



EXECUTIVE ORDER NO. 031
Series of 2022

GUIDELINES ON THE IMPLEMENTATION OF THE LANDBANK WORKPLACE POLICY AND EDUCATION PROGRAM ON HUMAN IMMUNODEFICIENCY VIRUS (HIV) AND ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

A. RATIONALE

In line with the Bank's commitment to safeguard the health, safety and well-being of its employees through the Workplace Policy and Education Program on Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), as part of its occupational safety and health program, the following policies and guidelines are hereby issued.

This program aims to educate employees regarding HIV and AIDS, reduce risky behavior and prevent HIV and AIDS, as well as, promote human rights, eliminate stigma, and protect Persons Living with HIV (PLHIV) against discrimination while enabling the Bank to comply with the following laws and policies:

1. Republic Act (RA) 11166, Philippine HIV and AIDS Policy Act and its Implementing Rules and Regulations;
2. RA 10173, The Data Privacy Act of 2012;
3. Civil Service Commission Memorandum Circular No. 11, s. 2013, Guidelines in the Implementation of Workplace Policy and Education Program on HIV and AIDS; and
4. Civil Service Commission-Department of Health-Department of Labor and Employment Joint Memorandum Circular No. 1, s. 2020, Occupational Safety and Health (OSH) Standards for the Public Sector.

B. COVERAGE

These guidelines shall cover all Bank employees (whether temporary, permanent or co-terminus), proposed hires for positions in the Bank, and service company employees, as may be applicable.

C. DEFINITION OF TERMS

Acquired Immune Deficiency Syndrome (AIDS)	a health condition where there is a deficiency of the immune system that stems from infection with HIV making an individual susceptible to opportunistic infections
Bullying	any severe or repeated use by one or more persons of a written, verbal or electronic expression, or a physical act or gesture, or any combination thereof directed at another person that has the effect of actually causing or placing the latter in reasonable fear of physical or emotional harm or damage to one's property; creating a hostile environment for the other person; infringing on the rights of another person; or materially and substantially disrupting the processes or orderly operation of an institution or organization

Discrimination	an unfair or unjust treatment that distinguishes, excludes, restricts, or shows preferences based on any ground such as sex, gender, age, sexual orientation, gender identity and expression, economic status, disability, ethnicity and HIV status, whether actual or perceived, and all other similar or analogous cases, and which has the purpose or effect of nullifying or impairing the recognition, enjoyment or exercise by all persons similarly situated, or all rights and freedoms
Discrimination in the Workplace	pertains to rejection of job application, termination of employment, or other discriminatory policies in hiring, provision of employment and other related benefits, promotion or assignment of an individual solely or partially on the basis of actual, perceived or suspected HIV status
Gender and Development	the development perspective and process that are participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self-determination and actualization of human potentials; it seeks to achieve gender equality as a fundamental value that should be reflected in development choices; seeks to transform society's social, economic, and political structures and questions the validity of the gender roles they ascribed to women and men; contends that women are active agents of development and not just passive recipients of development assistance; and stresses the need of women to organize themselves and participate in political processes to strengthen their legal rights
Human Immunodeficiency Virus (HIV)	the virus, of the type called retrovirus, which infects cells of the human immune system, and destroys or impairs the cells' functions, infection with HIV results in the progressive deterioration of the immune system, leading to immune deficiency
Person Living with HIV (PLHIV)	any individual diagnosed to be infected with HIV
Stigma	dynamic devaluation and dehumanization of an individual in the eyes of others, which may be based on attributes that are arbitrarily defined by others as discreditable or unworthy, and which results in discrimination when acted upon
Workplace	the office, premise or worksite where workers are habitually employed and shall include the office or place where workers, with no fixed or definite worksite, regularly report for assignment in the course of their employment

D. GENERAL GUIDELINES

1. Employee Relations Department (ERD) shall be the lead unit to handle the implementation and monitoring of the Bank's health promotion programs.
 - a. Employees shall be regularly provided with standardized basic information on HIV and AIDS, including topics on confidentiality in the workplace and reduction or elimination of stigma and discrimination as part of the Bank's health promotion programs.
 - b. Other health promotion programs on HIV and AIDS awareness initiatives (e.g., observance of the AIDS International Candlelight Memorial on the third week of May and the World AIDS Day on the first day of December) may also be conducted.
2. HIV and AIDS awareness, considered as a gender concern in economic and social development programs, shall form part of the Bank's gender and development programs.
3. All information pertaining to employees diagnosed/perceived/suspected exposure to HIV or treated for HIV and/or AIDS or related illness shall be kept confidential in accordance with pertinent provisions of RA 10173 – *Data Privacy Act of 2012*.
4. Employees who are PLHIV shall be protected from bullying and discrimination in the workplace and when necessary, shall be referred to the LANDBANK Wellness Line for mental health support through psychological counseling.
5. An Ad Hoc HIV/AIDS Committee shall be created to investigate and resolve cases of bullying or discrimination in the workplace. It shall be composed of the Heads from the Human Resource Management Group and representatives from employees' association.
6. The ERD shall submit an annual report to the Philippine National AIDS Council on the status of the implementation of this Workplace Policy and Education Program on HIV and AIDS not later than the 15th of January of the following year.

E. EFFECTIVITY

These guidelines shall take effect on 01 June 2022.



CECILIA C. BORROMEO
President and CEO

Date: MAY 30 2022
/ERD/SMD