



THE NATIONAL ELECTRIFICATION ADMINISTRATION (NEA) EMPLOYEES HEALTH, WELLNESS, WELFARE AND SAFETY PROGRAM

BACKGROUND/RATIONALE

The NEA Health, Wellness, Welfare and Safety Program is designed to enrich the physical, mental, emotional, and occupational well-being of all employees. A major goal of this program is to make the work environment more supportive of healthy behaviors like healthy eating, being physically active, managing stress, quitting tobacco and a safe workplace. Consequently, a healthy and safe workforce improves overall performance and productivity which in turn leads to more efficient and responsive public service.

In accordance with NEA's continuous improvement to effect order, safety, cleanliness and wellness in the workplace and achieve job efficiency and productivity through proper communication and coordination, the Committee on Health, Wellness, Welfare and Safety shall be reconstituted annually.

The committee and the management will help set the direction of the program, establishing boundaries and provide activities and resources that promote a culture of health, wellness, welfare and safety in the workplace, improving the quality of life and reducing health care expenses. The program is also designed to improve the health of all employees and to reduce/eliminate issues affecting health and work productivity and motivate employees to adopt healthier behaviors and provide opportunities that foster positive lifestyle changes.

CSC M.C. No. 33, s. 1997 (S001) provides that all government agencies and GOCCs shall provide, among others, a health program for their employees. This includes free annual mental and medical-physical examinations. This is allowed for all permanent employees who have been in the service for at least one year. Initial benefits shall include Physical Examination, Chest X-ray, Complete Blood Count, Urinalysis, Stool Examination and Electrocardiogram.

In order to provide the employees the best benefits pursuant to the rules, regulations and government laws, NEA management and the Committee designed this program aligned to the NEA employees health, wellness, welfare and safety needs including benchmarking from other GOCCs and other agencies.

BASIC POLICIES

1. The NEA shall ensure the health, wellness and safety program to all its employees to attain office productivity and employees' welfare.
2. The NEA shall provide necessary funds for the procurement and maintenance of physical fitness and sports equipment and facilities.
3. NEA shall promote healthy lifestyle and good nutrition of each employee.
4. NEA shall adopt a non-smoking on its premises to encourage employees to quit smoking for health reasons and to protect others from exposure to secondhand smoke.
5. NEA shall provide full support on generally accepted principles and standards on occupational safety and health.
6. NEA shall implement programs to assist its personnel to manage one's wealth.

OBJECTIVES

The NEA Employees Health, Wellness, Welfare and Safety Program aims to:

1. Attend to the physical, mental fitness as well as emotional, psycho-social and spiritual needs of NEA officials and employees to achieve overall organizational efficiency and success.
2. Improve, monitor and evaluate the state of health of NEA officials and employees through the provision of annual medical and physical examinations and various health care services.
3. Implement wellness programs (e.g. sports and fitness activities, health awareness seminars) with the purpose of promoting a healthy lifestyle and improving productivity and morale of the workplace.
4. Implement an employee health, wellness, welfare and safety program suitable for the NEA officials and employees.
 - a. Continue monitoring and evaluating the said implemented program for future enhancement.
 - b. Report regularly the outcome of the program in relation to reduced tardiness and absenteeism due to sickness among others.
5. Consolidate all health-related policies, programs and activities.

SCOPE

This Employee Health, Wellness, Welfare and Safety Program shall cover all NEA officials and employees for the year 2020 and next years thereafter.

DEFINITION OF TERMS

Health - is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. (World Health Organization)

Wellness - the condition of good physical and mental health, especially when actively maintained by proper diet, exercise and avoidance of risky behavior. (The American Heritage Medical Dictionary)

Employee Welfare - includes everything, such as facilities, benefits and services that an employer provides or does to ensure comfort of the employees. Good welfare helps to motivate employees and ensure increased productivity. (Reference.com)

Occupational Health and Safety - is the promotion and maintenance of the highest degree of physical, mental and social well-being of workers in all occupations; the prevention amongst workers of departures from health caused by their working conditions; the protection of workers in their employment from risks resulting from factors adverse to health; the placing and maintenance of the worker in an occupational environment adapted to his physiological and psychological capabilities; and, to summarize, the adaption of work to man of each man to his job. (Joint International Labor Organizational/World Health Organization Committee on Occupational Health)

Wellbeing - is an active state of pursuing health and life skills with the aims of achieving physical, emotional health and financial security (Mercer, 2015); generally subjective, multi-element state of being healthy, happy, contented, comfortable and satisfied with one's quality of life. It includes physical, material, social, emotional ('happiness'), development and activity dimensions (Felce & Perry 1995; Danna & Griffin 1999; Diener 2000).

