

A large, stylized graphic element in the background consists of two overlapping, curved bands. The upper band is red and the lower band is white, with a subtle shadow effect. The area between them is filled with a series of overlapping triangles in various colors: orange, yellow, green, blue, purple, and red, creating a layered, ribbon-like effect.

# **ASEAN Red Ribbon for Outstanding Workplace (ARROW) Award**

The Association of Southeast Asian Nations (ASEAN) was established on 8 August 1967. The Member States of the Association are Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand and Viet Nam.

The ASEAN Secretariat is based in Jakarta, Indonesia.

For inquiries, contact:

The ASEAN Secretariat  
Community Relations Division (CRD)  
70A Jalan Sisingamangaraja  
Jakarta 12110  
Indonesia  
Phone : (62 21) 724-3372, 726-2991  
Fax : (62 21) 739-8234, 724-3504  
E-mail : [public@asean.org](mailto:public@asean.org)

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**ASEAN  
Red Ribbon  
for Outstanding  
Workplace (ARROW)  
Award**

**THE ASEAN SECRETARIAT  
JAKARTA**

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**ASEAN Red Ribbon for Outstanding  
Workplace (ARROW) Award**

**BRUNEI  
DARUSSALAM**

**JERUDONG PARK  
MEDICAL CENTRE (JPMC)**

## 1. GENERAL INFORMATION OF THE COMPANY

### i. Year of establishment and history;

In 1992, Jerudong Park Sports Medicine Centre was established with their primary mission to cater and treat sports injuries, especially polo players from the adjacent polo fields. Two years later, the name was changed to Jerudong Park Medical Centre (JPMC) and it became recognised as a private medical centre for fee-paying inpatients and outpatients.



JERUDONG PARK  
**MEDICAL CENTRE**  
(JPMC)

Jerudong Park Medical Centre (JPMC) is a private specialist hospital in Brunei Darussalam, offering a spectrum of services including general, specialised and surgical healthcare.

These services are provided by our highly qualified and committed multi- disciplinary medical team utilizing a state-of-the-art technology. JPMC's beachside setting allows patients to immerse themselves in nature and experience a sense of serenity thanks to the picturesque sunsets and soothing cadence of the waves. All of these facilities help us to deliver the best and most accessible care possible to our patients.

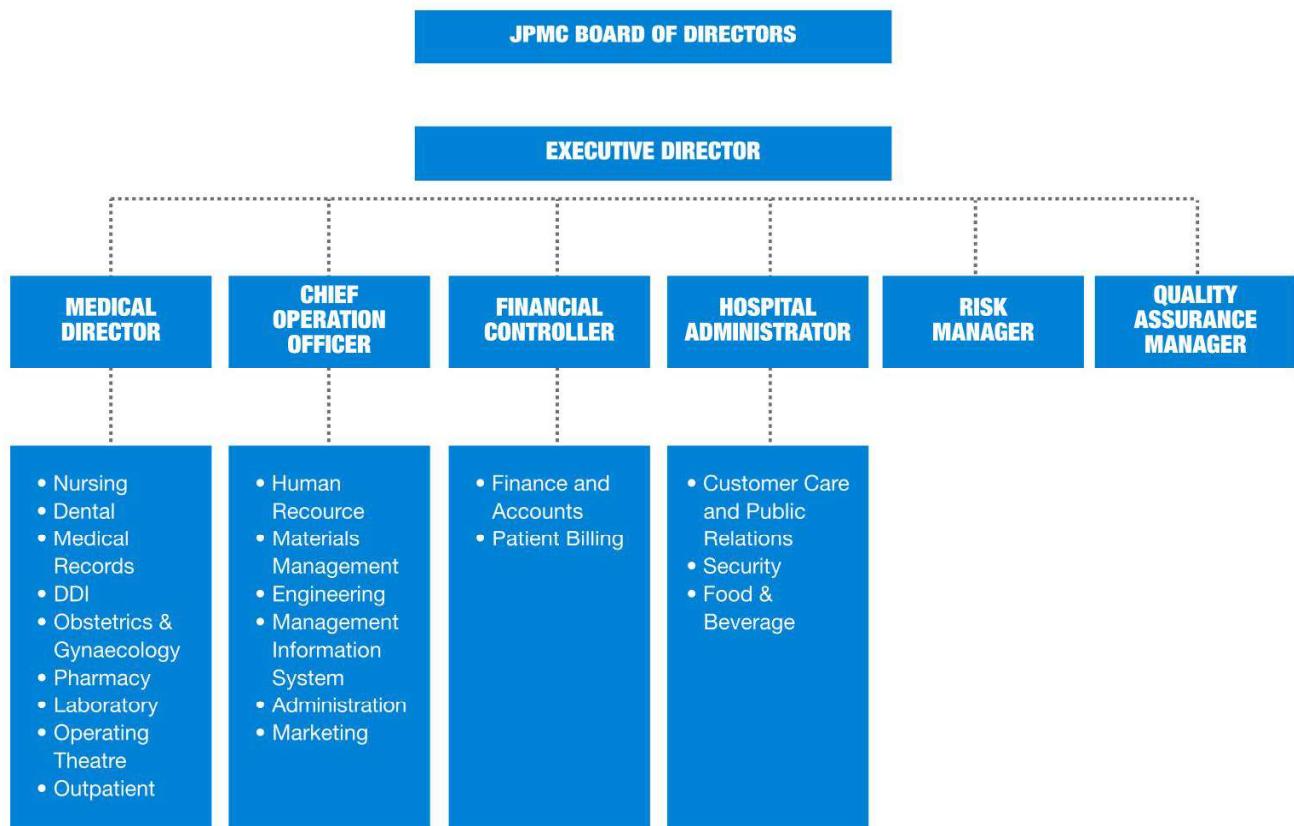
JPMC was the first hospital in Brunei Darussalam to be accredited with the Joint Commission International (JCI) accreditation back in 2014 and was re-accredited for the second time in 2017, the first for any health institution in the country.

JCI is an accreditation standard and survey process which evaluates patient safety and the quality of health care provided by medical institutions.

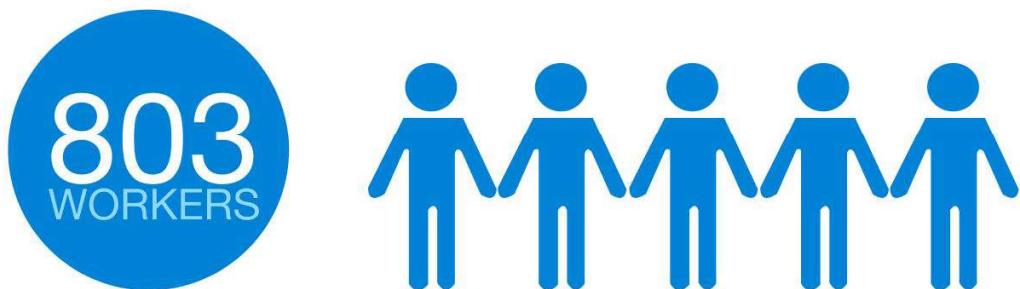
JPMC is one of over 800 organisations to have received the Gold Seal of Approval. JCI are partnered with hospitals, clinics and academic medical centres in more than 100 countries, providing them with solutions to achieve optimal performance.

JPMC's accreditation ensures its patients' well-being, safety and rights are protected and above all else that high quality healthcare standards are maintained.

## ii. Organisational structure;



## iii. Number of staff;



## 2. INFORMATION OF THE COMPANY'S HIV AND AIDS PROGRAMME

### i. Description of the company's policy to provide supportive, non-discriminating environment for workers with HIV and AIDS and to raise awareness of workers on HIV and AIDS in the workplace;

Jerudong Park HIV Programme was established with patient, staff and community in mind. It aims to ensure the provision of the right and compassionate care, delivered in a professional and safe manner.

It seeks to reach out to the public in creating a network of support and awareness on HIV prevention and care. Ultimately, the programme gives emphasis on ACCESS and SAFETY in all aspects of HIV Care. The programme outlines the service offered and provided by JPMC covering the aspects of prevention, treatment, education and support of HIV

### ii. Description of the HIV and AIDS programme dedicated to increase

the understanding of workers and, if applicable, the community, including but not limited to:

- Community awareness raising on HIV and AIDS as the company's Corporate Social Responsibility (CSR) programme, if applicable;
- Community outreach is being spearheaded by JPMC's Marketing Department. The outreach programme is part of JPMC's Corporate Social Responsibility in supporting HIV initiatives by the government, private sectors and non-governmental organisations in creating awareness on HIV/AIDS.

In the part, JPMC has worked closely with the Ministry of Health, Ministry of Education, Standard and Chartered Bank, Brunei Darussalam AIDS Council, Fitness companies as well as a host of other entities in creating awareness and raising money to this cause.

JPMC celebrates World AIDS Day every year by engaging its staff and the wider community, ensuring maximum exposure to HIV/AIDS awareness and prevention through social media platforms. Activities include exhibitions, talks, religious activities, walkathon, spinning, donation drive and so on.

*Please find the attachment for more information regarding the description of the HIV and AIDS programme.*

**iii. Schedule of the HIV and AIDS programme;**

JPMC is committed to further the cause of HIV awareness, prevention and management by the provision and allocation of recurrent resource. The following is a list of activities/programme where resources are given yearly basis:

- Pre-employment
- Screening
- Education/Training

- Counselling
- Awareness Programme
- Needles Stick Injury Pack
- Pre-exposure Prophylaxis Programme
- World AIDS Day
- Corporate Social Responsibility Programme

**iv. Description on how the company's HIV and AIDS policy and programme contribute to the national HIV and AIDS targets/programme of the country;**

The Jerudong Park HIV Programme was developed in consultation with Ministry of Health of Brunei Darussalam as the lead agency and in line with HIV/AIDS regional framework and prevailing national laws and regulations on HIV/AIDS.



## ASEAN Red Ribbon for Outstanding Workplace (ARROW) Award

# CAMBODIA

**DEWHIRST**  
(CAMBODIA) CO.,LTD

## 1. GENERAL INFORMATION OF THE COMPANY

### i. Year of establishment and history;

Dewhirst (Cambodia) Co., Ltd established in 2011 is a wholly owned, purpose built, world class tailoring facility. The onsite teams manage all aspects of the manufacturing process from start to finish to ensure the highest quality standards are maintained throughout design product development, sampling, sourcing and production through to dispatch are all managed by highly qualified onsite teams.

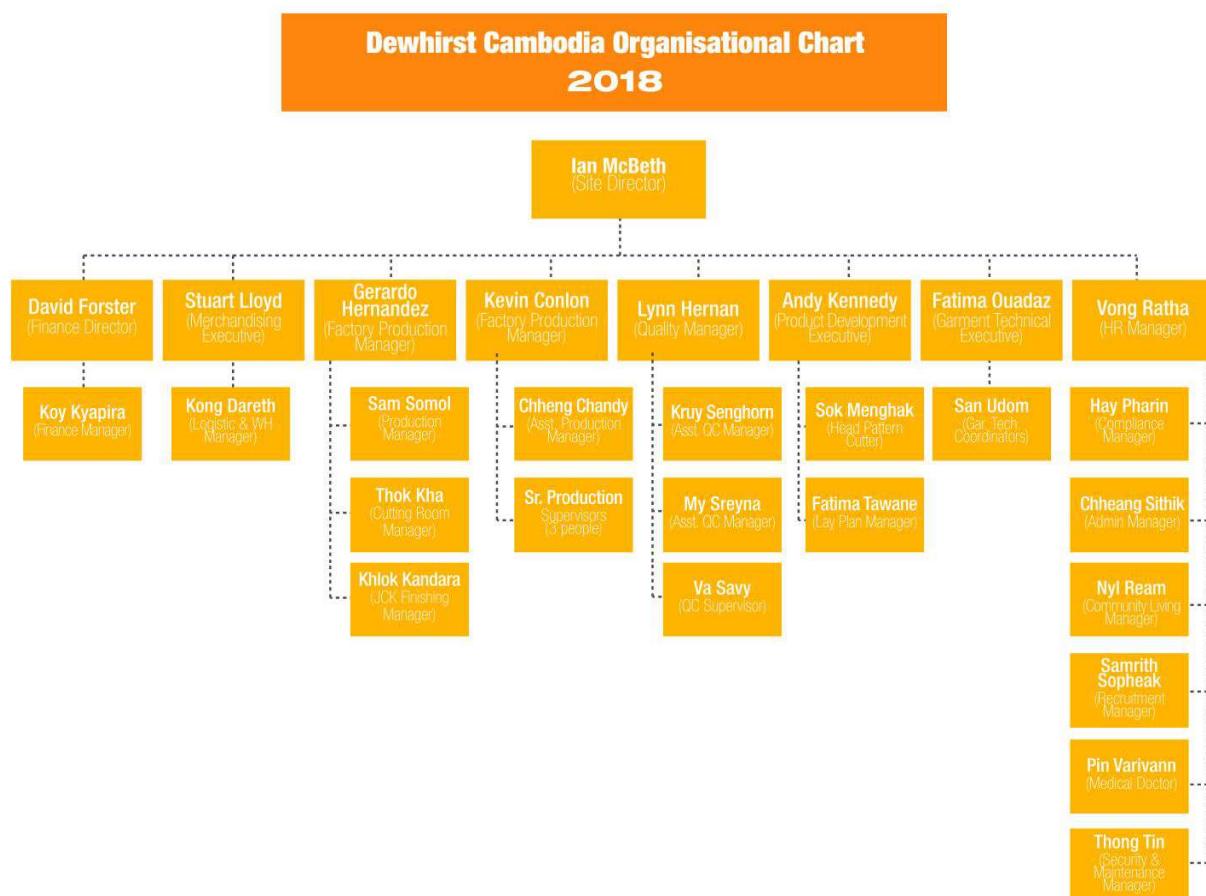


DEWHIRST  
(CAMBODIA)  
CO., LTD

The Company place a high emphasis on technical capacity which is supported by the strong technical team encompassing a wealth of experience and expertise across the company product range. The employees benefit from the company strong stance on ethical policies,

the company supplies benefits above and beyond the requirements set by law and adhere to the best practice industry standards. The company is passionate about delivering a quality product on time, to the customer's specifications.

