

Date : January 1, 2018  
To : ALL EMPLOYEES CONCERNED  
From : Human Resources  
Thru : Operations Manager  
Subject : DRUG-FREE WORKPLACE POLICY AND PROGRAM

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## 1. OBJECTIVE

- 1.1. In compliance with Article V of Republic Act No. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, and its Implementing Rules and Regulations and DOLF Department Order No. 53-03, series of 2003 (Guidelines for the Implementation of a Drug-Free Workplace Policies and Programs for the Private Sector), iPloy Inc. hereby adopts the following policies and programs to achieve a drug-free workplace;
- 1.2. Company policy is to maintain a workplace free of illegal drugs. To ensure that the objectives of the company's corporate policy are met, the company is implementing this drug-free program. The program will have the following elements:

## 2. COVERAGE

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

## 3. POLICY STATEMENT

- 3.1. The use, possession, solicitation for, or sale of dangerous drugs on company premises or while performing an assignment.
- 3.2. Being impaired or under the influence of dangerous drugs away from the company, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
- 3.3. Possession, use, solicitation for, or sale of dangerous drugs away from the company premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
- 3.4. The presence of any detectable amount of dangerous drugs in the employee's system while at work, while on the premises of the company, or while on company business. "Dangerous Drugs" include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971

Single Convention on Psychotropic Substances as enumerated in the attached annex of R.A. 9165.

#### 4. MANDATORY DRUG TEST

- 4.1. To ensure that only those qualified shall be screened and recruited to prevent the detrimental effects (*e.g. lower productivity; poor decision making; increased accidents; more compensation claims; and reduced team effort*) which drug use and abuse may cause in the workplace, the conduct of mandatory drug test shall be required for pre-employment.
- 4.2. Iploy Inc. designates company accredited or affiliated center, a duly accredited drug testing center by the Department of Health (DOH), as its authorized drug testing laboratory.
- 4.3. The Company may also conduct drug testing under any of the following circumstances:
  - 4.3.1. **RANDOM TESTING:** Officer/employees may be selected at random for drug testing at any interval determined by the Company.
  - 4.3.2. **FOR-CAUSE TESTING:** The company may ask an officer/employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs, including, but not limited to, the following circumstances: evidence of drugs on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
  - 4.3.3. **POST-ACCIDENT TESTING:** Any officer/employee involved in a "Near-Miss" incident or "Work Accident" under circumstances that suggest possible use or influence of drugs may be asked to submit to a drug test. As defined herein, "Near-Miss" means an incident arising from or in the course of work which could have led to injuries or fatalities of the workers and/or considerable damage to the employer had it not been curtailed. "Work Accident" refers to unplanned or unexpected occurrence that may or may not result in personal injury, property damage, work stoppage or interference or any combination thereof of which arises out of and in the course of employment.
  - 4.3.4. All drug tests shall employ, among others, two (2) testing methods, the screening test which will determine the positive result as well as the type of the drug used and the confirmatory test which will confirm a positive screening test. Where the confirmatory test turns positive, the company's Assessment Team shall evaluate the results and determine

the level of care and administrative interventions that can be extended to the concerned employee.

4.3.5. Iploy Inc. shall inform the officer/employee who was subjected to a drug test of the test-results whether positive or negative.

4.3.6. All costs of drug testing shall be borne by iploy inc.

## **5. TREATMENT, REHABILITATION, AND REFERRAL**

5.1. An officer/employee who, for the first time, is found positive of drug use, shall be referred for treatment and/or rehabilitation in a DOH accredited center. For this purpose, Iploy Inc. shall provide a list of at least three (3) accredited facilities which an employee who was tested positive for drugs may choose from.

5.2. Following rehabilitation, the company's Assessment Team, in consultation with the head of the rehabilitation center, shall evaluate the status of the drug dependent employee and recommend to the employer the resumption of the employee's job if he/she poses no serious danger to his/her co-employees and/or the workplace.

5.3. All costs for the treatment and rehabilitation of the drug dependent employee shall be charged to his account. The period during which the employee is under treatment or rehabilitation shall be considered as authorized leaves.

5.4. Repeated drug use even after ample opportunity for treatment and rehabilitation shall be dealt with the corresponding penalties under R.A. 9165 and is a ground for dismissal.