Quality of life - is 'individuals' perception of their position in life in the context of the culture and value system in which they live and in relation to their own goals, expectations, standards and concerns' (The WHOQOL Group 1995).

A. HEALTH PROGRAMS

1. ANNUAL MEDICAL AND PHYSICAL EXAMINATIONS (AMPE)

Medical and Physical Examination (A.O. 402^{S002}) is a mandatory tool to monitor the health status of employees. Employees shall be required to undergo routine diagnostic, screening and other ancillary procedures to ensure early detection and adequate treatment of any illness. The AMPE shall also cover dental examination and drug screening.

The diagnostic and screening procedures to be administered shall vary depending on the specific age bracket (Annex "A"). For personnel with pre-existing illness, additional procedures as prescribed by their attending physician shall be provided.

AMPE shall include the following:

- a. Complete Physical Examination
(with ENT, Ophthalmology and Dental)
- b. Routine Urinalysis
- c. Stool Test
- d. Complete Blood Chemistry with platelet count
- e. Chest X-Ray
- f. ECG
- g. Drug Testing

2. ANNUAL EXECUTIVE CHECK-UP (AECU)

- a. The AECU is the mandatory set of diagnostic/ancillary procedures and examinations for Executives (employees holding positions with Salary Grade 28 and above). The officer concerned may choose the type of health package (in-patient or outpatient) as recommended by the attending physician and hospital. The amount may be drawn through reimbursement.
- b. The officer may opt to undergo the AECU on weekdays or on weekends and shall be required to submit certified photocopies of all the results to the Human Resources and Management Division (HRMD), fifteen (15) work days after the check-up has been completed.

Employee Notification and Monitoring on Results

All findings shall be discussed directly by the attending physician to the concerned employee and the results shall be forwarded to the HRMD nurse for documentation and monitoring purposes.

Employees with existing and documented illnesses (e.g. diabetes mellitus, hypertension, respiratory and urinary tract infection, etc.) shall be recorded and regularly monitored by the HRMD nurse. They shall be advised to undergo routine tests or examinations necessary in monitoring the status of their illness. They shall also be provided with relevant information materials whenever needed.

3. PHYSICAL AND MEDICAL EXAMINATION FOR NEWLY HIRED EMPLOYEES

- a. All newly hired employees endorsed by the Human Resources and Administration Department (HRAD) shall undergo the mandatory physical and medical examination.
- b. The newly hired employees shall undergo the prescribed set of procedures listed in Annex "A". The employee must submit the official results of the prescribed procedures within one (1) month from the date of appointment.
- c. The physical examination, results of the laboratory and ancillary procedures shall serve as the basis in determining if the newly hired employee is physically fit to work or not.

4. EMPLOYEE VACCINATION PROGRAM

The NEA management shall comprehensively advocate the disease awareness campaign of the Department of Health (DOH) and World Health Organization (WHO) in combatting preventable diseases like flu, pneumonia and Hepatitis B. NEA employees are at a high risk of being infected with the deadly viruses because they deal with different types of people every day. NEA shall determine the best immunization program that best fits for the employees and their respective dependents economically and efficiently.

5. HEALTH MAINTENANCE ORGANIZATION (HMO)

In accordance with DOH Administrative Order No. 34 (s. 1994)^{S003}, an HMO refers to a juridical entity legally organized to provide or arrange for the provision of pre-agreed or designated health care services to its enrolled members for a fixed pre-paid fee for a specified period of time. NEA shall determine the best HMO program that best fits for the employees economically and efficiently.

6. PHILHEALTH

Pursuant to Section 2, General Provisions of R.A. 11223 s. 2019^{S004} also known as "Universal Health Care Act" of 2019 that "it is the policy of the State to protect and promote the right to health of all Filipinos and instill health consciousness among them". Towards this end, the State shall adopt:

- a. An integrated and comprehensive approach to ensure that all Filipinos are health literate, provided with healthy living conditions, and protected from hazards and risks that could affect their health;
- b. A health care model that provides all Filipinos access to a comprehensive set of quality and cost-effective, promotive, preventive, curative, rehabilitative and palliative health services without causing financial hardship, and prioritizes the needs of the population who cannot afford such services;
- c. A framework that fosters a whole-of-system, whole-of-government, and whole-of-society approach in the development, implementation, monitoring, and evaluation of health policies, programs and plans; and
- d. A people-oriented approach for the delivery of health services that is centered on people's needs and well-being, and cognizant of the differences in culture, values and beliefs.