## ii. Organisational structure;



iii. **Number of staff;**  
Total 3032



## 2. INFORMATION OF THE COMPANY'S HIV AND AIDS PROGRAMME

i. **Description of the company's policy to provide supportive, non-discriminating environment for workers with HIV and AIDS and to raise awareness of workers on HIV and AIDS in the workplace;**

*Please find the attachment for more information regarding the description of the HIV and AIDS programme.*

ii. **Description of the HIV and AIDS programme dedicated to increase the understanding of workers and, if applicable, the community, including but not limited to:**

- Awareness programme for workers on HIV and AIDS in the workplace:
- The HIV and AIDS program is dedicated to make workers be aware of HIV/AIDS in the

workplace and then they spread the knowledge to other in their community related to HIV/AIDS definition, infection, prevention, and the service to find treatments and care at the hospital, health center, etc. closed to their home, etc.

- Provide or facilitate workers with access to:
  - Services for Counselling and Testing (VCT) and HIV Care Support and Treatment (CST), Tuberculosis (TB) treatment and care according to WHO Standard of Procedure, any other HIV related infection:
    - Encourage workers to go to hospitals, health center/post regarding HIV voluntary counselling testing (VCT) and care, support and treatments (CST), TB care & treatments located at their close residency.
  - Other related services from

the HIV and AIDS service center:

- Health and HIV/AIDS campaign in Dewhirst Factory spreading to be aware of how to be healthy, avoiding the HIV virus spread and other infections.
- The company factory workers participating in the events organised by Reproductive Health Association of Cambodia (RHAC) in cooperation with HR Department of Dewhirst Factory.
- Other NGO like Care gives education/training to the workers with some documents including certificate to them after ending training session.
- Other related services from the HIV and AIDS service center:
  - Health and HIV/AIDS campaign in Dewhirst Factory spreading to be aware of how to be healthy, avoiding the HIV virus

spread and other infections.

- Availing education, information and communication materials accessible to workers and others:
  - IEC like leaflets and documents offered by other NGOs (such as RHAC, Care International, Marie Stopes) are distributed to the workers during HIV/AIDS campaign and their coming to the infirmary in the factory.

**iii. Schedule of the HIV and AIDS programme:**

- HIV/AIDS Committee Meeting held every month;
- HIV/AIDS education to the workers held every month during lunch time.

**iv. Availability of administration and reporting systems of the HIV and AIDS in the workplace programme implementation:**

- Through monthly HIV/AIDS committee meeting;
- Through HIV/AIDS education to

the workers held every month

- during lunch time;
  - Through pre-and-post test on HIV/AIDS knowledge before and after education/training.

**v. Description on how the company's HIV and AIDS policy and programme contribute to the national HIV and AIDS targets/programme of the country:**

- Workers gets knowledge via education/training on HIV/AIDS at workplace;
- Workers can spread the knowledge to other at their workplace, community and at their home that contributes to reducing and discriminating HIV/AIDS infections and those living with HIV/AIDS in parallel with the national HIV and AIDS targets/programme of the country.

**vi. Photos and/or videos of the company's HIV and AIDS programmes/activities,**



**certificates received by the company related to its HIV and AIDS programme if available, and other relevant documents;**

*Provide in the attachment*





**ASEAN Red Ribbon for Outstanding  
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**INDONESIA**

**STAR ENERGY GEOTHERMAL**  
(WAYANG WINDU) LTD.

## 1. GENERAL INFORMATION OF THE COMPANY

- i. **Year of establishment and history;**  
Wayang Windu Geothermal Energy is located 40 km south of Bandung in West Java. It is operated by Star Energy Geothermal (Wayang Windu) Limited, a wholly owned subsidiary of Star Energy. It is managed under a Joint Operation Contract with Pertamina to develop geothermal resources within the 12,960-hectare contract area.



**STAR ENERGY GEOTHERMAL  
(WAYANG WINDU) LTD.**

An Energy Sales Agreement between Star Energy, Pertamina and PLN, a state owned utility company, gives Star Energy the right to develop up to 400 MW of electricity - generating capacity over a period of 42 years, with each generating unit being scheduled to operate for at least 30 years.

The JOC has the potential to ultimately deliver more than the already-contracted 400 MW of base load electricity to power hungry West Java.

The first Unit (110 MW) at Wayang Windu was completed in 1999, and has been producing at full capacity (with an availability rate of over 98%) since 2000. At the time of its installation, Unit One was the largest geothermal turbine in the world.

On 2 March 2009, the Indonesian Minister of Energy and Resources officially opened Wayang Windu Unit 2, with generation capacity

from a single turbine/generator, of 117 MW. So, Wayang Windu is now delivering a total of 227 MW of electricity to its buyer, PLN, which dispatches the electricity into the West Java transmissions grid.

The potential for significant further expansion at Wayang Windu became apparent during the development drilling for Unit 2. Some of the wells drilled for Unit 2 tested more than 50 MWe of steam, and are producing sustainability at over 40 MWe, probably the largest sustainability steam production in the world for a single well.

## Location

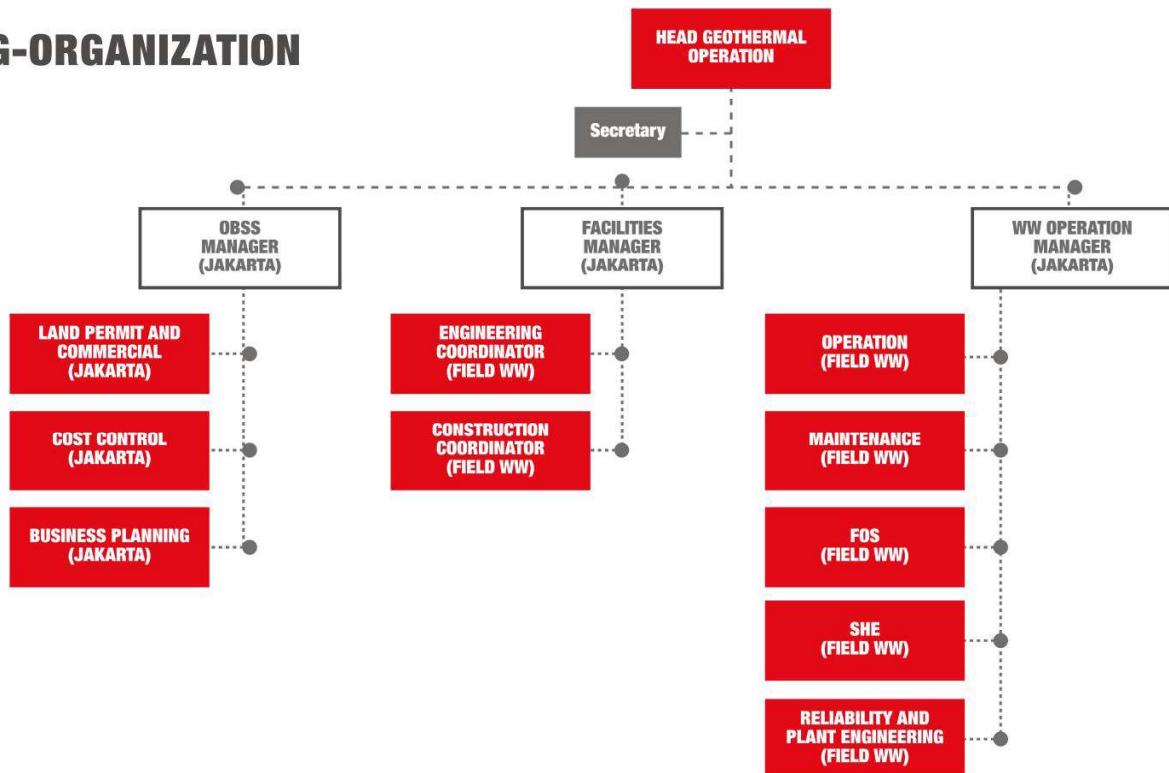


## Company History

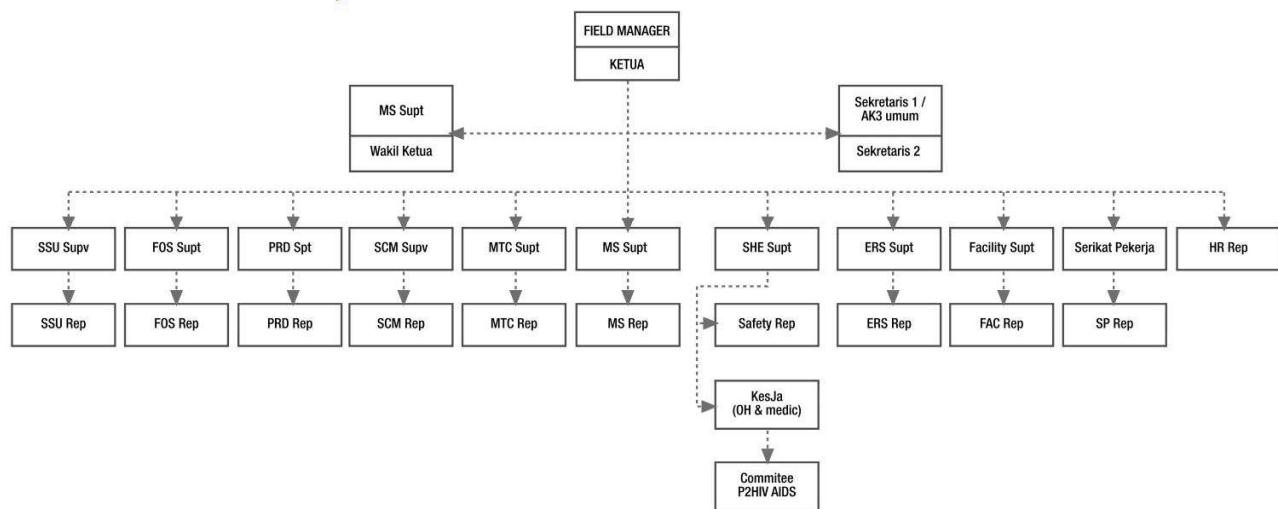
- **1985** Geology and geophysics survey.
- **1991** First well spud; WWA1 drilled by Pertamina Discovered commercial geothermal resources.
- **Dec 1994** JOC and ESC signed.
- **1997** Proven energy notice submitted for 400MW.
- **Jun 1997** EPC Contract signed with Sumitomo Corporation.
- **Aug 1999** Unit 1 completed.
- **May 2000** Commissioning Unit-1.
- **Jun 2000** Unit-1 commercial operation.
- **Jan 2001** Bank taken over under the management of Unocal.
- **Nov 2004** Star Energy acquired 100% of shares.
- **2006** Completed Amendment ESC and JOC.
- **2007** EPC Contract Signed with Sumitomo Corp. For Unit 1 development.
- **Dec 2008** Commissioning Unit-2.
- **Feb 2009** Change company name MNL to SEGWWL.
- **Mar 2009** Unit-2 commercial operation.

