

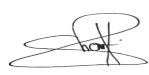




Document Code:	SSP-HEALTH 002	Revision No:	00
Document Title:	Implementing Guidelines and Standard Operating Procedures (SOP) for the Expedise Internal Employees Workplace HIV/AIDS Prevention and Control Policy.	Creation Date:	15-Nov-2025
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Document History Log

Status	Effectivity Date	Description of Change/s	Initiated by

Prepared by:	Reviewed by:	Approved by:
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Implementing Guidelines and Standard Operating Procedures (SOP) for Expedise Internal Employees Workplace HIV/AIDS Prevention and Control Policy.

1. Policy Statement

The Expedise Warehouse Management Solutions Inc. recognizes that HIV and AIDS remain a major workplace and public health issue, often affecting individuals in their most economically productive years. While there is no cure, HIV can be prevented and managed through education, treatment, and workplace support.

In line with RA 8504 (Philippine AIDS Prevention and Control Act of 1998), RA 11058 (OSH Law), and DOLE Department Order 102-10, Expedise commits to:

- 1.1** Prevent the spread of HIV in the workplace.
- 1.2** Provide accurate education and awareness.
- 1.3** Uphold confidentiality, equality, and non-discrimination.
- 1.4** Support employees living with HIV/AIDS.



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2. Scope and Coverage

This policy applies to:

2.1 All Expedise employees across offices, worksites, and facilities.

2.2 All confirmed or presumptive HIV cases identified through voluntary testing, medical consultations, or workplace monitoring.

3. Purpose

3.1 Prevention and Education – Promote HIV awareness, debunk myths, and reduce stigma.

3.2 Early Detection & Referral – Encourage voluntary and confidential testing.

3.3 Workplace Safety – Implement universal precautions to prevent occupational exposure.

3.4 Employee Support – Facilitate access to treatment, counseling, and benefits.

3.5 Non-Discrimination – Ensure equal opportunities and protection from stigma.

3.6 Legal Compliance – Fulfill obligations under RA 8504, DOLE DO 102-10, and OSHS Law.

3.7 Reintegration – Support safe return-to-work of medically fit employees.



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4. Definition of Terms

4.1 HIV (Human Immunodeficiency Virus) – Virus weakening the immune system.

4.2 AIDS (Acquired Immunodeficiency Syndrome) – Advanced stage of HIV infection.

4.3 PLHIV (People Living with HIV) – Individuals diagnosed with HIV.

4.4 Universal Precautions – Infection control measures (e.g., PPE, safe disposal).

4.5 VCCT (Voluntary Confidential Counseling and Testing) – Confidential HIV testing with counseling.

4.6 ART (Antiretroviral Therapy) – Treatment controlling HIV progression.

4.7 PEP (Post-Exposure Prophylaxis) – Emergency treatment after occupational exposure, ideally within 72 hours.

4.8 Fit-to-Work Certificate – Clearance certifying medical fitness to work.

5. Signs and Symptoms of HIV/AIDS

Common warning signs include:



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5.1 Persistent fever, night sweats, chronic fatigue.

5.2 Rapid weight loss, loss of appetite.

5.3 Recurrent infections (e.g., pneumonia, TB).

5.4 Persistent diarrhea.

5.5 Swollen lymph nodes.

(Note: HIV can only be confirmed through testing, not symptoms alone.)

6. Responsibilities

6.1 Employees

6.1.1 Attend HIV/AIDS training and IEC programs.

6.1.2 Report occupational exposure (needle-stick, blood contact) immediately.

6.1.3 Practice safe sex and avoid risky behaviors.

6.1.4 Respect confidentiality and avoid discrimination.

6.2 Management



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6.2.1 Implement HIV/AIDS prevention policies.

6.2.2 Allocate funds for education and Training

6.2.3 Establish linkages with DOH-accredited HIV treatment hubs.

6.2.3 Enforce strict confidentiality.

6.3 Safety Officer

6.3.1 Oversee HIV/AIDS workplace program implementation.

6.3.2 Ensure universal precautions are followed.

6.3.3 Provide immediate response in case of occupational exposure.

6.3.4 Facilitate training and IEC campaigns.

6.3.5 Monitor compliance with DOLE and DOH requirements.

6.4 HR Department (Internal Employee)

6.4.1 Maintain confidential health records.

6.4.2 Assist employees with benefit claims (PhilHealth, ECC, SSS).



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6.4.3 Enforce non-discrimination in hiring, promotion, and retention.