The HRAD shall schedule a series of consultations with PHILHEALTH to identify the benefits of NEA employees and their dependents.

7. WORKPLACE MENTAL HEALTH

Due to the complexities and demands in the delivery of programs and services to the public, mental health of personnel are taken into consideration as interplay of biological, psychological, social and environmental factors that may contribute to mental health problems in the long run. The Workplace Mental Health (R.A. 11036 s. 2017^{S005}) provides assistance and support in improving the mental health of the workforce, particularly those involved with disaster operations and direct work with clients such as in Disaster Risk, Task Force Kapatid, community-based programs, and residential care facilities.

8. OTHER HEALTH CONDITIONS

The NEA, in coordination with government agencies and non-government organizations concerned with the promotion and development of health and well-being, shall provide its employees with relevant and timely information on the diagnosis, treatment and prevention of medical, mental, psychological and emotional health conditions that the employees may be exposed to. Policies issued by the Department of Health on the following medical conditions in the workplace shall be adopted and implemented as part of this Program:

- a. Human Immunodeficiency Virus-Acquired Immune Deficiency Syndrome (HIV-AIDS)
- b. Hypertension and High Blood Pressure
- c. Tuberculosis
- d. Diabetes
- e. Smoking-related Illnesses - as such posting of signage
- f. Other Common Medical Conditions

B. WELLNESS PROGRAMS

The HRMD shall facilitate the conduct of wellness programs that include physical fitness, sports, health-focused and recreational or interest-based activities.

1. NEA CLINIC

- a. The NEA Clinic shall be open from 8AM to 5PM, Mondays to Fridays, to deliver services like monitoring and first-aid treatment to all employees requiring immediate medical attention.
- b. The NEA Clinic shall also be open beyond schedule if there are approved corporate events or physical fitness activities that may need medical assistance.

2. NEA GYM

The NEA gym and Activity Center shall be maintained by the HRMD and shall be available to all personnel before and after office hours in accordance with the prescribed schedule. A fitness instructor shall be made available to assist and train personnel on the proper use of the equipment and appropriate exercise regimen.

3. PHYSICAL FITNESS, WELLNESS AND SPORTS PROGRAMS

Conduct of in-house sports activities among personnel and participation in inter-agency sports tournaments shall be facilitated by the HRMD, provided that such activities would not hamper or paralyze the delivery of services by NEA offices.

Tournaments designed to NEA employees to participate based on surveys and historical data. (CSC MC No. 8, s. 2011^{S006}, CSC MC No. 06, s. 1995^{S007} & CSC MC No. 21, s. 2009^{S008})

1. Basketball
2. Volleyball
3. Chess
4. Darts
5. Table Tennis
6. Badminton

4. NUTRITION PROGRAMS

The NEA shall adopt and promote a Healthy Food and Lifestyle Program for its officials and employees to promote good health, increase productivity, reduce absenteeism and improve their overall nutritional well-being.

- a. Provision of vitamins and food supplement
- b. Promotion of good nutrition in the bureaucracy to achieve a healthy lifestyle and prevention of sickness. Toward this end, the NEA shall serve nutritious food during meetings and activities. (CSC MC 04, s. 2003^{S009})

5. COUNSELING SERVICES

Counseling services shall be provided to employees with problems that have a significant negative impact on work effectiveness and productivity. Services of external licensed counselors shall be acquired including the provision for prescribed psychological/ personality tests for the employee. All information gathered as well as the necessary test results shall be handled confidentially.

6. SELF-DEFENSE TRAINING

Self-Defense Training for Women – protection of women against dangerous attacks/situations in a real world scenario, equipping them with proper training on basic personal safety techniques.

7. CARDIO-VASCULAR EXERCISES

Cardio-Vascular Exercises – is an activity that places stress on employees' cardiorespiratory system. This could be any form of activity whether it is aerobics or zumba with instructor. Cardio activities have a profound effect on overall physical and mental health. Some of the many benefits include decreases in daily fatigue, depression, and obesity as well as an increased sense of well-being.

8. BIGGEST LOSER (BMI)

Biggest Loser (BMI) – The biggest loser challenge was created not only to encourage fun ways to exercise and reach a healthy weight loss, but also to encourage participants to make personal commitment to learn their healthy Body Mass Index (BMI) range and to help their employees to reach their weight loss goals.

9. FINANCIAL WELLNESS

The NEA shall schedule, the conduct of trainings, seminar and other related activities aimed at addressing financial management to assist both existing personnel and retirees to properly manage their finances.