## ii. Organisational structure;

### SEG-ORGANIZATION



STRUKTUR ORGANISASI P2K3  
STAR ENERGY GEOTHERMAL WAYANG WINDU LTD



iii. **Number of staff;**  
Total 103



## 2. INFORMATION OF THE COMPANY'S HIV AND AIDS PROGRAMME

i. **Description of the company's policy to provide supportive, non-discriminating environment for workers with HIV and AIDS and to raise awareness of workers on HIV and AIDS in the workplace;**

- The Wayang Windu is committed to practice working environment that supportive and non-discriminating and non-stigmatisation, which one of them proven by existence of policy and procedure of

Prevention and Management of HIV AIDS in the Workplace (Doc. SHE-8.0-OHE-MT-106). The purpose of the procedure are:

- To protect healthy employee from the threat of HIV AIDS, on the other hand also to protect employee who positively diagnosed of HIV AIDS from mishandling in treatment, include the confidentiality matter on medical data.

- To comply with governmental rule and regulation, especially regulation of Indonesia Minister of Labor and Transmigration No.68/2004, which mandate that every company should have program of prevention and management of HIV AIDS in the Workplace, include important things on human resource aspect ie. Medical check pre-employment, VCT, and confidentiality.
- To keep and improve employee's health and safety, The Wayang Windu carries on routine examination of working environment (eg indoor air quality, Legionella, E.coli in drinking water, etc) and also annual medical check to ensure employee's health always be monitored.
- Wayang Windu also collaborate with HIV AIDS Non-Profit Organization which regularly support us in socializing HIV AIDS program internally inside

the company and also outside to community surrounding the company. Socialisation is critical way to raise awareness of workers on HIV AIDS in the workplace. The method of socialisation is conducted by several ways eg. by town hall meeting, departmental meeting, health bulletin by email, leaflets, brochures, invite expert on HIV AIDS, etc.

- ii. **Budget allocated to implement the policy and programme;**  
Every year the company allocate budget for Health & Safety programs, include program of Prevention and Management of HIV AIDS in the Workplace. The HIV AIDS program budget is mainly spent for collaboration cost with external parties. However, the budget of HIV AIDS may be distributed inter-departmental, not solely in Health & Safety budget. As example, for 2016 - 2018 the budget of HIV AIDS program are IDR 13 million, 10 million and 10 million, respectively.

The budget excludes for activities that related to the program, eg. Medical check, blood donation program, food & beverages budget for HIV AIDS training or workshop, etc. Thus, overall the budget for program of Prevention and Management of HIV AIDS in the Workplace is not solely on one section.

**iii. Description of the HIV and AIDS programme dedicated to increase the understanding of workers and, if applicable, the community, including but not limited to:**

- Awareness programme for workers on HIV and AIDS in the workplace;
- To maintain level of awareness on HIV AIDS in the workplace and even increasing it, the company conducted meetings with topic about HIV AIDS (town hall meeting, departmental meeting, talk show with expert), workshop (Peer Educator of HIV AIDS),

distribute leaflet about HIV AIDS general knowledge and about VCT to every new worker who shall work at field. We also utilise email as medium to share information of HIV AIDS, by Health Bulletin, to every worker who have access to email.

- Provide or facilitate workers with access to:
  - Services for Counselling and Testing (VCT) and HIV Care Support and Treatment (CST), Tuberculosis (TB) treatment and care according to WHO Standard of Procedure, any other HIV related infection; and
  - Other related services from the HIV and AIDS service center;
    - » The company has VCT clinic and 2 certified counsellors as well (one doctor and one paramedic -medical team) in our company to support VCT program. The company

provide a comfort and closed room for councelling process. The medical data is strictly confidential and only may be accessed by medical team. If the result of VCT is positive, counsellor shall refer the case to designated hospital to manage the HIV positive patient, for further examination.

The company also has MOU with several hospitals in anticipating case of HIV or AIDS and its opportunistic infections.

In the Health Operational Guidelines as part of "Company & Labor Agreement (CLA)" which acknowledged by Ministry of Manpower Republic of Indonesia, it clearly stated that Company shall cover any medical costs related to HIV AIDS case, Tuberculosis (TB) as one of

opportunistic infection in AIDS state is definitely covered for treatment by Company.

Other related services on HIV AIDS include Blood Donation program that conducted twice per year in collaboration with Indonesia Red Cross, where at the occasion, the company socialises about blood transmitted diseases and VCT.

- Availing education, information and communication materials accessible to workers and others;
- The Company is continuing to educate peer educator, both of employee or contractor, to build "agent of communication" and "agent of change" to their peer. This may increase awareness of HIV AIDS knowledge by ways and languages that easily understood by common

people. In 2017, the Company started to include housewives' health cadres in Peer Educator workshop. The health cadres came from 13 villages in Pangalengan district. HIV AIDS information materials are available in form of leaflets, standing banners, and books that placed at many places in the Company. Beside, material in softcopy form may be accessed by worker in common drive in the computer.

- Community awareness raising on HIV and AIDS as the company's Corporate Social Responsibility (CSR) programme, if applicable;
  - The Company collaborate with HIV AIDS non-profit organisation (Perhimpunan Konselor VCT HIV AIDS Indonesia / Association of Indonesia HIV AIDS VCT Counsellor) has included HIV AIDS program to the community. These include

socialisation of reproductive health, sexually transmitted disease, and HIV AIDS to junior high school and senior high school students, housewives' health cadres. At the occasion, the company also distributes health educational books and present testimony about people living with HIV AIDS.

The goal is to diminish discrimination and stigmatisation of HIV positive people. The Company also has mapping of high risk spots of HIV transmission in Pangalengan district - this activity is targeted to key population (sexual worker, MSM, intravenous drug user, etc).

The result of the mapping is presented to local government (public health office, head of regency, and related parties) in a "edutainment" setting.

The Company also sponsored youth of Rumah Cemara (young people who homeless and some of them HIV positive) to Homeless World Cup in Paris in 2011. The Company also develop Peer Educator of HIV AIDS in 13 villages at Pangalengan district. The company also give donation of rapid test kit to local Community Health Center to empower the center to conduct HIV test for community and train its health workers as well.

**iv. Schedule of the HIV and AIDS programme;**

- The Company conducted HIV AIDS program along the year. Since first running the program in 2009, the Company has conducted various activities to increase awareness, change risky behaviour, and encourage early test to anyone who included into the program, internally and externally. The next year plan is usually going

to be developed in midyear, with the budgeting as well. There are some occasion that the program has enhancement, such as at World AIDS Day or World Health Day in each year. From year to year, the Company also conducted evaluation of the program to measure which area that should be improved, by delivering questionnaire.

**v. Availability of administration and reporting systems of the HIV and AIDS in the workplace programme implementation;**

- The Company is regularly reporting HIV AIDS program to the governmental labour agency (district level, province level, and national level) on trimonthly basis. The Company is always weaving communication to the stakeholders so that all expectations of stakeholders may be absorbed or accommodate.

**vi. Description on how the company's HIV and AIDS policy and programme contribute to the national HIV and AIDS targets/programme of the country;**

- Star Energy Geothermal (Wayang Windu) Ltd is one of major company operated in West Java province. The Company's HIV AIDS program has been acknowledged regionally and nationally so that awarded by Ministry of Manpower Republic of Indonesia for 7 times (1 Silver Award, 6 Platinum Award) since 2010.

Program high risk spots mapping in Pangalengan regency has been a milestone for governmental health agency in Bandung to develop more comprehensive program in managing the burden of HIV AIDS cases in Bandung district. Head of Bandung Regency also has distinguished Star Energy as company which most care of AIDS in the region and

awarded in 2011. Governmental Labour Agency in West Java Province for several times also ask Star Energy to be a speaker in the HIV AIDS regional forum to stimulate other companies to have HIV AIDS program in compliance to national regulation.

West Java is a province with most densely populated in Indonesia, the existence of Star Energy's HIV AIDS program has been taking part in increasing awareness of HIV AIDS, change risky behaviour to safer one, and finally may have impact in reducing new HIV infection and diminish discrimination and stigmatisation.

**vii. Photos and/or videos of the company's HIV and AIDS programmes/activities, certificates received by the company related to its HIV and AIDS programme if available, and other relevant documents;**

*Provide in the attachment*

**viii. Website link to the company's HIV and AIDS programme, if available.**

Star Energy Geothermal (Wayang Windu) Ltd. has company website which is mentioned specific about HIV and AIDS programme.  
<http://www.starenergy.co.id/Safety-environment/Health.aspx>





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**MALAYSIA**

**PETROLIAM NASIONAL  
BERHAD (PETRONAS)  
MALAYSIA**

## 1. GENERAL INFORMATION OF THE COMPANY

- i. **Year of establishment and history;**  
Petroliam Nasional Berhad (PETRONAS) established in 1974, is Malaysia's fully integrated oil and gas multinational ranked among the largest corporations on FORTUNE Global 500®. As the custodian for Malaysia's national oil and gas resources, the company explore, produce and deliver energy to meet society's growing needs.



PETROLIAM NASIONAL  
BERHAD (PETRONAS)  
MALAYSIA



The growing demand for energy inspires and strengthens our purpose to steadily drive for new solutions and push boundaries towards a sustainable energy future.

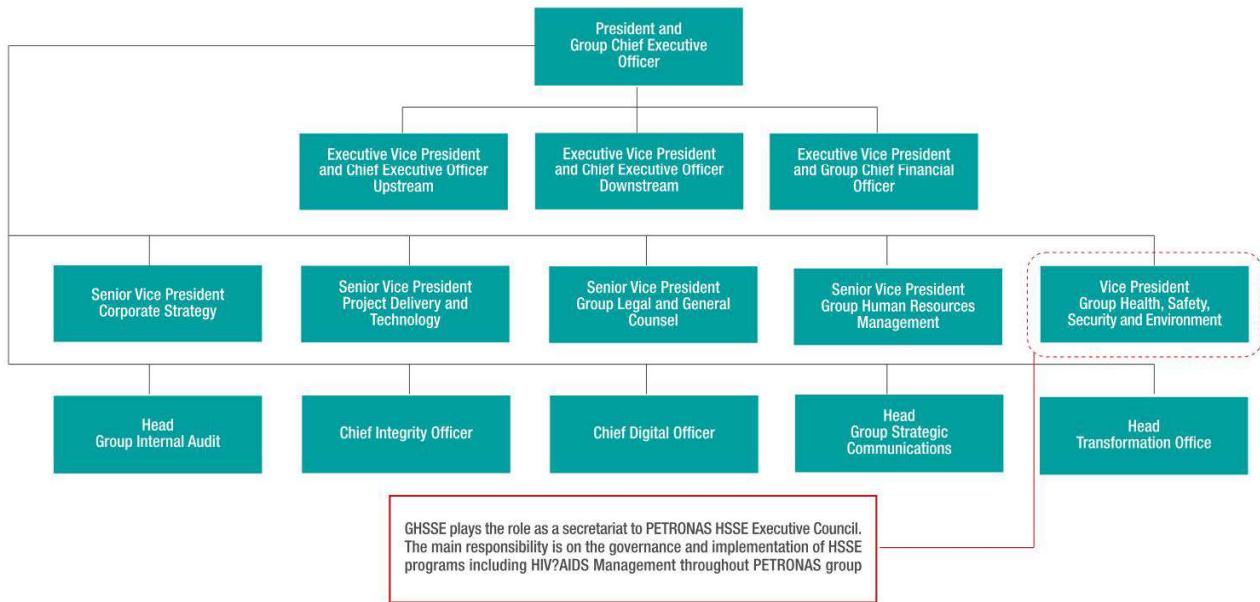
We apply innovative approaches to technology which helps us unlock and maximise energy sources from even the most remote and difficult environments. Our fully integrated value chain spans from exploration to marketing, logistics to technological infrastructures, with operations in over 50 countries around the world.

PETRONAS (Petroliam Nasional Berhad) is Malaysia's fully integrated oil and gas multinational ranked among the largest corporations on FORTUNE Global 500®. Established in 1974, PETRONAS now has a presence in more than 65 countries and operates among the top oil and gas companies in the world. Steadily driving new solutions

and pushing boundaries, we add value to oil and gas resources in a manner that carefully balances commercial, environmental and social considerations.

Throughout our rapidly expanding network and steady growth trajectory, PETRONAS has consistently and successfully implemented various social, environmental and community programmes, guided by its larger Corporate Sustainability Framework, in carrying out business in a socially responsible and holistic manner for the benefit of both the present and future generations.

## ii. Organisational structure;



## iii. Number of staff;

Total 51,034



## 2. INFORMATION OF THE COMPANY'S HIV AND AIDS PROGRAMME

PETRONAS has established a company-wide policy and a guideline to support the implementation of HIV/AIDS related programs across its group of companies.

