	<h1 style="text-align: center;">Mental Health in the Workplace</h1> <h2 style="text-align: center;">Policy and Program</h2> <h3 style="text-align: center;">Policies & Guidelines</h3>		Document Number: 2P-SHE-17.05
	Department: Safety, Health & Environment	Effective Date: January 23, 2020	Revision No 0

In conformity with Republic Act No. 11036 otherwise known as the Philippine Mental Health Act which recognizes workplace-based programs as a potent tool in addressing Mental Health as an international concern, this company policy is hereby issued for the information and guidance of the employees in the diagnosis, treatment and prevention of Mental Health Illness in the workplace.

This policy is also aimed at addressing the stigma attached to Mental Health and ensures that the workers' right against discrimination and confidentiality is maintained.

I. Implementing Structure

The F2 Logistics Philippines Inc. & F2 Logistics Global Inc. Mental Health Program shall be managed by its health and safety committee consists of representatives from the different divisions and departments.

II. Basic Information on Mental Health

What is Mental Disorder?

Mental illness, also called mental health disorders, refers to a wide range of mental health conditions — disorders that affect your mood, thinking and behavior. Examples of mental illness include depression, anxiety disorders, schizophrenia, eating disorders and addictive behaviors.


Many people have mental health concerns from time to time. But a mental health concern becomes a mental illness when ongoing signs and symptoms cause frequent stress and affect your ability to function.

A mental illness can make you miserable and can cause problems in your daily life, such as at school or work or in relationships. In most cases, symptoms can be managed with a combination of medications and talk therapy (psychotherapy).

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Symptoms

Signs and symptoms of mental illness can vary, depending on the disorder, circumstances and other factors. Mental illness symptoms can affect emotions, thoughts and behaviors.

Examples of signs and symptoms include:


- Feeling sad or down
- Confused thinking or reduced ability to concentrate
- Excessive fears or worries, or extreme feelings of guilt
- Extreme mood changes of highs and lows
- Withdrawal from friends and activities
- Significant tiredness, low energy or problems sleeping
- Detachment from reality (delusions), paranoia or hallucinations
- Inability to cope with daily problems or stress
- Trouble understanding and relating to situations and to people
- Problems with alcohol or drug use
- Major changes in eating habits
- Sex drive changes
- Excessive anger, hostility or violence
- Suicidal thinking

Sometimes symptoms of a mental health disorder appear as physical problems, such as stomach pain, back pain, headaches, or other unexplained aches and pains.

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Causes

Mental illnesses, in general, are thought to be caused by a variety of genetic and environmental factors:

- Inherited traits. Mental illness is more common in people whose blood relatives also have a mental illness. Certain genes may increase your risk of developing a mental illness, and your life situation may trigger it.
- Environmental exposures before birth. Exposure to environmental stressors, inflammatory conditions, toxins, alcohol or drugs while in the womb can sometimes be linked to mental illness.
- Brain chemistry. Neurotransmitters are naturally occurring brain chemicals that carry signals to other parts of your brain and body. When the neural networks involving these chemicals are impaired, the function of nerve receptors and nerve systems change, leading to depression and other emotional disorders.

Risk Factors

Certain factors may increase your risk of developing a mental illness, including:


- A history of mental illness in a blood relative, such as a parent or sibling
- Stressful life situations, such as financial problems, a loved one's death or a divorce
- An ongoing (chronic) medical condition, such as diabetes
- Brain damage as a result of a serious injury (traumatic brain injury), such as a violent blow to the head
- Traumatic experiences, such as military combat or assault
- Use of alcohol or recreational drugs
- A childhood history of abuse or neglect
- Few friends or few healthy relationships
- A previous mental illness

Mental illness is common. About 1 in 5 adults has a mental illness in any given year. Mental illness can begin at any age, from childhood through later adult years, but most cases begin earlier in life.

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The effects of mental illness can be temporary or long lasting. You also can have more than one mental health disorder at the same time. For example, you may have depression and a substance use disorder.