1. Livelihood Training Project – to uplift NEA employees' economic development through livelihood and entrepreneurial training courses/seminars and technical assistance.
2. Financial Management Talk

10. SPIRITUAL HEALTH PROMOTION

NEA respects the right of its employees to the free exercise of religion provided that such activities related to one's religious convictions shall not jeopardize the delivery of public service.

11. STRESS MANAGEMENT PROGRAM

This program aims to raise awareness on overcoming work-related stress and enhancing work-life balance among NEA personnel. Some activities maybe in the form of yoga, massage therapy, relaxation classes, stretching, anger management and smile therapy.

C. EMPLOYEE WELFARE

NEA shall provide a rights-based, holistic and integrated approach in advancing and promoting the overall wellbeing of the employees, enabling them to achieve their fullest potentials and capabilities, towards the delivery of excellent and coordinated social welfare and development programs.

1. DAY CARE CENTER

NEA shall establish a Day Care Center through Gender and Development (GAD) program to help mothers focus on their work at the absence of extra worry for their children who could instead be left at home. (DSWD A.O. 15 s. 2011^{S010})

2. BREAST FEEDING POLICY

NEA recognizes the importance of breastfeeding for both mother and baby and hereby supports and promotes breastfeeding. The management shall provide facilities and the support necessary for breastfeeding/breast milk expression in the workplace. (R.A. 10028 s. 2011^{S011})

3. POLICY ON SEXUAL HARASSMENT

NEA adopts this Policy as a manifestation of its full support to the declared policy of the State to value the dignity of the workers and their right to a humane, just and safe work environment. NEA shall not tolerate the commission in the workplace of any act constituting sexual intimidation and hereby declares all acts of sexual harassment as unlawful. NEA shall likewise not hesitate to impose the corresponding administrative sanction to employees found guilty of violation of this Policy. (R.A. 7877 s. 1995 - Sexual Harassment^{S012})

4. FAIRNESS AND EQUALITY

Consistent with equal opportunity principles being advocated by NEA, it seeks to support the enabling environment promoting non-discrimination on the bases of age, sex, gender identity, sexual orientation, civil status, disabilities, religion, ethnicity, political affiliation or membership in indigenous cultural community. (R.A. No. 7277 s. 1992^{S013})

5. INCLUSIVITY AND DIVERSITY

Consistent with affirmative action measures in government laws being advocated by NEA such as those on Gender and Development (GAD), the agency aims to promote the rights and empowerment of women, lesbian, gay, bisexual, transgender and queer (LGBTQ) the respect and tolerance of all faiths, the respect of one's cultural traditions and customs, etc.

6. GENDER SENSITIVITY AND RESPONSIVENESS

Provides for non-discriminatory and pro-gender equality measures to enable NEA women personnel's participation in the formulation, implementation and evaluation of programs and services.

7. RIGHTS-BASED APPROACH TO HUMAN DEVELOPMENT

Normatively based on human rights standards and operationally directed to the promotion and protection of human rights while applying the integration of the norms, standards and principles of the human rights system into the plans, policies and processes of development.

8. ETHICAL CONDUCT

Professional and ethical behavior shall be maintained at all times; likewise, handling sensitive information and cases of personnel shall be dealt with utmost confidentiality.

9. SMOKE-FREE WORKPLACE POLICY AND PROGRAM

The NEA's Smoke-Free Workplace Policy & Program is in compliance with Republic Act No. 9211⁵⁰¹⁴, otherwise known as the Tobacco Regulation Act of 2003, which specifically prohibits indoor smoking and protects people against second hand smoke. This policy aims to protect the employees and clients against the hazard brought about by smoking. This will also protect non-smokers from the dangers of second-hand smoke and encourage employees to either quit smoking or reduce their cigarette consumption.

10. POLICY ON DRUG-FREE WORKPLACE

The NEA's Policy on Drug-Free Workplace is in compliance with Republic Act No. 9165^{S015}, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, which mandates all to formulate and implement drug abuse prevention and control programs in the workplace including the formulation and adoption of company policies against dangerous drugs use.

D. SAFETY PROGRAMS

NEA shall institute and maintain a workable Safety Program taking into consideration the NEA House Rules and CSC-DOH-DOLE joint program on Occupational Safety and Health Standards for Public Sector. The following programs and activities shall be implemented in the agency:

1. SANITATION INSPECTION

1. Quarterly inspection of the canteen premises shall be performed by the GSD staff and designated Building Maintenance staff including regular inspection of common areas within the building premises (e.g. pantries, toilets, lounges) as scheduled.
2. During inspection, the team shall use the prescribed Sanitation Inspection Form Annex "B" in documenting observations and recommendations.
3. The findings and recommendations shall be submitted by the inspectors to the HRMD.
4. Any adverse findings shall be endorsed by HRMD to the Human Resources and Administration Department (HRAD) Manager and/or Food and Concessionaire Committee for appropriate action.