This is pivotal to the company considering its presence globally whereby the policy establishment would streamline the company practices throughout the group when it comes to management of HIV/AIDS related issue.

On top of that, the establishment of the policy plays an important role in demonstrating clear and visible management commitment and provided direction towards proper management of HIV/AIDS at workplace including respect for human right.

PETRONAS highly values and regards its employees as the Company's most important asset. Through the implementation of the policy, the welfare of the employees living with HIV is

maintained and a conducive workplace environment free from stigma and discrimination can be achieved. This will in turn increase productivity of the company and ensure its growth and sustainability in achieving business deliverable.

PETRONAS recognises the seriousness of HIV/AIDS as a chronic, life threatening disease with social, economic and human rights implications. The Company is committed to provide a healthy and safe work environment for all its employees, so far as is practicable, in order to prevent transmission of HIV. Nonetheless, employees are responsible to take all necessary precaution to avoid contracting HIV/AIDS.

Main objective of the policy:

- Enhance employee awareness on HIV/AIDS;
- Manage and mitigate the impact of HIV/AIDS;
- Provide support for workers living with HIV/AIDS;

- Eliminate stigma and discrimination on the basis of real or perceived HIV status

As part of policy requirements, the Company conduct HIV/AIDS awareness and prevention activities by providing information to employees on the various aspects of HIV/AIDS with aim to prevention the spread of the disease.

PETRONAS health and wellness program called MESTI fit4Health is the main platform of awareness for workers. MESTI comprises of five elements which are Move Right, Eat Right, Sleep Right, Think Right and Individual Right.

The purpose of having the Individual Right element is to promote responsible behaviour from the perspective of managing health & safety risk towards self and others. This resonates with the company's responsibility to provide awareness and knowledge in terms of HIV/AIDS

disease, prevention and treatment so that employees living with HIV will be able to identify how they can manage the disease well and place measures to prevent the disease from spreading to the people around them.

Not only that, the enlightenment on HIV/AIDS will also allow employees to understand the disease better and know that the spread of the disease can be prevented, thus putting a stop to the ongoing stigma that the public may have towards HIV/AIDS.

Internal web portal are accessible for employees serves as one stop knowledge platform on HIV/AIDS information with content namely policy, procedure, promotion materials, questions and answers.

As a responsible employer, PETRONAS aspires to look after the welfare of its employees to ensure that they have a supportive and conducive workplace environment and would foster a

motivated group of employees. This is one of the strong basis behind the support provision described in PETRONAS' HIV/AIDS policy and guideline which covers medical benefits and counselling support for employees living with HIV.

Provision of PETRONAS' Employee Assistance Program allows employees to seek professional and confidential counselling if they require it.

Other than providing support and counselling to employees living with HIV, the provision will provide avenue for other employees to seek clarity on matters surrounding HIV/AIDS that worry them and may cause an unpleasant working environment.

PETRONAS, as corporate advisor to Malaysian Business Consortium for HIV/AIDS (MBCH), will continue to share and promote best practices in management of

### Implementation of the Policy in PETRONAS

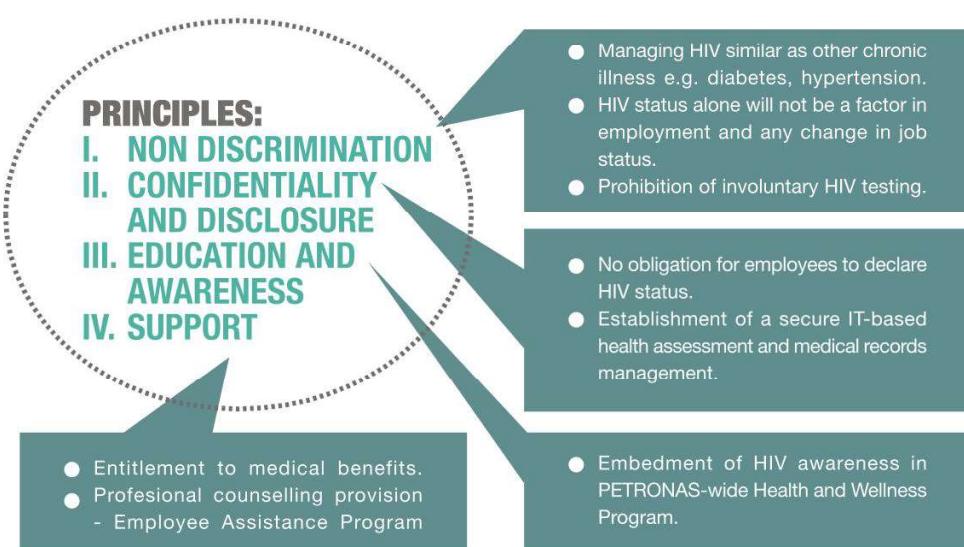


Figure 1: Summary of implementation of policy based on HIV/AIDS management principles.

HIV/AIDS at workplace among industries. The business case on establishing a proper HIV/AIDS management at workplace and the resultant positive impact should be relatively applicable to majority of industries in Malaysia. PETRONAS hope that Company active involvement will contribute to the MBCH main mission which directly linked to the United Nations Sustainable Development Goal of ending AIDS as a public threat by 2030.



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**THE PHILIPPINES**

**KNOWLES ELECTRONICS**  
(PHILIPPINES) COOPERATION

## 1. GENERAL INFORMATION OF THE COMPANY

- i. **Year of establishment and history;** Knowles Electronics achieved excellence in the audio industry for more than 70 years. From the beginning, the company have continuously strived to introduce disruptive communication technologies, such as the first miniature microphone and receiver for hearing aids in 1954, the first surface mount MEMS microphone in 2001, and the



**KNOWLES ELECTRONICS  
(PHILIPPINES) COOPERATION**

world's first smart microphone with an open digital signal processor in 2017.

Headquartered in Itasca, Illinois, Knowles Electronics global scale of more than 7,000 employees in 11 countries worldwide includes design centers in Europe, Asia, India and North America.

The company scale and capabilities, coupled with significant

investment in research and development, enables the company to remain agile and efficient, and deliver groundbreaking technology to the company world-leading OEM customers.

In January 2012, Knowles Electronics started in the Philippines operates as a subsidiary of Knowles Electronics Singapore Pte Ltd.

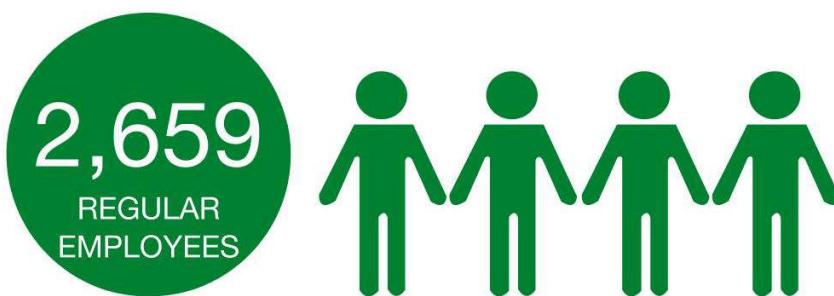
## Company History

- **1946** Knowles was founded by Hugh Knowles
- **1954** Developed the first miniature microphone & receiver for hearing aids
- **1969** Captured Neil Armstrong's words from the moon (Apollo 11 Mission)
- **1974** Opened Asian manufacturing centre
- **1999** Knowles family sold the company to private equity
- **2002** Introduced the world's first MEMS microphone
- **2005** Dover Corporation acquired Knowles
- **2007** Introduced balanced armature technology for premium earphones
- **2014** Knowles established as publicly traded company
- **2015** Acquired Audience, Inc. a leading global provider of advanced voice & audio processors for mobile products
- **2016** Celebrated its 70th anniversary

## ii. Organisational structure;



## iii. Number of staff;



## 2. INFORMATION OF THE COMPANY'S HIV AND AIDS PROGRAMME

### i. Description of the company's policy to provide supportive, non-discriminating environment for workers with HIV and AIDS and to raise awareness of workers on HIV and AIDS in the workplace;

Knowles HIV-AIDS in the Workplace Policy (KEP-EHS-GP-20) Revision 3.

#### ● Policy Objectives

a) To ensure a consistent and equitable approach in the prevention of HIV/AIDS among employees and their families, and in the management of HIV/AIDS consequences, including the care and support of employees living with HIV-AIDS.

b) To comply with Republic Act No. 8504 otherwise known as the Philippine AIDS Prevention and Control Act of 1998 with implementing guidelines and regulations developed and released by the Department of Labour

and Employment thru Administrative Order No. 236, Series of 1996.

#### ● Intent of the Policy

- a) Provide practical guidance for preventing, reducing and managing HIV/AIDS-related problems in the workplace.
- b) Specifically, provide clear guidelines and consistent procedures for handling HIV/AIDS cases within the workplace.
- c) Provide education to all employees and families regarding HIV/AIDS problem recognition and the implementation of this policy.
- d) Offer assistance to employees in resolving problems that affect job performance due to HIV/AIDS.

#### ● Key Policy Provisions

- a) HIV-positive employees shall be protected against discrimination, victimization or harassment through the application of normal

company disciplinary and grievance procedures, and the provision of information and education about HIV and AIDS to all employees.

- b) No employee shall suffer adverse consequences, whether dismissal or denial of appropriate alternative employment opportunities, merely on the basis of HIV infection.
- c) All individuals seeking employment in KEP shall be treated equally and the company shall not make any distinction among job applicants on the basis of their actual, perceived or suspected HIV status.
- d) The Company shall not terminate employees on the basis of actual, perceived or suspected HIV status.
- e) The Company rejects HIV testing as a prerequisite for recruitment, access to training or promotion.

ii. **Budget allocated to implement the policy and programme;** Management's full support to the Health & Wellness program of the company is evident in the allocation of adequate resources/budget to effectively mobilize planned-out programs every year. Annual budget of approximately **7 million pesos (Php7,000,000)** are assigned for Health & Wellness activities.

iii. **Description of the HIV and AIDS programme dedicated to increase the understanding of workers and, if applicable, the community, including but not limited to:**

- Knowles Awareness Programme for worker

**Employee on boarding Program**

All employees hired by the company since 2012 undergo a 3-day orientation (with approximately 3,000 participants trained). Interactive discussions by trained personnel on the Department of Labor and Employment (DOLE) programs such as Hepatitis-B, Tuberculosis,

Drugs & Substance Abuse Prevention, Smoking and HIV-AIDS.

### **Employee Health & Wellness Program**

A key component in its Environment, Health & Safety framework, the Company strongly promotes a balanced and healthy lifestyle among its employees thru sports and promotion of physical activity, to prevent lifestyle-related diseases such as HIV-AIDS (approximately 1,000 employees covered).

Management strongly supports the establishment & maintenance of sports clubs by hosting of inter-company sports competition (Sports fest) and participation in external competition (best players in the clubs are sent to represent the company).

### **Employee & Family Welfare Committee**

To provide a venue for employees

to communicate directly to management on any of their concerns (e.g. Environment, Health & Safety, Security, Operations, Cafeteria, etc.) the company organized this committee, with representatives from different department (elected by the employees every year).

This group meets every month to discuss issues & concerns from their respective areas and get immediate response from management regarding their concerns. This is also another venue to promote the programs of the company such as HIV-AIDS with the support of committee representatives in cascading to their peers as well as their dependents.

- Provide or facilitate workers with access to:
  - Services for Counselling and Testing (VCT) and HIV Care Support and Treatment (CST), Tuberculosis (TB) treatment

and care according to WHO Standard of Procedure, any other HIV related infection; and

- The company facilitates access to voluntary & confidential testing with counselling for all employees by providing a counselling room and retainership of Occupational Medicine practitioners duly certified by the Department of Health (DOH) and in accordance to World Health Organization (WHO) standard operations procedures;
- The company shall help employees living with HIV/AIDS to find appropriate medical services in the community, as well as counselling services, professional support and self-help groups, if required. Reasonable time off, which will be considered by the Company physician, shall be given for counselling and treatment;

■ Screening test will be conducted to employees having perceived or suspected HIV status with confidentiality and a written informed consent shall be obtained before HIV testing. All testing shall comply with generally accepted international standards and cost of screening will be shouldered by the Company.

Other related services from the HIV and AIDS service center:

- The company is working closely with the Regional Office of the Department of Health to avail of available services (e.g. training, vaccines, etc.) for HIV-AIDS prevention and management. Orientation by DOH subject matter experts, confidential testing & counselling are conducted in the company's premises, which is easily accessible to all employees and their dependents.

