

MITSUKOSHI MOTORS PHILIPPINES INCORPORATED		
POLICY AND PROCEDURE		
POLICY TITLE :	WORKPLACE POLICY AND PROGRAM ON HEPATITIS B	Ref. No.
DEPARTMENT :	HUMAN RESOURCES DEPARTMENT	HRD-16-01-026
TO :	BRANCH MANAGER, CASHIER, ASST. CASHIER, CREDIT SUPERVISOR, ACCOUNT COUNSELOR, MARKETING ASSISTANT, BRANCH MECHANIC	JANUARY 05, 2016

OBJECTIVE:

1. To safeguard the health of employees in conformity with Department of Labor and Employment Advisory 05 Series of 2010 otherwise known as "Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B". This recognizes workplace-based programs as a tool to provide basic awareness on Hepatitis B.
2. To provide basic guidelines and to ensure that employees are oriented and equipped with basic knowledge on Hepatitis B.

POLICIES:

1. SCOPE

- 1.1. All employees are covered by this policy and, as a condition of employment, are required to abide by the terms of this policy.

2. DEFINITION & BASIC INFORMATION ABOUT HEPATITIS B

2.1. What is Hepatitis B?


2.1.1. It is an infection caused by the Hepatitis B virus. The virus stays inside the liver cells and causes damage to the liver. It can lead to acute liver failure, chronic liver disease, cirrhosis, liver cancer, or an asymptomatic carrier state. It can be prevented by vaccination and avoiding exposure to the virus.

2.1.1.1 The virus is transmitted through contact with the blood or other body fluids of an infected person.

2.1.1.2 An estimated 240 million people are chronically infected with hepatitis B (defined as hepatitis B surface antigen positive for at least 6 months).

2.1.1.3 Approximately 780 000 persons die each year from hepatitis B infection -- 650 000 from cirrhosis and liver cancer due to chronic hepatitis B infection and another 130 000 from acute hepatitis B.¹

2.1.1.4 Hepatitis B is an important occupational hazard for health workers

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2.2. **TRANSMISSION:** The hepatitis B virus can survive outside the body for at least 7 days. During this time, the virus can still cause infection if it enters the body of a person who is not protected by the vaccine.

2.2.1. Hepatitis B is most commonly spread from:

2.2.2. Mother to child at birth (perinatal transmission), or

2.2.3. Through horizontal transmission (exposure to infected blood), especially from an infected child to an uninfected child during the first 5 years of life.

2.2.4. Percutaneous or mucosal exposure to infected blood and various body fluids, as well as through saliva, menstrual, vaginal, and seminal fluids.

2.2.5. Transmission of the virus may also occur through the reuse of needles and syringes either in health-care settings or among persons who inject drugs.

2.2.6. Infection can occur during medical, surgical and dental procedures, tattooing, or through the use of razors and similar objects that are contaminated with infected blood.

2.2 SYMPTOMS:

2.2.2.1 Yellowing of the skin and eyes (jaundice)

2.2.2.2 Dark Urine;

2.2.2.3 Extreme Fatigue;

2.2.2.4 Nausea;

2.2.2.5 Vomiting

2.2.2.6 Abdominal pain.

2.3 TREATMENT:

2.3.2.1 There is no specific treatment for acute hepatitis B. Therefore, care is aimed at maintaining comfort and adequate nutritional balance, including replacement of fluids lost from vomiting and diarrhea. Chronic hepatitis B infection can be treated with drugs, including oral antiviral agents. Treatment can slow the progression of cirrhosis, reduce incidence of liver cancer and improve long term survival.

Ref: World Health Organization

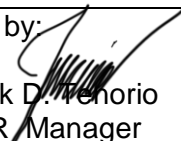
(<http://www.who.int/mediacentre/factsheets/fs204/en/>)

3. SOCIAL POLICY

3.1. Discrimination in any form from pre-employment to post-employment, including hiring, promotion or assignment, termination of employment based on the actual, perceived or suspected HIV status of an individual is prohibited.

