoption of Flexible Working Hours
- RAPID Memo No. NPCO-07-2021-107 - Adoption of Flexible Working Hours

Recommendations for flexible work arrangements are at the discretion of the Regional Head and this must be approved by the Supervising Undersecretary or Officer-In-Charge of the Functional Group.

## **G. NON-DISCLOSURE AND CONFIDENTIALITY**

- All discussions and records related to workplace accommodations will be handled with the utmost confidentiality in accordance with this Policy and the Data Privacy Act of 2012.
- The health status and test results of employees will be kept confidential, with access to medical records restricted to authorized personnel only.
- Employees are encouraged to disclose their mental health conditions to HR or the Division Head to receive appropriate support.
- Health information will only be disclosed under the following circumstances:
  - As required by law or court order.
  - With the employee's consent.
  - In life-threatening emergencies to prevent harm.
  - For administrative, civil, or criminal cases involving mental health professionals.

## **H. RECORD KEEPING AND REPORTING REQUIREMENTS**

- Medical records will be maintained securely in the company clinic or Occupational Health facility.
- Records will be managed securely, with information shared only with authorized personnel on a need-to-know basis.
- Medical records will be retained for a maximum of twenty (20) years from the date of recording.
- Any relevant cases will be reported to the Safety Officer, HR or the Occupational Safety and Health (OSH) Committee.

## **I. COMPENSATION AND BENEFITS**

- Ensure access to health benefits provided by the Government Service Insurance System (GSIS), Philippine Health Insurance Corporation (PHIC), or Employees' Compensation Commission (ECC), as applicable.
- Support initiatives under Republic Act No. 11223 - The Universal Health Care Act, which guarantees that all employees have access to health services that promote preventive care, healthy lifestyles, and wellness programs in the workplace.

#### **J. FUNDING**

The agency including its regional, satellite and provincial offices shall allocate and incorporate funds and resources in their annual work and financial plan and budget under the organizational culture and occupational safety and health initiatives.

All Regional Memo Orders inconsistent with this policy are hereby revoked.

This Order shall take effect immediately and shall remain in force until revoked and/or further amended by a competent authority.

For information, guidance and compliance of all concerned.



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

Cc: All Staff