- Availing education, information and communication materials accessible to workers and others;
  - Information materials coming from the Department of Health & World Health Organization are distributed to employees and are accessible in the company Clinic. The content of these materials are discussed by the doctors during annual physical examination of each employee
  - Infomercials about HIV-AIDS. are sent out to employees thru email, posted in the EHS bulletin boards and played in the lobby, cafeteria & production TV.
- Community awareness raising on HIV and AIDS as the company's Corporate Social Responsibility (CSR) programme, if applicable;
  - Company retainer doctors trained and certified by DOH as well as DOH subject matter experts are engaged to

conduct a series of lectures on Tuberculosis, Drugs, Hepatitis B & HIV-AIDS in the company's adopted schools and communities

**iv. Schedule of the HIV and AIDS programme;**

**Monthly**

Employee On boarding Program (1st 3 days of employment)

**March**

Department of Health Roadshow: HIV-AIDS Refresher Orientation to all Employees.

**May**

Department of Health Roadshow: HIV-AIDS Orientation to Partner Communities.

**September**

Department of Health Roadshow: HIV-AIDS Orientation to Partner Schools.

**December**

Infomercial: HIV-AIDS Prevention.

**v. Availability of administration and reporting systems of the HIV and AIDS in the workplace programme implementation;**

- The Health & Wellness Team Champion will report status of implementation of Programs activities (Hepatitis B, Tuberculosis, Smoking, Drugs & Substance Abuse, HIV-AIDS Prevention) and activities to the EHS Committee during the monthly meeting.
- The retainer doctor/nurse shall regularly report status of program implementation to the Department of Labour & Employment (H&S Committee Report) and the Department of Health regional offices.

**vi. Description on how the company's HIV and AIDS policy and programme contribute to the national HIV and AIDS targets/programme of the country;**

- By establishing & consistently implementing the HIV-AIDS Policy aligned with the Philippine

AIDS Prevention and Control Act as well as the Department of Labour and Employment - Administrative Order No. 236, the company is contributing to the alleviation of new cases by promoting & initiating HIV-AIDS education/prevention programs that extends from the workplace to employee's homes and the communities.

**vii. Photos and/or videos of the company's HIV and AIDS programmes/ activities, certificates received by the company related to its HIV and AIDS programme if available, and other relevant documents;**

*Provide in the attachment*

**viii. Website link to the company's HIV and AIDS programme, if available.**

<http://kep-webapps/kep-web/>

Note: This is the company intranet and accessible only to employees.



**ASEAN Red Ribbon for Outstanding  
Workplace (ARROW) Award**

**SINGAPORE**

**MSD INTERNATIONAL GMBH**  
(SINGAPORE BRANCH)

## 1. GENERAL INFORMATION OF THE COMPANY

### i. Year of establishment and history;

The company is known as Merck & Co., Inc., Kenilworth, NJ, USA in the United States and Canada. Everywhere else, we are known as MSD. Merck & Co., Inc., Kenilworth, NJ, USA is the legal name and is listed on the New York Stock Exchange under the symbol "MRK".



MSD INTERNATIONAL GMBH  
(SINGAPORE BRANCH)



The company core product categories include diabetes, cancer, vaccines and hospital acute care. The company continue to focus our research on conditions that represent some of today's most significant health challenges – like cancer, hepatitis C, cardio-metabolic disease, antibiotic-resistant infection and Alzheimer's disease, and on the front lines in the fight against emerging global pandemics, such as ebola.

The company also devote extensive time and energy to increasing access to medicines and vaccines through far-reaching programs that donate and deliver the company products to the people who need them.

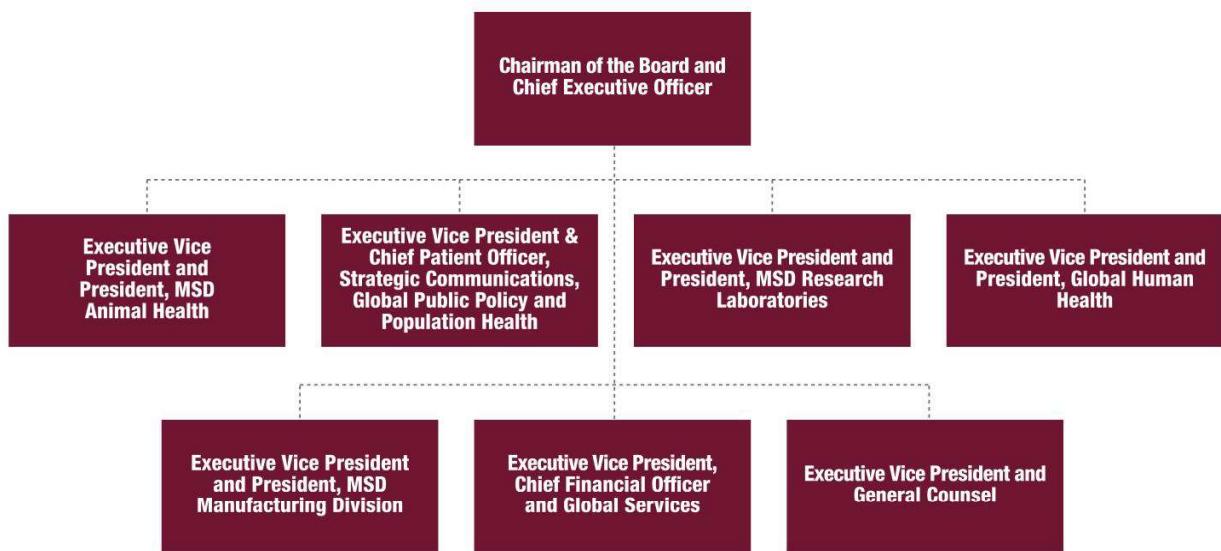
MSD applying the company global reach, financial strength and scientific excellence to do more of what the company passionate about: improving health and improving lives.

MSD is a global healthcare company that delivers innovative health solutions through its prescription medicines, vaccines, biologic therapies, and animal health products.

In 21 May 2010, MSD International GmbH (Singapore Branch) was established.

## ii. Organisational structure

### MSD INTERNATIONAL GmbH Board of Directors



## iii. Number of staff; 1500 Staff



## 2. INFORMATION OF THE COMPANY'S HIV AND AIDS PROGRAMME

- i. **Description of the company's policy to provide supportive, non-discriminating environment for workers with HIV and AIDS and to raise awareness of workers on HIV and AIDS in the workplace;**
  - Mandatory completion of online Compliance Training on "Code of Conduct - Our Values & Standards" for new hires and annual refresher training by all MSD employees.

MSD Code of Conduct training serves to guide our employees in every decision and action they take as they conduct business with our colleagues, customers and communities. Code of Conduct also advocates respect for people and inclusiveness.

Privacy, respect, and inclusive are essential for managing people living with HIV and other HIV-related situations in the workplace.

- ii. **Budget allocated to implement the policy and programme;**
- iii. **Description of the HIV and AIDS programme dedicated to increase the understanding of workers and, if applicable, the community, including but not limited to:**
  - Awareness programme for workers on HIV and AIDS in the workplace;
  - MSD Product Road Show - Held every 2 years to showcase how MSD Drugs are making a difference in the community. The Product Road Show was an internal event. Product booths and posters were being set up on company premises.

Employees moved around these booths to talk to the MSD Product Specialists and read the posters to get a chance to understand the product and therapeutic areas which MSD plays a role in. MSD HIV drug, Isentress, was

featured prominently and highlighted how this drug was helping HIV patients in the community to live long and fulfilling lives. The road show served to educate employees that HIV is no longer a death sentence and with advanced medication, HIV patients are productive and can make a contribution to the community and society.

- Provide or facilitate workers with access to:
  - Services for Counselling and Testing (VCT) and HIV Care Support and Treatment (CST), Tuberculosis (TB) treatment and care according to WHO Standard of Procedure, any other HIV related infection; and
  - Other related services from the HIV and AIDS service center;  
Employee Support Program and Worklife Services - Resources For Living, which includes counselling service

for employees and their dependents. Employees and their dependents may use the counselling services for HIV-related matters.

The Employee Support program is made available to all MSD employees and their dependents. Information on Resources For Living services are posted on company intranet for employee access.

MSD Employee Drug Assistance Program - MSD employees are entitled to be on MSD drugs which includes MSD HIV drug, Isentress, prescribed by company's doctor at MSD price subject to an annual cap of S\$1,800. Dependents of MSD employees can purchase prescribed MSD drugs which includes MSD HIV drug, Isentress, at prevailing discounted price.

- Availing education, information and communication materials accessible to workers and others;
  - Education information on people living with HIV. Company's newsletter to create awareness on HIV.
  - Email to All MSD Employees to create awareness on World AIDS Day.
  - Employee Survey on knowledge on HIV.
  - Intranet Article on MSD's Work in HIV.
  - Guidance for Occupational Health Programme for Employees Potentially Exposed to live HIV.
  - MSD Manuals on the internet for access by medical professional, medical students, patients, parents, caregivers.
  - Internet/Intranet communication to showcase employees' passion and pride in their work towards ending HIV and saving lives of HIV patients.
- Community awareness raising on HIV and AIDS as the company's Corporate Social Responsibility (CSR) programme, if applicable;
  - MSD is a corporate sponsor for HIV education and well-being programmes to the public in partnership with healthcare institutions. MSD has been a partner of choice with healthcare institutions to reach out to the public on HIV education and well-being.

MSD has always supported the Patient Care Centre at the CDC/TTSH, which has been supporting patients living with HIV in Singapore in many ways including educational programmes in health and well-being.

The programmes are made possible via donations from well wishes. There was a simple thank your dinner organised in Dec 2017 by the Patient Care Centre that have

guest of honour, Dr Amy Khor (Senior Minister of State for Health) gracing the event.

**MSD Fellowship for Global Health Programme**-The Fellowship program connects employees with non-profit organisations to utilise their business acumen in building organisational capacity, helping the institutions to provide increased access to health services, products and education in the communities they serve.

The Fellows bring back experience that contributes to our company's ability to deliver innovative health solutions to patients and customers around the world.

One of our current year partners in the programme is The International AIDS Vaccine Initiative (IAVI) is a global not-for-profit organisation whose mission

is to ensure the development of safe, effective and accessible preventive HIV vaccines for use throughout the world.

**viii. Website link to the company's HIV and AIDS programme, if available.**  
MSD Fellowship for Global Health Programme:

- [www.msdrponsibility.com/our-giving/msd-fellowship-for-global-health/](http://www.msdrponsibility.com/our-giving/msd-fellowship-for-global-health/)
- [www.msdrponsibility.com/our-giving/health/](http://www.msdrponsibility.com/our-giving/health/)
- [www.msdrponsibility.com/access-to-health/key-initiatives/](http://www.msdrponsibility.com/access-to-health/key-initiatives/)
- [www.msdrponsibility.com/our-giving/employee-giving](http://www.msdrponsibility.com/our-giving/employee-giving)



**ASEAN Red Ribbon for Outstanding  
Workplace (ARROW) Award**

**THAILAND**

**SANDEN (THAILAND) CO., LTD.**

## 1. GENERAL INFORMATION OF THE COMPANY

### i. Year of establishment and history;

The SRT was established in 1989 located in Ayutthaya, Thailand. The company's name was Sanden Commercial Refrigeration (Thailand) Co., Ltd.