3.2. Workplace management of sick employees shall not differ from that of any other illness.

3.3. Discriminatory act done by an officer or an employee against their co-officer or co-employee shall likewise be subject for disciplinary actions.

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4. PREVENTIVE STRATEGIES

- 4.1. The company encourages all of its employees to be immunized against Hepatitis B after securing clearance from their doctor at their initiative and at their expense.
 - 4.1.1. Workplace sanitation, and proper waste management and disposal shall be strictly implemented and monitored by direct managers.
 - 4.1.2. Discussion on Branch Meeting shall be conducted by Branch Manager in order to provide employees on basic knowledge and awareness about HEPATITIS B.

5. CONFIDENTIALITY

- 5.1.1. Access to personal data relating to a worker's HEPATITIS B status shall be bound by the rules of confidentiality.
- 5.1.2. Job applicants and workers shall not be compelled to disclose their HEPATITIS B status and other related medical information.
- 5.1.3. Employees however upon discovery of any hepatitis strain are encouraged to immediately seek assistance that the company can extend in order to do its role in these guidelines

6. WORK ACCOMODATION & ARRANGEMENT

- 6.1.1. The company shall take measures to reasonably and responsibly accommodate employees with HEPATITIS B.
- 6.1.2. Agreements made between the company and employee's representatives shall reflect measures that will support workers with HEPATITIS B through flexible leave arrangements, rescheduling of working time and arrangement for return to work.
- 6.1.3. Co-employees shall not be obliged to reveal any personal information relating to the HEPATITIS B status of fellow workers.


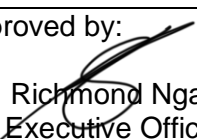
7. COMPENSATION

- 7.1. The company shall provide access to Social Security System and Employees Compensation benefits to an employee contracted with Hepatitis B infection in the performance of his duty.

8. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEE

8.1. Employer's Responsibilities

- 8.1.1. The Company, together with the company's Management Committee shall develop, implement, monitor and evaluate the workplace policy and program on HEPATITIS B
- 8.1.2. It is encourage that all direct managers is required to undertake an active role in educating their subordinates on hepatitis B Prevention and Control.
- 8.1.3. Ensure non-discriminatory practices in the workplace and that the policy and program adheres to existing legislations and guidelines.
- 8.1.4. Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.

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- 8.1.5. The Company, through its Human Resources Department, shall see to it that their company policy and program is adequately made known to all employees.
- 8.1.6. The Human Resources Department and the Management Committee shall jointly review the policy and program and continue to improve these by networking with government and organizations promoting Hepatitis B prevention.

8.2. Employees' Responsibilities

- 8.2.1. The employee's organization shall undertake an active role in educating and training their members on HEPATITIS B prevention and control. Promote and practice a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose workers to increased risk of HEPATITIS B.
- 8.2.2. Employees shall practice non-discriminatory acts against co-employees.
- 8.2.3. Employees shall comply with the universal safety precautions and preventive measures.
- 8.2.4. Employees and their organization shall not have access to personnel data relating to a worker's HEPATITIS B status.
- 8.2.5. Employees shall comply with universal precaution and preventive measures.
- 8.2.6. Workers with hepatitis B may inform his/her healthcare provider or physician on their hepatitis B Status, that is, if their work may increase the risk of hepatitis B infection and transmission or put hepatitis B positive at a risk of aggravation.

PROCEDURES:

1. Employees

- 1.1. Ensure medical consultation when experiencing signs and symptoms of Hepatitis B.
- 1.2. Secure medical records and findings upon discovery of Hepatitis B.
- 1.3. Coordinate to Branch Manager for proper procedures and coordination to HRD-Benefits
 - 1.3.1. HRD-Benefit will assist the said employee in processing applicable SSS benefits provided proper documentations will be submitted and complied by the employee.

2. Branch Manager

- 2.1. Ask the concerned employee if he/she needs special medical attention which may require longer period of rest or may affect his/her current condition while performing his duties.
- 2.2. Ensure confidentiality of the health status of the employee.
- 2.3. Assist employee in proper coordination of this incident to Human Resources Department-Benefits Section.

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