

Insurance Company of North America  
A Chubb Company  
24th Floor Zuellig Building  
Makati Avenue corner  
Paseo de Roxas, Makati City 1226  
Philippines

O +63 2 849 6000  
F +63 2 325 1675

## WORKPLACE POLICY AND PROGRAM ON HIV/AIDS

CHUBB

In conformity with Republic Act No. 8504 otherwise known as the Philippine AIDS Prevention and Control Act of 1998 which recognizes workplace-based programs as a potent tool in addressing HIV/AIDS as an international pandemic problem, this company policy is hereby issued for the information and guidance of the employees in the diagnosis, treatment and prevention of HIV/AIDS in the workplace.

### PURPOSE

This program is aimed to address the stigma attached to HIV/AIDS and to ensure that the employees' right against discrimination and confidentiality is maintained.

### I. IMPLEMENTING STRUCTURE

Insurance Company of North America (a Chubb Company) HIV/AIDS Program shall be managed by its Health and Safety Committee consisting of representatives from different departments.

### II. BASIC INFORMATION ON HIV/AIDS

#### What is HIV/AIDS?

It is a disease caused by a virus called HIV (Human Immunodeficiency Virus). This virus slowly weakens a person's ability to fight off other diseases by attaching itself to and destroying important cells that control and support the human immune system.

#### How HIV/AIDS is transmitted?

- Unprotected sex with an HIV infected person;
- From an infected mother to her child (during pregnancy, at birth through breast feeding);
- Intravenous drug use with contaminated needles;
- Transfusion with infected blood and blood products; and
- Unsafe, unprotected contact with infected blood and bleeding wounds of an infected person.

#### Is there a cure?

No. However, there are antiretroviral drug combinations that are available. When properly used, it will result in prolonged survival of people with HIV. Holistic care of people living with

HIV-AIDS and comprehensive treatment of opportunistic infections also dramatically improve quality of life.

### **III. COVERAGE**

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

### **IV. GUIDELINES**

#### **A. Preventive Strategies**

##### **1. Conduct of HIV-AIDS Advocacy, Training and Education**

- a. The Company's HMO provider as part of the Wellness Program in coordination with the Health and Safety Committee shall conduct HIV-AIDS education to all employees for free. This shall also form part of the orientation of newly hired employees. The standardized information package developed by the Department of Labor and Employment (DOLE) may be used for this purpose.
- b. The HIV-AIDS education will be conducted through lectures, counselling and training and information on adherence to standard or universal precautions in the workplace.

##### **2. Screening, Diagnosis, Treatment and Referral to Health Care Services**

- a. Screening for HIV as a prerequisite to employment is not mandatory.
- b. The company shall encourage positive health seeking behavior through Voluntary Counseling and Testing.
- c. The company shall establish a referral system and provide access to diagnostic and treatment services for its employees. Referral to Social Hygiene Clinics of LGU for HIV screening shall be facilitated by the company's medical clinic staff.
- d. The company shall likewise facilitate access to livelihood assistance for the affected employee and his/her families, being offered by other government agencies.

#### **B. Social Policy**

##### **1. Non-discriminatory Policy and Practices**

- a. 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.
- b. Workplace management of sick employees shall not differ from that of any other illness.
- c. Discriminatory act done by an officer or an employee against their co-officer or co-employee shall likewise be penalized.

##### **2. Confidentiality/Non-Disclosure Policy**

- a. Access to personal data relating to an employee's HIV status shall be bound by the rules of confidentiality consistent with provisions of R.A. 8504 and the ILO Code of Practice.

- b. Job applicants and employees shall not be compelled to disclose their
- b. HIV/AIDS status and other related medical information.
- c. Co-employees shall not be obliged to reveal any personal information relating to the HIV/AIDS status of fellow employees.

**3. Work-Accommodation and Arrangement**

- a. The company shall take measures to reasonably accommodate
- a. employees with AIDS related illnesses.
- b. Agreements made between the company and employee's representatives shall reflect measures that will support employees with HIV/AIDS through flexible leave arrangements, rescheduling of working time and arrangement for return to work.

**IV. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEES**

**A. Employer's Responsibilities**

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

**B. Employees' Responsibilities**

- 1. The employees are required to undertake an active role in the observance of HIV 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 HIV infection.
- 2. Employees shall practice non-discriminatory acts against co-employees.
- 3. Employees shall not have access to personnel data relating to a co-employee's HIV status.
- 4. Employees shall comply with universal precaution and preventive measures.

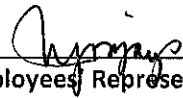
**V. IMPLEMENTATION AND MONITORING**

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

**VI. EFFECTIVITY**

This Policy shall take effect immediately and shall be made known to all employees.

  
\_\_\_\_\_  
HR Manager

  
\_\_\_\_\_  
Employees Representative

DATE: 04/2014