

VOLUNTARY CODE OF GOOD PRACTICES

REGION 6 - HOSPITAL INDUSTRY

Introduction

Motivated by the need to exercise self-assessment and self-monitoring and through the invitation and encouragement by the DOLE, the members of Region 6 Hospital Industry Tripartite Council (HITC) came together in several meetings and came up with this Voluntary Code of Good Practices for Healthy and Conducive Work Environment.

To ensure efficacy and adherence to the Code, the members commit to adopt, improve and continually research practices, policies, legislation and principles which can further advance and enhance good practices and promote healthy environment for the welfare of all hospital stakeholders.

The members of the Region 6 HITC further commit to work together and continually meet to share best practices, explore new trends and developments, exchange views and philosophies, formulate and agree on common issues, and work towards standardization of policies.

Objectives

1. To equalize practices in the Hospital Industry in Region 6 in terms of generating employment, sustaining employment, improving hospital practices, competitiveness, employment security and welfare.
2. To give equal work opportunities to the marginalized group which include women, differently able persons without compromising quality in the delivery of its service.
3. To promote work stability through practices that promote effectiveness including but not limited to good Human Resource strategies that can minimize employment loss.
4. To enhance Labor Management relations through conduct of dialogues and management programs which will address issues concerning productivity,

industrial peace and improvements on current Labor Standards and to uphold LMC to promote economic and social legislation.

5. To provide guidelines to the employers in the hospital industry in connection with Labor Management relations, conditions of work, safety, job security, workers' welfare and equitable compensation in the Hospital Industry.

General Principles

1. That we will jointly endeavor to promote and practice the belief that every Filipino worker is entitled to a decent and productive work environment that promotes equality, job security and human dignity through an integrated and sustained manner by promoting and respecting workers' rights and management prerogatives.

2. That we shall use our commonality of purpose to address employment and socio-economic issues in the hospital industry through social dialogues and tripartite mechanism with the ultimate goal of bringing about meaningful social and economic upliftment to all parties.

3. That we shall extend full support to achieve objectives of this Code.

VOLUNTARY CODE

1. HUMAN RESOURCE & DEVELOPMENT

1.1 HIRING

- 1.1.1 Provide equal opportunities to jobseekers as such, we will not discriminate women and the physically-challenged except where such deficiencies will hamper the operation of the job;
- 1.1.2 Adopt a performance-based evaluation tool to assess the qualification of the probationary employee to a regular status;
- 1.1.3 Adhere to the provision of the Labor Code that a probationary employee who is allowed to work beyond the probationary period of six months will be considered regular employee.

- 2.2.3 Medical benefits will be provided to all regular health care personnel;
- 2.2.4 Hazard pay will be provided to those personnel with direct contact with patients;
- 2.2.5 Uniform allowance and other benefits will also be provided.
- 2.2.6 Benefits already provided by the management for the past three (3) years will no longer be withdrawn unless due to economic recession or other valid sanctions.

2.3 Working Time/Schedule

- 2.3.1 We recognize the eight-hour working time or forty (40) hours a week for all health care personnel and in excess of forty (40) hours a week will be considered overtime subject to management's approval;
- 2.3.2 We will implement mitigating measures to deter ill effects of night schedule to our employees by rotating their schedule on a regular basis;
- 2.3.3 We commit to refrain our pregnant and lactating employees to have a graveyard shift and assign her to a less stressful assignment throughout the duration of the pregnancy but only after consultation with concerned employee and a written clearance from her doctor;
- 2.3.4 We will design a schedule for married couples (working together in the company) to ensure that the needs of the family are accommodated and attended but only after consultation with concerned couple.

2.4 Safety & Health and 5S

- 2.4.1 Personal Protective Equipments (PPEs) will be provided by the management for health care personnel assigned to special areas.
- 2.4.2 Administer orientation to new employees about all company's safety policies.
- 2.4.3 Provide safety trainings such as fire drills, earthquakes drills and the like to all employees on a regular basis.
- 2.4.4 Commit to undergo Productivity and 5S trainings to be provided by RTWPB.

3. LABOR AND MANAGEMENT RELATION

3.1 Dispute Settlement/Grievance Handling

- 3.1.1 Adopt the voluntary modes of dispute settlement and we commit to using these modes in the settlement of dispute that may arise in the industry.
- 3.1.2 For the said purpose, we support the single Entry Approach (SENA) and the idea of public-private partnership in developing a dedicated corps of voluntary arbitrators specially trained and mandated to take cognizance and resolve issues and disputes concerning the hospital industry.
- 3.1.3 Support every effort to amend the Labor Code to effectuate the above objective and to make Labor Laws more responsive to the needs of the industry.