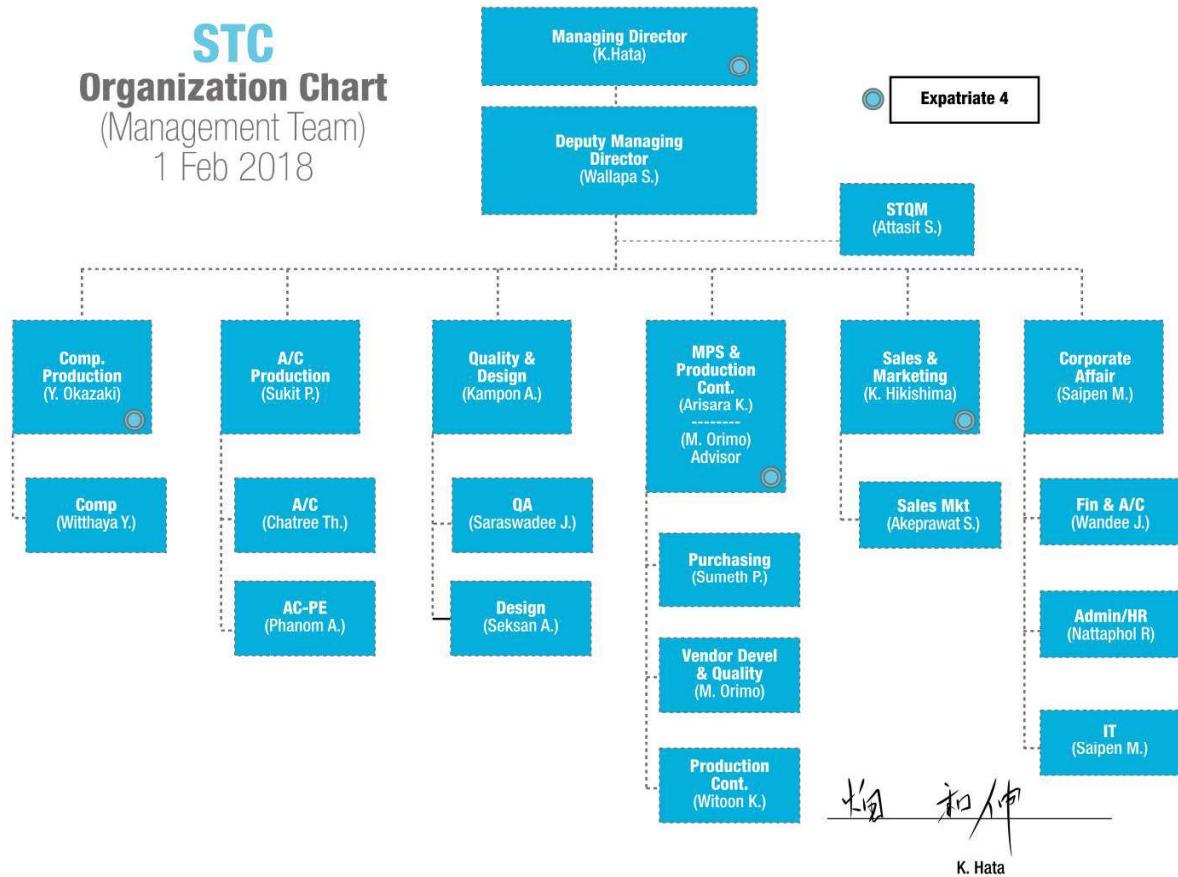
The Sanden Theco Co.,Ltd was established in 1992 in Chachoengsao, Bangna 36KM.

On 1 April 2005, the two companies merged into STC with the name Sanden (Thailand) Co., Ltd.

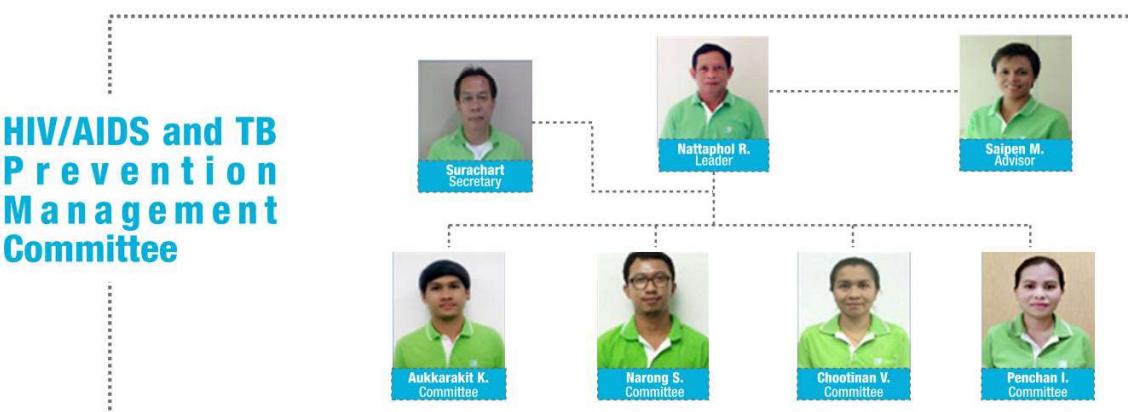


SANDEN (THAILAND)  
CO.,LTD.

## ii. Organisational structure;



## HIV/AIDS and TB Prevention Management organization



iii. **Number of staff;**  
Total 103 Staff



## 2. INFORMATION OF THE COMPANY'S HIV AND AIDS PROGRAMME

i. **Description of the company's policy to provide supportive, non-discriminating environment for workers with HIV and AIDS and to raise awareness of workers on HIV and AIDS in the workplace;**

Translation of Policy.

1. The Company will promote and support education to all level employees and encourage them to participate in the dissemination of relevant information to the family and others.

2. The company will not enforce job applicants and employee for blood test to check for HIV or tuberculosis. The Company will encourage voluntary screening without reporting to the company and the company is ready to provide consultation before and after the examination by the committee.

3. The Company will treat all employees equitably and equally. Whether the employee is HIV / TB or not, with all rights

and benefits, including employment. The promotion of training and other employee rights has been completely and completely fulfilled

4. The Company will continue employment employees with HIV / TB treatment as usual or offer a suitable jobs.

5. The Company will consider providing appropriate assistance to HIV / TB infected employees until he cannot continue working. This is to alleviate the suffering of employee and family.

6. The company respect the human right, the employee with AIDS/TB isn't need to inform company and to declare the secret without permit from the employee. It prohibited company regulation.

7. A patient can ask an advice and support by contact AID/TB committee / HR Department.

8. Company provide chest x-ray to all employee annually and support face mask.

ii. **Description of the HIV and AIDS programme dedicated to increase the understanding of workers and, if applicable, the community, including but not limited to:**

- Awareness programme for workers on HIV and AIDS in the workplace;
  - » HIV/AIDS knowledge is a course of Main orientation system for new employees since 2007, total participant 514 person.
  - » Information board/BMI/ Safety/Health/Food and HIV/AIDS monthly
  - » Vending machine of condom to employee with special price
  - » HIV/AIDS promote on Safety week
  - » HIV/AIDS promote on festival party such as SongKran festival, Anti-Drug day of Pra Na Korn Sri Ayutthaya.

- Training/Capacity Building
  - » One day program leaders of HIV/AIDS prevention in workplace by TBCA for re-certificate on 9 December 2016 at the training room of SANDEN (THAILAND) CO., LTD., 24 person joined this course.
  - » Three days program leaders of HIV/AIDs prevention and management in work place on 17 -19 July 2013 at THAILAND BUSINESS COALITION ON AIDS, The two leader participant.
  - » The SANDEN Leaders relay training HIV/AIDS prevention to employees.
  - **30 July 2013** 28 employees
  - **5 August 2013** 42 employees
  - » In house training (Main Orientation) since 2008 for all new employees.
  - **Year 2008** 97 employees
  - **Year 2009** 26 employees
  - **Year 2010** 23 employees
  - **Year 2011** 50 employees, Big flood in Thailand
  - **Year 2012** 81 employees

- **Year 2013** 45 employees
- **Year 2014** 45 employees

In house training new staff and sub-contractor in year 2018.

- Provide or facilitate workers with access to:
  - Services for Counselling and Testing (VCT) and HIV Care Support and Treatment (CST), Tuberculosis (TB) treatment and care according to WHO Standard of Procedure, any other HIV related infection; and
  - Other related services from the HIV and AIDS service center;
  - » Provide free condoms available at the canteen every Friday.
- Availing education, information and communication materials accessible to workers and others;
- Availing education, information and communication materials Community awareness raising on HIV and AIDS as the

company's Corporate Social Responsibility (CSR) programme, if applicable;

- Provided training workshop about HIV / AIDS & TB to educate 93 students at Bansang School, nearby STC (Our company).
- Provided training workshop about HIV / AIDS & TB to educate 70 staffs at Jaspal & Sons Co., Ltd.

**iii. Schedule of the HIV and AIDS programme;**

*Provide in the attachment*

**iv. Availability of administration and reporting systems of the HIV and AIDS in the workplace programme implementation;**

The company report the overall results to top management in ISO 14001 & TIS/OHSAS 18001 management review meeting.

**v. Description on how the company's HIV and AIDS policy and programme contribute to**

**the national HIV and AIDS targets/programme of the country;**

SANDEN believe that good business must be responsible for society and the nation. Employees are also part of society. Therefore, the company always respect the ethics, human rights, good labour relationship, safety, health and working environment. AIDS and tuberculosis is a disease that is destroying the nation. It is an urgent matter to be resolved. The company therefore support preventive action aids and tuberculosis have been implemented since 2008 and continue to be implemented.

**vi. Photos and/or videos of the company's HIV and AIDS programmes/ activities, certificates received by the company related to its HIV and AIDS programme if available, and other relevant documents;**

*Provide in the attachment*





## ASEAN Red Ribbon for Outstanding Workplace (ARROW) Award

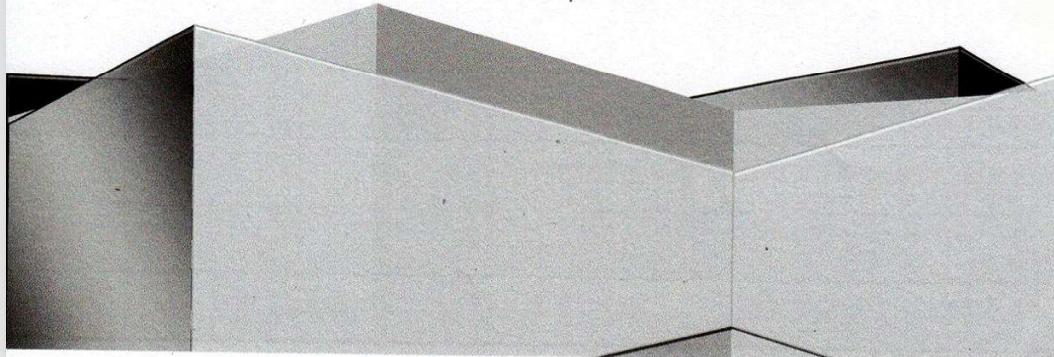
### Attachments

JERUDONG PARK MEDICAL CENTRE  
HIV Programme



**JERUDONG PARK MEDICAL CENTRE  
HIV PROGRAMME**

**2017**





## **Jerudong Park Medical Centre**

### **I. INTRODUCTION**

The Jerudong Park HIV Programme was established with patient, staff and community in mind. The programme was developed in consultation with Ministry of Health, Brunei Darussalam as the lead agency and in line with the HIV/AIDS regional framework and prevailing national laws and regulations on HIV/AIDS. The programme outlines the services offered and provided by the JPMC covering the aspects of prevention, treatment, education and support of HIV.

### **II. HIV PROGRAMME GOALS**

The JPMC HIV Programme aims to ensure the provision of the right and compassionate care, delivered in a professional and safe manner. It seeks to reach out to the public in creating a network of support and awareness on HIV prevention and care. Ultimately, the programme gives emphasis on ACCESS and SAFETY in all aspects of HIV care.

### **III. HIV PROGRAMME COMPONENTS**

The HIV Programme was developed and carried out by a multidisciplinary team of physicians, nurses, representatives from Allied Health, Infection Control Committee, Occupational Health Committee, Quality Assurance Unit, Human Resource Department, Medical Records Department as well as Marketing team.

The programme is aligned with the reporting, confidentiality, handling and care of HIV patients as well as occupational hazards management practices drawing references from various regional, ministerial and JPMC's internal policies.



The programme components cover the following aspects:

- a) Testing
- b) Counselling
- c) Outpatient and Inpatient Care
- d) Community Outreach
- e) Education / Awareness
- f) Infection Control
- g) Protection of Blood Supply
- h) Surveillance of High Risk Group

#### **A) TESTING**

In line with national laws, JPMC does not offer anonymous testing for patients and staff. All HIV tests will require consent from patients and any positive results are required to be notified to the Disease Control Division, Ministry of Health Brunei Darussalam for further case management, contact tracing and support services. Certain services such as screening for high risk groups and blood donation made it a mandatory requirement for HIV screening to be done for all patients. HIV tests are handled by JPMC Laboratory Department, an ISO certified Laboratory, with additional confirmatory tests being referred to government appointed Laboratory.

All clinical staff are required to undergo HIV tests as per JPMC's Policy on Prevention of HIV/AIDS in the Workplace. Back offices staff are given the option to opt out if they wish to do so.

The hospital has very strict confidentiality policy on the handling of HIV reports and records as stated in JPMC Policy on Maintaining Confidentiality for HIV+ Cases. Information on HIV cases are handled on need to know basis only.



Screening and HIV testing is strongly encouraged by JPMC as early detection will result in prevention and better health outcomes. HIV testing is offered as a package or as an individual test to the general public at an affordable cost.

**B) COUNSELLING**

Counselling is offered to any new HIV+ patients by trained physicians at JPMC. Long term and comprehensive counselling service is provided by specialist physicians from the Ministry of Health, Brunei Darussalam which is provided free of charge to citizens and permanent residents.

As part of JPMC commitment to staff welfare, staff are provided with support and care in the form of counselling and case management whenever there are occupational accidents such as needle stick injuries with confirmed or probable risk of infection. This is done by trained Occupational Health Doctor.