Complications

Mental illness is a leading cause of disability. Untreated mental illness can cause severe emotional, behavioral and physical health problems. Complications sometimes linked to mental illness include:

- Unhappiness and decreased enjoyment of life
- Family conflicts
- Relationship difficulties
- Social isolation
- Problems with tobacco, alcohol and other drugs
- Missed work or school, or other problems related to work or school
- Legal and financial problems
- Poverty and homelessness
- Self-harm and harm to others, including suicide or homicide
- Weakened immune system, so your body has a hard time resisting infections
- Heart disease and other medical conditions

Prevention


There's no sure way to prevent mental illness. However, if you have a mental illness, taking steps to control stress, to increase your resilience and to boost low self-esteem may help keep your symptoms under control. Follow these steps:

- Pay attention to warning signs. Work with your doctor or therapist to learn what might trigger your symptoms. Make a plan so that you know what to do if symptoms return. Contact your doctor or therapist if you notice any changes in symptoms or how you feel. Consider involving family members or friends to watch for warning signs.
- Get routine medical care. Don't neglect checkups or skip visits to your primary care provider, especially if you aren't feeling well. You may have a new health

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problem that needs to be treated, or you may be experiencing side effects of medication.

- Get help when you need it. Mental health conditions can be harder to treat if you wait until symptoms get bad. Long-term maintenance treatment also may help prevent a relapse of symptoms.
- Take good care of yourself. Sufficient sleep, healthy eating and regular physical activity are important. Try to maintain a regular schedule. Talk to your primary care provider if you have trouble sleeping or if you have questions about diet and physical activity.

III. Coverage

This Program shall apply to all employees regardless of their employment status.

IV. Guidelines

A. Preventive Strategies

1. Conduct of Mental Health Awareness

a. Who will conduct?

The Medical Clinic / Health Team (SHE Committee) of F2 Logistics Philippines Inc. & F2 Logistics Global Inc., in coordination with the Safety, Health & Environment Committee shall conduct Mental Health Awareness to all employees for free. This shall also form part of the orientation of newly hired employees.


b. How will it be conducted?

The Mental Health Awareness will be conducted through distribution and posting of IEC materials, lectures, counselling and training and information on adherence to standard or universal precautions in the workplace

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2. Screening, Diagnosis, Treatment and Referral to Health Care Services

- a. Screening for Mental Health as a prerequisite to employment is not mandatory.
- b. The company shall encourage positive health seeking behavior through Voluntary Counseling and Consultation.
- c. The company shall establish a referral system and provide access to diagnostic and treatment services for its workers. Referral to Mental Health Facility or Mental Health Practitioner shall be facilitated by the company's medical / clinic staff.
- d. The company shall likewise facilitate access to livelihood assistance for the affected employee and his/her families, being offered by other government agencies.

B. Social Policy

1. Non-discriminatory Policy and Practices

- a. Discrimination in any form from pre-employment to post-employment, including hiring, promotion or assignment, termination of employment based on the actual, perceived or suspected with Mental Disorder of an individual is prohibited.
- b. Workplace management of sick employees shall not differ from that of any other illness.
- c. Discriminatory act done by an officer or an employee against their co-officer or co-employee shall likewise be penalized.


2. Confidentiality/Non-Disclosure Policy

- a. Access to personal data relating to a worker's Mental Health status shall be bound by the rules of confidentiality consistent with provisions of R.A. 10173 and the ILO Code of Practice.

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b. Job applicants and workers shall not be compelled to disclose their Mental Health status and other related medical information.

c. Co-employees shall not be obliged to reveal any personal information relating to the Mental Health status of fellow workers.

3. Work-Accommodation and Arrangement

a. The company shall take measures to reasonably accommodate employees with Mental Health related illnesses.

b. Agreements made between the company and employee's representatives shall reflect measures that will support workers with Mental Health through flexible leave arrangements, rescheduling of working time and arrangement for return to work.

V. Roles and Responsibilities of Employers and Employees

A. Employer's Responsibilities

1. The Company, together with employees/ labor organizations, company focal personnel for human resources, safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on Mental Health.

2. Provide information, education and training on Mental Health for its workforce.

3. Ensure non-discriminatory practices in the workplace and that the policy and program adheres to existing legislations and guidelines.


4. Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.

5. The Company, through its Human Resources Department, shall see to it that their company policy and program is adequately funded and made known to all employees.

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6. The Health and Safety Committee, together with employees/ labor organizations shall jointly review the policy and program and continue to improve these by networking with government and organizations promoting Mental Health Promotion & Maintenance.

B. Employees' Responsibilities

1. The employee's organization shall undertake an active role in educating and training their members on Mental Health Promotion & Maintenance. Promote and practice a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose workers to increased risk of Mental Disorder.
2. Employees shall practice non-discriminatory acts against co-employees.
3. Employees and their organization shall not have access to personnel data relating to a worker's Mental Health status.
4. Employees shall comply with universal precaution and preventive measures.

VI. Implementation and Monitoring

The Safety and Health Committee or its counterpart shall periodically monitor and evaluate the implementation of this Policy and Program.

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