6.5 First Aider

6.5.1 Provide **immediate first aid** in case of occupational exposure (needle-stick injury, blood splash, cuts).

6.5.2 Follow universal precautions (gloves, face mask, protective equipment).

6.5.3 Wash wounds or affected areas with soap and running water, never **squeeze or scrub**.

6.5.4 For mucous membrane exposure (eyes, mouth), flush with clean water or saline.

6.5.5 Report the incident **immediately to the Safety Officer** and document it in the **Exposure Checklist**.

6.5.6 Ensure safe disposal of contaminated materials (gloves, gauze, sharps).

6.5.7 Assist the exposed employee in proceeding to the nearest HIV treatment hub for **Post-Exposure Prophylaxis (PEP)**.

6. 6 Customer Concierge

6.6.1 Make sure all team members join the required HIV/AIDS training and awareness sessions.

6.6.2 Remind everyone to always use protective equipment and follow safety rules.



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6.6.3 Treat all employees fairly and keep health information private.

6.6.4 Report any workplace exposure or HIV-related incident right away to the Safety Officer.

6.6.5 Support employees who are affected and make sure that they are treated with respect.

6.6.6 Work with the Safety Officer when someone needs medical help, treatment, or to return to work.

6.6.7 Check that safety and health rules are being followed in their area.

6.6.8 Help prevent stigma and promote an inclusive, respectful workplace for everyone.

6.7 Customer Care

6.7.1 Maintain confidential health records.

6.7.2 Assist employees with benefit claims (PhilHealth, ECC, SSS).

7. Workplace Preventive Measures

7.1 Education and Advocacy

7.1.1 Quarterly HIV/AIDS awareness seminars.



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7.1.2 IEC distribution (posters, leaflets, infographics).

7.1.3 Anti-stigma training for managers and supervisors.

7.2 Workplace Environment

7.2.1 Ensure PPE and first-aid kits are available.

7.2.2 Safe disposal systems for sharps/waste.

7.2.3 Standard precautions implemented.

7.3 Health Promotion

7.3.1 Promote safe practices (condoms, no needle-sharing).

7.3.2 Encourage healthy lifestyles and nutrition.

7.3.3 Provide referral access to HIV testing centers.

8. Screening and Case Detection

8.1 HIV testing is voluntary and confidential.

8.2 No mandatory testing for employment.



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8.3 Employees may self-report, and the Safety Officer will assist in directing them to accredited HIV treatment hubs.

9. Procedure for Case Management

9.1 Identification and Reporting

9.1.1 Cases identified through self-reporting, occupational exposure, or voluntary testing.

9.1.2 All reports are handled with strict confidentiality.

9.2 Initial Workplace Action (Occupational Exposure)

9.2.1 Apply first aid immediately (wash area with soap and water, flush mucous membranes).

9.2.2 Report to Safety Officer within 1 hour.

9.2.3 Safety Officer will facilitate referral for PEP (Post-Exposure Prophylaxis) within 72 hours.

9.2.4 Safety Officer records the exposure using the HIV Exposure Checklist (Attachment 14.1).

9.2.5 All employees who are required to submit a medical clearance and may be pulled out or placed on rest due to medical treatment must have these matters discussed strictly within the Expedise internal team. Recruitment must be notified immediately to arrange a timely replacement and prevent any operational disruptions.



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9.3 Medical Referral and Diagnosis

9.3.1 Employee is referred to a DOH-accredited HIV testing center or treatment hub.

9.3.2 Pre- and post-test counseling must be conducted.

9.3.3 Only the employee receives test results; the company is informed only of fitness-to-work status.

9.4 Treatment and Support

9.4.1 PLHIV shall be assisted in accessing ART treatment through accredited hubs.

9.4.2 HR shall help employees process PhilHealth, SSS, and ECC benefits.

9.4.3 Internal Employees Can Use their HMO

9.4.4 Counseling and psychosocial support are offered.

9.5 Return-to-Work

9.5.1 Employees declared fit-to-work shall resume duties without prejudice.

9.5.2 Safety Officer will release the Return-to-Work Clearance (Attachment 14.3).



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9.5.3 If medically advised, flexible work arrangements may be provided.

9.6 Non-Coordination or Resignation

9.6.1 If an HIV-positive employee refuses to coordinate, the Safety Officer documents the case.

9.6.2 Employees will be formally advised in writing to seek treatment at DOH-accredited hubs.

9.6.3 The case may be endorsed to the City Health Office to ensure continuity of care.

9.6.4 Confidentiality remains protected at all times.

9.4.5 The employee's resignation process shall proceed following standard HR protocol, provided that documentation of advice and endorsement is completed.