**C) OUTPATIENT AND INPATIENT CARE**

As JPMC does not have specialized clinics/ward catering for HIV/AIDS patients, case management will be done in consultation with Infection Disease Specialists at government hospitals. Patients with confirmed diagnosis will be offered outpatient and inpatient services according to the prescribed case management, and subject to the progression and complexity of the patient's conditions. Where required, specialized services not available at JPMC will be outsourced or referred to other health agencies. This is to ensure patient receive the best available care and necessary support.



#### **D) COMMUNITY OUTREACH**

Community outreach is being spearheaded by JPMC's Marketing Department. The outreach programme is part of JPMC's Corporate Social Responsibility in supporting HIV initiatives by the government, private sectors and non-governmental organizations in creating awareness on HIV/AIDS.

In the past, JPMC has worked closely with the Ministry of Health, Ministry of Education, Standard and Chartered Bank, Brunei Darussalam AIDS Council, Fitness Companies as well as a host of other entities in creating awareness and raising money to this cause.

JPMC celebrates World AIDS Day every year by engaging its staff and the wider community, ensuring maximum exposure to HIV/AIDS awareness and prevention through social media platforms. Activities include exhibitions, talks, religious activities, walkathon, spinning, donation drive and so on.

#### **E) EDUCATION / TRAINING**

As a high risk environment, JPMC is cognizant on the importance of updated education and training to all its staff especially those dealing with patients, whether directly or indirectly. JPMC has a structured education and training programme that covers infectious diseases including HIV, provided through continuing medical, nursing and professional education.

Education and training are also integrated into its various audit activities to ensure immediate non-compliances and risks in practices and processes are addressed without delay.

JPMC also engages the Health Promotion Centre, Ministry of Health in providing education and training in various fields and topics.



### **F) INFECTION CONTROL**

Infection Control Team is the lead group in JPMC responsible for ensuring safe practices in the handling of infectious cases including HIV/AIDS. The team conducts their activities and provides directives, guidelines and advisory based on the Infection Control Programme.

The programme dictates that handling of HIV cases must be done according to blood-borne precaution. The programme outlines additional processes that prevents accidental transmission such as waste handling, procedure scheduling, terminal cleaning and so on.

Another important aspect of infection control relating to HIV is the provision of Needle Stick Injury Pack to staff. This includes pre-exposure prophylaxis programme which is given to staff free of charge.

Coordination of case management such as notification to Disease Control Division, Ministry of Health and handovers are done by the Infection Control Nurse, in consultation with case management team.

### **G) PROTECTION OF BLOOD SUPPLY**

All donors' blood will undergo strict HIV screening, together with other infectious disease screenings, in line with the Ministry of Health policies and international standards. Any borderline and positive result will be sent to the government's Virology laboratory for confirmatory testing. The Blood Bank and Transfusion Unit follows strict guidelines to ensure that blood products from donors with positive serology results will not be kept with the stock pool, but will be disposed of accordingly.



## Jerudong Park Medical Centre

Any confirmed positive results will be notified to the Disease Control Division, Ministry of Health (as per required law), and a copy of the report will be sent to the hospital's own Infection Control Unit. The Disease Control Division will contact the donor, inform him/her of the positive result, and arrange for the necessary treatment. The Blood Bank will ensure that positive donors, or previously positive donors, do not donate blood in the future.

### **H) SURVEILLANCE OF HIGH RISK GROUPS**

JPMC currently has no specialized unit or team dealing with high risk groups. Any case management requirements will be done in consultation with the Infectious Diseases physicians based at government hospitals.

As part of its commitment to providing access to high risk groups, JPMC is planning to open up a Genitourinary Clinic in the near future. The clinic will be accessible to those requiring screening and management of sexually transmitted diseases including HIV/AIDS. The clinic will offer utmost privacy and confidentiality to patients and will be staffed by trained personnel.



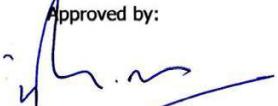
**Jerudong Park Medical Centre**

#### **IV. RESOURCES**

JPMC is committed to further the cause of HIV awareness, prevention and management by the provision and allocation of recurrent resources. The following is a list of activities/programmes where resources are given on yearly basis:

- a. Pre-employment
- b. Screening
- c. Education / Training
- d. Counselling
- e. Awareness programme
- f. Needle Stick Injury Pack
- g. Pre-exposure Prophylaxis Programme
- h. World AIDS Day
- i. Corporate Social Responsibility Programme

Approved by:



**YB DATO DR ISHAM JAAFAR**  
Chairman & Executive Director  
Jerudong Park Medical Centre

# DEWHIRST (CAMBODIA) CO.,LTD POLICY

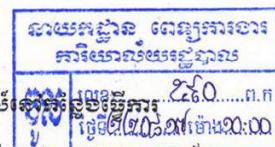
## ខ្សែស្រី (ខេត្តខ្សែខ្លួន) និងបង្កើត

Dewhirst (Cambodia) Co., Ltd.

ភ្នំពេញ សង្កាត់ចោមពេ កោដីសែនីយ ភ្នំពេញ កម្ពុជា  
Phum Touル Pong-ro, Sangkat Chom Chao, Khan  
Porsenchey, Phnom Penh, Cambodia.



## **Dewhirst (Cambodia) Co. Ltd Policy and Procedure**



ເຫັນບດູກໍານີ້ແບສ໌ ຕາກີ່ສ່ວນຍຸດກຸນຕໍ່ເນາມກົງລໍາທຳໆຊາຍເບສ໌ເພີ້ນໃສລວດຖືໄດ້  
ເນັດຍົກດີກາງໆນີ້ເຫັນຍຸດບຕ່າງໆຢືນດີເຖິງບໍ່ມີດີການບໍ່ມີ ອີ້ນກາງເປົ້າຍຸດຈະບໍ່ມີດີການເກີດ  
ກົລມໍາລະເຫດເກີດແບສ໌ ອີ້ນນີ້ແບສ໌ກຽບທີ່ໃຫຍ່ເຫັນວ່າການດັດໄຟງຸນຍຸດ ແກ້ຍແຊກຮູ້  
ມີຜູ້ຂອາງກຽບ:

၉. ក្រុមហ៊ុនចាន់ទីបិយាកសារងារប្រកបដោយអ្នកឧបតាថ្និនសុគិតាកំណត់បំប្លួរ និងយោងិតចំណាំអស់ដើយកម្មករិយោចិត្តទាំងអស់ គ្រួចនាន់លើកទីកិច្ច នៅយុវវម្ពុជា ឬណាកទៅ ជំរាបិនិត្យប្រុងប្រយោជន៍។

៤. គ្រប់សកម្មភាពនៃការផែនដំណោះស្រាយនិងយោងិតដែលមានផ្តុកមេគេតផែល និង  
មិនអាចទទួលយកបានឡើយ ផ្តុយទៅត្រូវក្រុមហ៊ុន និងត្រូវការលើកទីក្រុងថា ប្រកបដោយ  
គកម្មកិត្តិយាយបានចំណោះស្រាយនិងយោងិតគ្រប់ប៉ែងចុះកំសែរ។

๔. ดูดงบัญชีเริ่มเย้ายอเดือนมกราคม ก บมีผลเดือนกรกฎาคมถัดไปก็จะมีการนำเงินมาต่อตัวต่อเดือนต่อไปเรื่อยๆ ตามที่ได้ระบุไว้ในบัญชีเริ่มเย้ายอเดือนมกราคม

ດ. ក្នុងការណើកម្មការនិយោជិតគណនាក្នុងមេដែលបានបង្ហាញឡើង និងដឹងឱ្យអេសត ដត្តាមពីរ ស្ថានការណើដឹងឱ្យក្នុងក្រុងក្រាមបោះស៊ាងតំបន់។ ដត្តាមនឹងនេះ ក្នុងក្រុងក្រាមបោះស៊ាង បានបង្ហាញឡើងឡើង ឬក្នុងក្រុងក្រាមបោះស៊ាងដឹងឱ្យដឹងឱ្យបែងចាយនូវការងារនៃក្រុងក្រាមបោះស៊ាង។

៤. ក្រុមហ៊ុននឹងព្រៀករាយយ៉ាងមិត្តភកចាបមួយសម្រួលាបានជាប្រជុំក្នុងមុខ ប្រយុទ្ធនឹងជំនួយដែលស្ថិត និងការសុខភាពដែលត្រូវការពិនិត្យ ដើម្បីបង្កើតការងារដែលសម្រេច ក្នុងការផ្តល់ទូរស័ព្ទក្នុង ក្រុមអនុម័យ និង សំគាល់អំពីរបៀបបង្កើតនិងការងារដែលត្រូវការងារ។

កំពោង. ថ្ងៃទី ១១ ខែសីហា ឆ្នាំ ២០១៧

11/25/08

# DEWHIRST (CAMBODIA) CO.,LTD

## HIV/AIDS & Drugs Training Activity

ឌីវីវីស្ស (កម្មុប្រឈ) និងបានិត  
Dewhirst (Cambodia) Co., Ltd.  
ក្រុងមិនិត្យ សង្គមសេវានៅ សាស្ត្រីសេវា ស្ថិក ក្នុង  
Phum Touli Pong-ro, Sangkat Chom Chao, Khan  
Porsenchey, Phnom Penh, Cambodia.



**Dewhirst (Cambodia)  
Co. Ltd**

សកម្មភាពបណ្តុះបណ្តុះអេដមស

និងអរគុណរបាយការ

### HIV/AIDS & Drugs Training Activity





## STAR ENERGY GEOTHERMAL (WAYANG WINDU) LTD. Sosialisation HIV AIDS



## STAR ENERGY GEOTHERMAL (WAYANG WINDU) LTD. Penghargaan Program P2-HIV AIDS di tempat kerja



# STAR ENERGY GEOTHERMAL (WAYANG WINDU) LTD.

## Program Kegiatan Pencegahan dan Penanggulangan HIV AIDS

### PROGRAM KEGIATAN PENCEGAHAN DAN PENANGGULANGAN HIV AIDS

Nama Dokter Pemeriksa : dr. Deddi Ekaputra Rangan  
NO. Register SKP Dokter : KEP.177/PPK&K3-PNK3/KK/IX/2015  
Nama Perusahaan : Star Energy Geothermal (Wayang Windu) Ltd  
Alamat Perusahaan : Desa Margamukti, Kec Pengalengan, Kab Bandung.  
Jawa barat 40378

No	Aktifitas	Waktu dan tempat	Jumlah peserta kegiatan
1	Workshop Peer Educator HIV/AIDS untuk Tim Penggerak PKK Kecamatan Pengalengan	Selasa, 26 September 2017 Bright Star Hall, Wayang Windu Village	20 orang

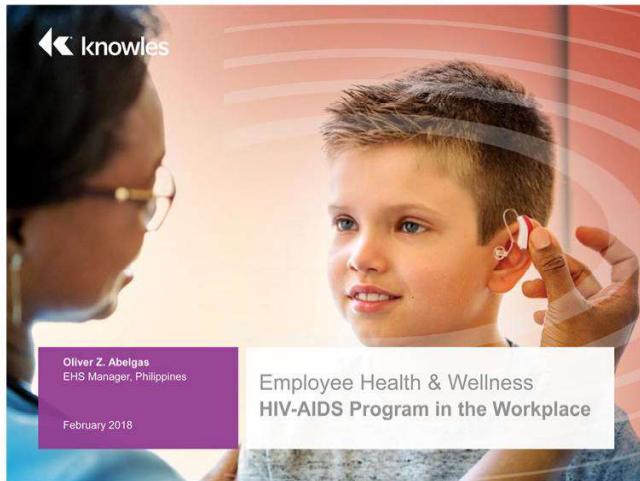


Dokter Pemeriksa  
Kesehatan Tenaga Kerja

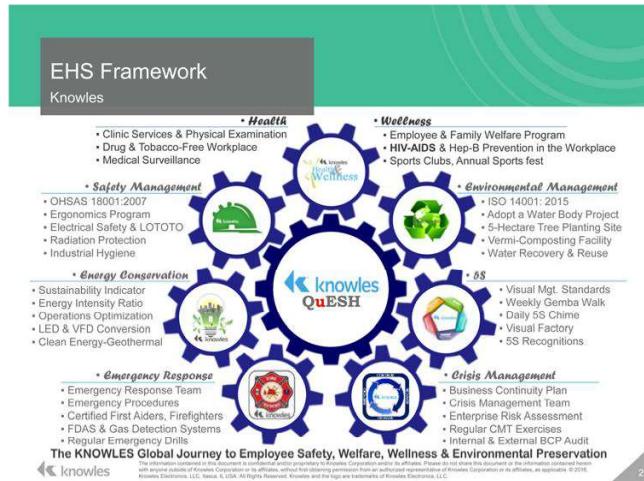
dr. Deddi Ekaputra Rangan

# KNOWLES ELECTRONICS (PHILIPPINES) COOPERATION

## Employee Health & Wellness HIV-AIDS Program in the Workplace



### Employee Health & Wellness HIV-AIDS Program in the Workplace



### EHS Framework



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### Calendar of activities



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### Department of health orientation

## HIV-AIDS Awareness Seminar Schedule

January 4, 2017

JAMIE S. BERNADES, MD  
DOH-RO VI  
DOH-RO VI

Attention: SHARON LAUREL, MD  
Regional HTP Medical Coordinator

The intent of this letter is to welcome the opportunity for learning and improvement in our company. Knowles Electronics (Philippines) Incorporated located in Celci Light Industrial Park (CLIP) Brgy. Laus-Lap City, located in the company's Health and Wellness Program the following:

Prevention and Control of Special Cases of Communicable Diseases

- 1. HIV/AIDS
- 2. Tuberculosis
- 3. Prevention and Control of Chronic Non-Communicable Diseases
- 4. Diabetes
- 5. Hypertension
- 6. Obesity
- 7. Cancer
- 8. Blood Clotting
- 9. Smoking Cessation Program
- 10. Drug Use
- Others

In line with this, we are requesting for resource speaker to enhance our knowledge on the above mentioned topics in your convenient schedule.

