



Maafushivaru
UEL PNP 01/2012
Date: 28 April 2012

POLICIES AND PROCEDURES

Staff Health Screening Policy

Main category: Human Resources
Total no of pages: 02

Previous version & date:
Not Applicable

Purpose

The Purpose of this Policy is to create a workplace free of dangerous transmittable diseases and substance abuse.

It is the intention of this policy to protect every associate, customer and the company from the fear of exposure to such diseases and abusers of substances.

Job Specific Screening

1. Salmonella Testing – All food handlers (Storekeepers, Cooks, Kitchen Helpers, wait staff, barman) may have to undergo a salmonella screening as and when deemed necessary.

All Staff Screening

Screening for the following may be done for all staff as and when deemed necessary.

2. Tuberculosis
3. Hepatitis
4. HIV/AIDS
5. Chest X-ray
6. General Blood Test
7. General Drug Test

Arrangements for Screening

Medical screening will be carried out through hospitals or clinics in the Maldives if facilities are not available in-house.

Drug screening will be carried out in-house by the management, or through the assistance of government authorities or any other institute as deemed necessary.

Responsibility

It is the responsibility of the Human Resources Department to make all necessary arrangements to carry out the screening.

Results of the Screening

Results of the Screening should be treated confidentially and should be kept with the HR.



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Steps to be taken if found positive

If any staff is found positive for any of the listed transmittable diseases, then the company will follow the guidelines outlined in the General Terms of the Employment Contract.

And if any staff is found positive for any unlawful drugs, then the steps mentioned under gross misconduct in the General Terms of Employment contract will be followed.

Cooperation from all Associates

It is important that all associates cooperate with Human Resources to carry out these screening examinations and refusal to cooperate will lead to insubordination and failure to follow a lawful order of the employer as per the General Terms of the Employment Contract.