3.2 Labor-Management Committee

- 3.2.1 We view Labor Management Committee as essential to the success of our business enterprises and shall cooperate with the DOLE and its attached agencies in the introduction of the concept and practice of Labor Management Committee into the hospital industry.

3.3 Family Welfare Program

- 3.3.1 Implement Family Welfare Program for 200 employees or more;
- 3.3.2 The less than 200 employees may voluntarily implement Family Welfare Program.

4. Corporate Social Responsibility

4.1 Environmental Preservation

- 4.1.1 Secure environmental compliance certificate from Environmental Management Bureau RO6 DENR.
- 4.1.2 Observe City Ordinance prohibition on the use of plastics and Styrofoam.
- 4.1.3 Ban cigarette smoking within the hospital premises.

4.2 Clean & Green

- 4.2.1 Adopt a tree-growing program wherein employees

participate in planting for the purpose of reforestation at least once a year.

4.2.2 **May adopt DOLE** and other government agency recommending Clean and Green program.

4.3 Social Partnership

4.3.1 Conduct Free Medical and Dental Mission.

4.3.2 Extend assistance to the bloodletting program of the government and other civic organizations.

4.3.3 Ensure compliance on Labor Laws and Social Legislations of service contractors, service providers and outsource agencies applying the Principle of Big Brother and Small Brother (KAPATIRAN WISE).

4.3.4 Aspire to achieve the Tripartite Seal of Excellence under the DOLE Incentivizing Compliance Program.

4.4 Waste Disposal

4.4.1 Observe proper waste disposal per DOH, DENR, City Ordinance.

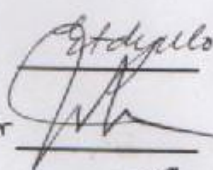
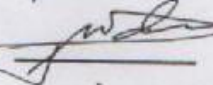
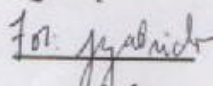
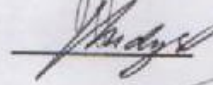

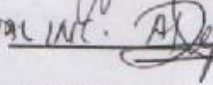
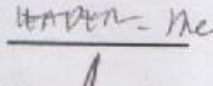
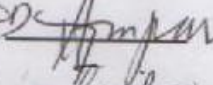
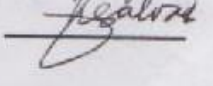

4.4.2 Abide with the Water Treatment guidelines issued by DENR.

MONITORING MECHANISM

The Region 6 HITC with the support of government agencies especially the DOLE, shall institutionalize monitoring mechanisms to include best practice awards, benchmarking and self-regulating strategies in keeping up with this Code.

We shall continue to upgrade this Code to keep its dynamism and relevance to the industry.

IN WITNESS WHEREOF, we hereby affix our signatures to show our commitment to the Voluntary Code of Good Practices for HITC Region 6, this 6th day of December 2012 at Bacolod City, Negros Occ., Philippines.

NAME	HOSPITAL/ORG.	SIGNATURE
1. <u>EMILY D. YULO</u>	<u>The Doctors' Hospital, Inc.</u> UNION PRES - PACIUO	
2. <u>NOEL M. ALISEN</u>	<u>RIVERSIDE MED. CENTER - chapter</u> UNION V - PRES.	
3. <u>AGELO ADENIX</u>	<u>BOLMSHEU - NAFLU - KMD</u> HRD Director	
4. <u>Manig Chona M. Tangos</u>	<u>BOLMS Hospital</u> HR - Labor Relations Head DR. PABLO D. TORRE	for 
5. <u>MARIA REMEDIOS H. MORAFAR</u>	<u>MEMORIAL HOSPITAL</u> Administration	
6. <u>GEORGE G. AGUEL</u>	<u>The Doctors' Hospital, Inc</u>	
7. <u>ARNEL DE PEDRO</u>	<u>UNION PRES. DOCTORS HOSPITAL INC.</u>	
8. <u>MILA FE C. DIANTAN</u>	<u>DTA - PRNVL HEALTH TEAM LEADER - MED</u> VP - Finance, Operations	
9. <u>JO ANN AMPARO</u>	<u>ADVENTIST MED CTR - BACOLOD</u> Employee representative	
10. <u>Jenelyn Mirasalvar</u>	<u>Adventist Med Ctr. - Bacolod</u>	
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
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