The HRMD shall work with the Food Concessionaire Committee in ensuring that healthy food and beverages are included in the menu. To this end, the concessionaire shall be required to contract the services of a nutritionist and to display conspicuously the nutritional value of the food and beverages they sell. The Food Concessionaire Committee shall monitor the operation of the canteen including the safety and cleanliness of the area.

2. BRIGADA AHENSYA 6S

This program shall address not only the cleanliness but also the management of occupational hazards. To ensure its effective implementation, regular unannounced or unscheduled sanitary inspections of offices and premises including walkway, gymnasium and other areas in the premises shall be conducted. A report of inspection shall be submitted at least once per semester. As the need arises, fumigation and disinfection may be conducted in the office premises to contain the possible spread or virus and contagious diseases.

3. ELECTRICAL AND FIRE SAFETY

Electrical and fire safety measures as well as techniques on the prevention and management of electrical and fire hazards shall be disseminated to all personnel.

Educational materials shall be provided and shall actively participated in the Fire Drill. The Property Officer shall be regularly updated on electrical safety information considering the fact that most mismanaged electrical systems cause the more common incidents of fire. Firefighting equipment such as standpipe and hose, automatic sprinkler system, fire hydrant and portable fire extinguishers of the approved type shall be installed within the office buildings and premises.

4. DISASTER RESPONSE AND PREPAREDNESS

To proactively address the hazard of natural calamities, the agency shall adopt measures for the preparedness and reposes disaster. A regular conduct of disaster response simulations shall be included in the Plan. It shall likewise address the particular needs of women from a gender perspective to ensure their full protection.

- a. Talk/Seminar on Disaster Preparedness from NDCC
- b. Earthquake Drill
- c. Provision of "Go Bag"

5. SAFETY/PROTECTIVE GADGETS AND EQUIPMENT

Pursuant to CSC MC No. 30, s. 1994^{S016}, "Checklist of Reasonable Working Conditions in the Public Sector", all employees shall be provided with a safety/ protective gadgets and equipment as itemized in Section 2 of the IRR.

HRMD DATABASE

The HRMD Health, Wellness, Welfare and Safety Program Database shall be integrated in the Human Resources Information System (HRIS) and shall contain pertinent information regarding medical and dental consultations, AMPE, AECU and Psychological/Personality test results. All information is confidential and access to the database shall be defined by the HRMD for control purposes.

SUBMISSION OF REPORTS

An annual report on the NEA Employee's Health Profile shall be submitted to the Administrator for information and further instructions not later than the fourth (4th) week of April of the following year.

SYSTEM REQUIREMENTS

The HRAD and the Information Technology & Communication Services Department (ITCSD) shall ensure that the necessary system adjustment and reportorial requirements are made based on the parameters of this program including the HRIS system.

INFORMATION DRIVE

The Corporate Communication and Social Marketing Office (CCSMO) shall prepare the internal communications plan to convey this Health, Wellness, Welfare and Safety Program to all NEA employees, officers and stakeholders.

SUCCESS FACTORS

The following are the key success factors that will ensure the accomplishment of this Employee Health, Wellness, Welfare and Safety Program:

1. Support and participation from the management;
2. Employees involvement in planning;
3. Programs that meets employee needs;
4. A realistic budget; and
5. Continuous review.

ROLES AND RESPONSIBILITIES

In the implementation of the Employee Health, Wellness, Welfare and Safety Program, the Deputy Administrator for Corporate Resources and Financial Services shall have the over-all authority to ensure the objectives are attained and program is successfully implemented. NEA shall also collaborate, coordinate and/or consult with appropriate other concerned agencies to ensure smooth implementation of the program. He may also assign offices, committees and persons to perform roles in the implementation of the Employee Health, Wellness, Welfare and Safety Program.


SOURCE OF FUNDING

The office shall submit, for approval, a yearly budget for Employee Health, Wellness, Welfare and Safety Program for approval by DBM. The office shall ensure the budget is appropriately allocated. All government existing policies on Employee's Health, Wellness, Welfare and Safety Program shall be observed and updated annually.

DISCLOSURE

All monetary benefits amount stated in this program as summarized in the matrix (Annex "C") is over and above the ₱25,000 CNA limit.

The NEA Employee Health, Wellness, Welfare and Safety Program shall take effect immediately.


EDGARDO R. MASONGSONG
Administrator