Thank you very much for your consideration.

Agree B. Laurel  
Regional HTP Medical Coordinator

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## Onboarding Sessions

### Photos



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## Seminar Schedule

## DOH National Award 2016



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## DOH National Award 2016 Runner up: Outstanding Healthy Lifestyle and Advocacy Award

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## DOLE-GKK Award National Champions 2016



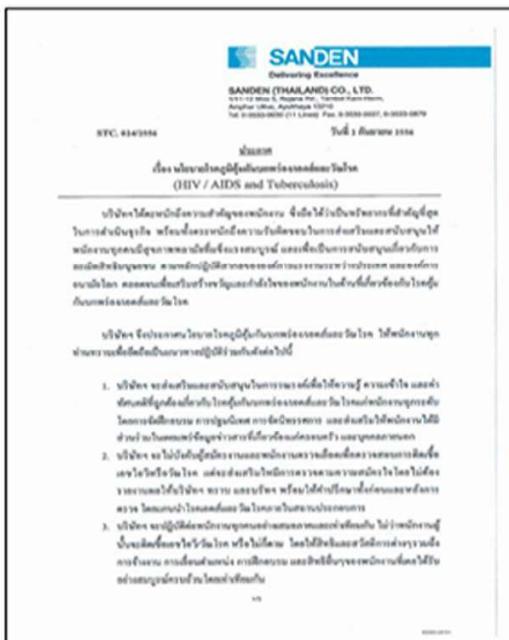
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## DOLE-GKK Award 2016 Department of Labor & Employment – Gawad Kaligtasan at Kalusugan/ Safety & Health Award

## SANDEN (THAILAND) CO.,LTD. HIV AIDS PROGRAMME



## Policy

Main Orientation Schedule						
Item	Description	PC	Name	Participate	Lead Fair Share	
The first day of Thursday (17 October, 2015) 08:00 am - 10:45 pm						
1	Welcoming and Sign in participant	MSD DMD	Mr. Wedge	40 People	10	
2	Day PIC	DMD	Mr. Wedge	10:30-11:45	80	
Break						
3	Round up 2015	HR PQM	Mr. Rajeev	11:45-12:30	80	
4	European Employment Agent of Trainee	Ex. Manager	Mr. Narendar	12:30-13:45	80	
Lunch						
5	Jobs & HRD	Name	Mr. Agarwal, Nisha, Chaitanya, S. S. S. S.	13:45-14:30	80	
Break						
6	2015-16 (HR, DMD, DMD)	QHR	Mr. Banjara	14:45-15:30	80	
7	HRD (HR, DMD, DMD, DMD)	Ex. Mgr	Mr. Arunesh	Mr. Swapnil	15:30-16:45	80
8	Jeopardy	HR PQM	Mr. Narendar	16:45-17:30	80	
Break						
The second day for Friday (18 October, 2015) 08:00 am - 10:45 pm						
9	HR PQM	HR PQM	Mr. Arunesh	10:45-11:30	80	
10	Joint	Customer	Mr. Arunesh	11:30-12:45	80	
Break						
11	Job	Ex. Manager	Mr. Narendar	12:45-13:30	80	
12	YTH/SDH (2nd half project)	Marketing project	Mr. Swapnil	Mr. Teacher	13:45-14:30	80
13	Job orientation	Ex. Manager	Mr. Swapnil	SDH & DMD	14:45-15:30	80

## Main orientation schedule



## Information board/BMI/safety/health/food and HIV/AIDS

HIV-AIDS awareness programs for worker





Vending Machine of Condom

HIV/AIDS promote on Safety week

Challenge 3-SPV Award Special Award FDNIT

**SANDEN**

Vending machine of condoms & HIV/AIDS promote on safety week

HIV-AIDS awareness programs for worker



HIV/AIDS promote on SongKran festival, total participant more 300 person.

Challenge 3-SPV Award Special Award FDNIT

**SANDEN**

HIV/AIDS promote on SongKran festival

HIV-AIDS awareness programs for worker



HIV/AIDS promote on SongKran festival, total participant more 300 person.





Challenge 3-SPV Award Special Award FDNIT

**SANDEN**

HIV/AIDS promote on SongKran festival

HIV-AIDS awareness programs for worker





2014

2015

2016

HIV/AIDS promote on Anti-Drug day of Pra Na Korn Sri Ayuttaya Stadium, Total participant more 1.500 person.

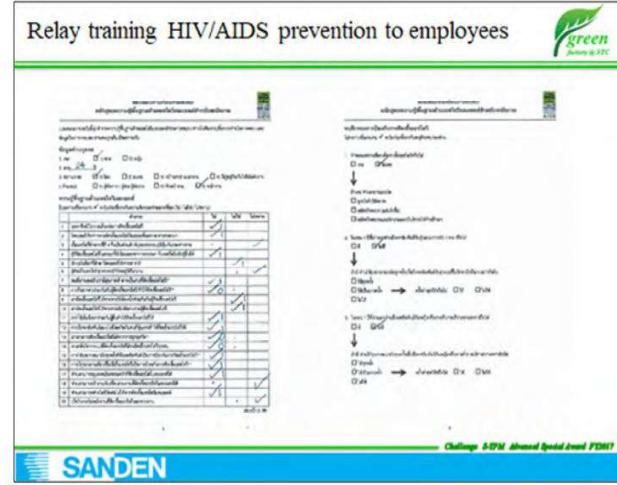
Challenge 3-SPV Award Special Award FDNIT

**SANDEN**

HIV/AIDS promote on Anti-Drug day of Pra Na Korn Sri Ayuttaya Stadium



TBCA training workshops for leaders of HIV/AIDS prevention in workspace



Relay training HIV/AIDS prevention to employees



The two leader participant. of three days program leaders of HIV/AIDS prevention and management in work place on 17 -19 July 2013 at THAILAND BUSINESS COALITION ON AIDS,

In house training new staff and sub-contractor

**SANDEN**

In house training new staff and sub-contractor

In house training new staff and sub-contractor

**SANDEN**

In house training new staff and sub-contractor

VCT Clinic and counsellor by a nurse at Nurse room in workplace

**SANDEN**

VCT clinic and counsellor by a nurse at nurse room in workplace

VCT @ work on Valentine Day

**SANDEN**

VCT @ work on valentine day

Free condom before every weekend at the canteen

Free condom before every weekend  
at the canteen

## HIV-AIDS awareness programs for worker

## Information board/BMI/Safety/Health/ Food and HIV/AIDS

## Communication by intranet system

The image is a collage of four photographs documenting a CSR training session. The top-left photo shows a large group of students sitting on the floor in a classroom, facing a teacher. The top-right photo shows a group of people standing together for a group photo. The bottom-left photo shows a man and a woman standing in a classroom. The bottom-right photo shows a presentation in progress with a screen and a group of people.

## CSR training HIV/AIDS & TB at Watbangsang school

Answer sheet of Pre-test and post test of HIV / AIDS & TB knowledge

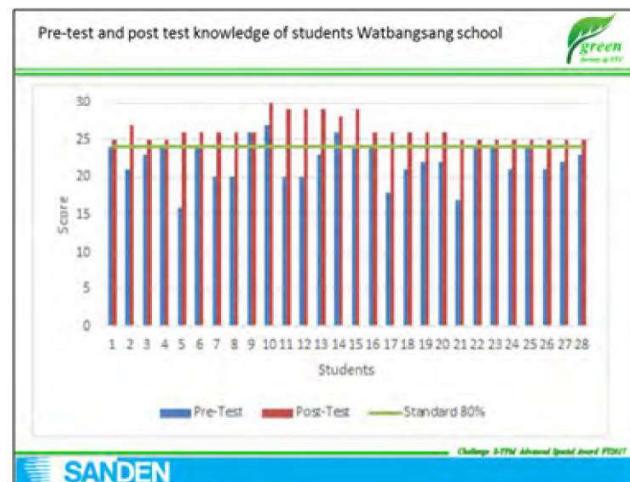
**green**  
Society & PVC

Question	Pre-test	Post-test
1. សិក្សាត្រូវបានគ្រប់គ្រងពីសាស្ត្រអាធិជ្ជកម្ម	Correct	Correct
2. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
3. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
4. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
5. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
6. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
7. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
8. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
9. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
10. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
11. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
12. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
13. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
14. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
15. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
16. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
17. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
18. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
19. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
20. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
21. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
22. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
23. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
24. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
25. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
26. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
27. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct
28. សាស្ត្រអាធិជ្ជកម្មនឹងបានបង្កើតឡើងឡើងឡើង	Correct	Correct

Challenge 3-TPM Advanced Special Award PTSM!

**SANDEN**

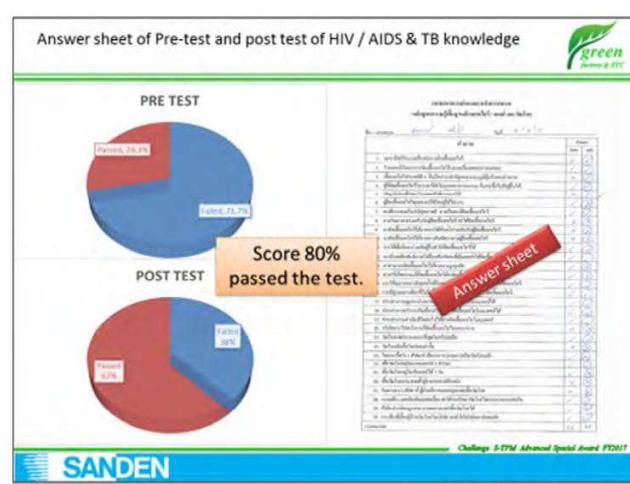
Answer sheet of pre-test and post test of HIV/AIDS & TB knowledge



Pre-test and post test knowledge of students Watbangsang school



CSR training HIV/AIDS & TB  
at Jaspal & Sons Co., Ltd.



Answer sheet of pre-test and post test of HIV/AIDS & TB knowledge

## HIV / AIDS and TB Plan Year 2018



Description	Participant	Plan	2018											
		Actual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Meeting</b>														
1.1 Quarter meeting	Committee	Plan	26			5			5			6		
		Actual	38											
<b>Promote awareness AIDS &amp; TB</b>														
2.1. Valentine's Day (Distribute leaflets anti HIV and VCT@WORK)	All	Plan		14										
		Actual		14										
2.2. Songkran Festival	All	Plan					11							
		Actual												
2.3. Safety week	All	Plan							10					
		Actual												
2.4. World AIDS Day	All	Plan									10			
		Actual												
<b>Education and Training</b>														
3.1 Aids and TB knowledge for New ( Sub & STC) Group 1	50 person	Plan		28										
		Actual		28										
3.2 Aids and TB knowledge for New ( Sub & STC) Group 2	25 person	Plan							25					
		Actual												
<b>CSR</b>														
4.1 Watbangsang School	93 Student	Plan		54										
		Actual		54										
4.2 Jaspal & Sons Co., Ltd.	70 Staff	Plan			2									
		Actual			2									
4.3 School 2	50 Student	Plan										1		
		Actual												

Challenge 3-IPM Advanced Special Award #2017



HIV/AIDS & TB plan year 2018





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