10. Social Policies

10.1 Non-Discrimination – No employee shall be dismissed, demoted, or denied opportunities due to HIV status.

10.2 Work Accommodation – Flexible leave and arrangements provided when medically needed.

10.3 Reintegration – HIV-positive workers who complete treatment or are declared fit shall return to their roles without prejudice.



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11. Benefits and Support

11.1 Access to PhilHealth, ECC, SSS benefits.

11.2 Assistance in claims processing.

11.3 Counseling

11.4 Internal employees may utilize their Health Maintenance Organization (HMO) benefits in accordance with their active coverage.

12. Reporting, Recording, and Confidentiality

12.1 All cases reported to DOLE in compliance with DO 102-10.

12.2 Strict confidentiality shall be maintained under RA 8504 and the Data Privacy Act.

13. Monitoring and Evaluation

13.1 Safety Officer submits quarterly compliance reports.

13.2 OSH Committee reviews policy annually.

13.3 Updates follow DOH, DOLE, and WHO guidance.

14. Attachments





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14.1 HIV Exposure Response Checklist



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EXPEDISE WAREHOUSE MANAGEMENT SOLUTIONS INC.

HIV EXPOSURE RESPONSE CHECKLIST

Document Code: EXP-HIV-CHK-001	Effective Date:	Version: 1.0
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SECTION 1: INCIDENT DETAILS

Date of Incident:	___/___/___ Time: _____
Location/Worksite:	
Exposed Employee Name / ID:	
Department/Position:	
First Aider on Duty:	
Safety Officer Notified (Name/Time):	
Witness(es):	

SECTION 2: EXPOSURE TYPE (check all that apply)

Percutaneous injury (needle-stick, cut with sharp object)	<input type="checkbox"/>
Mucous membrane exposure (splash to eyes/nose/mouth)	<input type="checkbox"/>
Mucous membrane exposure (splash to eyes/nose/mouth)	<input type="checkbox"/>
Mucous membrane exposure (splash to eyes/nose/mouth)	<input type="checkbox"/>
Non-intact skin exposure (abrasion, dermatitis, open wound)	<input type="checkbox"/>
Contact with blood or potentially infectious bodily fluids	<input type="checkbox"/>
Other (specify): _____	

14.2 Acknowledgement Form (Policy Awareness)



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WAREHOUSE MANAGEMENT | WORKFORCE SOLUTIONS

EXPEDISE WAREHOUSE MANAGEMENT SOLUTIONS INC.

ACKNOWLEDGEMENT – HIV & AIDS WORKPLACE POLICY

By signing, I confirm I received and understand Expedise's HIV & AIDS Workplace Policy and I agree to follow it

I received the policy or attended the briefing and could ask questions.	<input type="checkbox"/>
I know HIV testing is voluntary and needs my consent. No mandatory testing.	<input type="checkbox"/>
I understand my HIV status is confidential. Only fitness-to-work may be requested.	<input type="checkbox"/>
I will follow universal precautions and safe disposal procedures at work.	<input type="checkbox"/>
If exposed (e.g., needle-stick, splash), I will report immediately and seek PEP within 72 hours.	<input type="checkbox"/>
I will not discriminate. I support a respectful, stigma-free workplace.	<input type="checkbox"/>
I know Expedise can refer me to DOH hubs and help with PhilHealth/SSS/ECC benefits.	<input type="checkbox"/>
I consent to necessary OSH data processing only. The company will not collect my HIV test results.	<input type="checkbox"/>

Employee Signature: _____	Date: ____/____/____
Printed Name: _____	Employee ID: _____ Site Code: _____
Witness (Safety Officer/HR): _____	Date: ____/____/____

14.3 Return-to-Work Clearance



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CLEARANCE FOR DUTY

Date Issued: _____



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14.4 Policy Acknowledgement Agreement



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Policy Acknowledgment Agreement

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edge that I have read and understood the following policies:

- SSP-HEALTH 002—Implementing Guidelines and Standard Operating Procedures (SOP) for the Expedise Internal Employees Workplace HIV/AIDS Prevention and Control Policy.
- SSP-HEALTH 005 Implementing Guidelines and Standard Operating Procedures (SOP) for the Expedise Drug Free Work Place
- SSP-HEALTH 006 WORKPLACE POLICY AND PROGRAM ON HEPATITIS B PREVENTION AND CONTROL