## **6. ADVOCACY, EDUCATION AND TRAINING**

6.1. Iploy Inc. undertakes to increase the awareness and education of its officers and employees on the adverse effects of dangerous drugs through continuous advocacy, education and training programs/activities to all its officers and employees.

6.2. All officers and employees are required to undergo an orientation/education program before assumption of their respective duties. The program shall include the following topics:

6.2.1. Salient features of R.A. 9165;

6.2.2. Adverse effects of abuse and/or misuse of dangerous drugs on the person, workplace, family and the community;

6.2.3. Preventive measures against drug abuse; and

6.2.4. Steps to take when intervention is needed, as well as available services for treatment and rehabilitation.

6.3. To encourage all officers and employees to lead a healthy lifestyle while at work and at home, Iploy Inc. undertakes to conduct the following activities as often as possible:

6.3.1. Lifestyle assessment programs on health nutrition, weight management, stress management, alcohol abuse, smoking cessation, and other indicators of risk diseases;

6.3.2. Health wellness screenings (e.g. *blood pressure and heart rate, cholesterol test, blood glucose, etc.*);

6.3.3. Sports, recreational and fun-game activities; and

6.3.4. Other activities promoting health and wellness.

## 7. ROLES, RIGHTS AND RESPONSIBILITIES OF EMPLOYER AND EMPLOYEES

7.1. Iploy Inc. shall ensure that the workplace policies and programs on the prevention and control of dangerous drugs, including drug testing, shall be disseminated to all officers and employees. The employer shall obtain a written acknowledgement from the employees that the policy has been read and understood by them.

7.2. Iploy Inc. shall maintain the confidentiality of all information relating to drug tests or to the identification of drug users in the workplace; exceptions may be made only where required by law, in case of overriding public health and safety concerns; or where such exceptions have been authorized in writing by the person concerned.

7.3. All officers and employees shall enjoy the right to due process, absence of which will render the referral procedure ineffective.

## 8. CONSEQUENCES OF POLICY VIOLATIONS

8.1. Any officer or employee who uses, possesses, distributes, sells or attempts to sell, tolerates, or transfers dangerous drugs or otherwise commits other unlawful acts as defined under Article II of RA 9165 and its Implementing Rules and Regulations shall be subject to the pertinent provisions of the said Act.

8.2. Any officer or employee found positive for use of dangerous drugs shall be dealt with administratively in accordance with the provisions of Article 282 of Book VI of the Labor Code and under RA 9165.

## 9. IMPLEMENTATION AND MONITORING

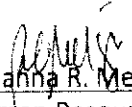
9.1.1. The implementation of these policies and programs shall be monitored and evaluated periodically by management to ensure a drug-free workplace. For this purpose, an Assessment Team shall be constituted in accordance with D.O. 53-03.

## 10. EFFECTIVITY

10.1. This Policy shall take place effective immediately and shall be made known to every employee.

## 11. ATTACHEMENT

11.1. Drug-Free Workplace Policy and Program Acknowledgement

Prepared by:   
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Human Resources

Reviewed by:   
Alfredo P. Camarillo Jr.  
Director of Operations

Approved by: Yisroel Y. Gissinger  
CEO

### Drug-Free Workplace Program Acknowledgement

I hereby acknowledge that I have received and read Iploy Inc. Drug-Free Workplace Policy and Program, a summary of the drugs which may alter or affect a drug test and a list of local Employee Assistance Program providers or local drug and alcohol treatment programs. I have had an opportunity to have all aspects of this material fully explained. I also understand that I must abide by the Program as a condition of initial and/or continued employment, and any violation may result in disciplinary action up to and including termination.

I also understand that during my employment I may be required to submit to testing for the presence of drugs or alcohol in my body. I understand that submission to such testing is a condition of employment with [Company], and disciplinary action up to and including termination may result if:

- 1) I refuse to consent to testing.
- 2) I refuse to execute all forms of consent and release of liability that are usually and reasonably associated with such examinations.
- 3) I refuse to authorize release of the test results to the company.
- 4) The tests establish a violation of [Company]'s Drug-Free Workplace Policy.
- 5) I otherwise violate the policy.

I also recognize that the Drug-Free Workplace Policy and related documents are not intended to constitute a contract between Iploy Inc. and me.

The undersigned further states that he/she has read and understands the above acknowledgement and signs below of his/her own free will.

  
\_\_\_\_\_  
SIGNATURE

3/10/20  
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DATE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE