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1.0 OBJECTIVE

To promote a drug-free workplace in compliance with the Occupational Safety and Health (OSH) requirements of the Department of Labor and Employment (DOLE) and Republic Act (RA) 9165.

2.0 SCOPE


The policy covers all employees of Tulay sa Pag-unlad, Inc. (TSPI).

3.0 DEFINITION OF TERMS


- 3.1 **OSH Committee** – is a committee concerned with promoting the safety, health and welfare of employees of TSPI.
- 3.2 **Random Drug Testing** – is a "neutral-selection" conducted by pooling a selected amount of numbers determined by the employer from the total number of qualified participants in the random pool. The testing shall be conducted without prior notice to employees being subject to testing.
- 3.3 **Drug Screening Test** – is a test to detect illegal (and some prescription) drugs in the urine.
- 3.4 **Confirmatory Test** – is a second analytical procedure that uses a different technique and chemical principle to ensure reliability and accuracy of the initial test.
- 3.5 **Rehabilitation Center** – is a facility providing treatment to patients in order to cease substance abuse, avoid consequences, i.e. the psychological, legal, financial, social and physical that can be brought about by extreme substance abuse.

4.0 GUIDELINES

- 4.1 TSPI shall promote the advocacy, education and training based on RA 9165 and its Implementing Rules & Regulations (IRR).
- 4.2 TSPI shall display a streamer in the Head Office and in all branch offices with standard message "Tulay sa Pag-unlad, Inc. (TSPI) IS A DRUG-FREE WORKPLACE; PENALTY IS STRICTLY ENFORCED TO VIOLATORS!"
- 4.3 TSPI shall coordinate with accredited service provider regarding clinical assessment, counseling of employees and other related services.
- 4.4 Occupational Safety & Health Committee (OSHC) is composed of Admin. Manager as Chairman, HR Nurse as Co-Chairman. Head of HRMS Department, Chief Finance Officer & Head of the Legal Department shall serve as the advisers. Selected Sector Managers shall serve as members of the committee.

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- 4.4.1 Occupational Safety & Health Committee (OSHC) shall oversee, facilitate and provide referrals as to treatment and rehabilitation for employees found to be drug dependent. It is important to ensure that due process is complied with in handling cases of all employees found to be guilty of drug use and abuse.
- 4.5 In the context of our corporate social responsibility, HRMS together with different units shall encourage all employees to extend drug abuse prevention advocacy even to their families and communities.
- 4.6 Drug Testing Program for all employees shall include but not be limited to:
- 4.6.1 A random drug testing in accordance with the company's work rules and regulations.
- 4.6.2 Drug testing shall be done by the Department of Health (DOH) or a drug testing centers accredited by the DOH or the existing Health Maintenance Organization (HMO).
- 4.6.3 Drug testing shall consist of both the screening test and the confirmatory test. The latter shall be carried out should the screening test run resulted to positive. The employee shall be informed of the test results whether positive or negative.
- 4.6.4 Where the confirmatory test turns positive, the OSHC shall evaluate the results and determine the level of care and administrative interventions that can be extended to the employee.
- 4.6.5 A drug test is valid for one year. However, additional drug testing may be required for any of the following cases:
- 4.6.5.1 After workplace-related accidents
- 4.6.5.2 Following treatment and rehabilitation to establish fitness for returning to work/resumption of job
- 4.6.5.3 In the light of clinical findings and/or upon recommendation of the OSHC
- 4.6.5.4 The costs of random drug testing shall be shouldered/bore by TSPI but rehabilitation and treatment shall be shouldered by the employee.
- 4.7 Management shall provide a list of drug testing treatment and rehabilitation centers accredited by the DOH. The list shall be disseminated across the organization.
- 4.7.1 Monitoring and Evaluation
- The implementation of the Drug-Free Workplace Policies and Programs shall be monitored and evaluated periodically by OSHC to ensure that the goal of a drug-free workplace is achieved.
- 4.8 TSPI shall ensure that the workplace policies and programs on the prevention and control of dangerous drugs, shall be disseminated to all employees.


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- 4.9 Strict confidentiality of the result of the drug test shall be observed. TSPI 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 cases of overriding public health and safety concerns; or where such exceptions have been authorized in writing by the person concerned.
- 4.10 Any employee found to be positive for drug use and abuse shall warrant immediate preventive suspension of fifteen (15) days until result of confirmatory test has been received.
- 4.11 All employees are entitled as a matter of right to due process, absence of which will render the disciplinary procedure ineffective.
- 4.12 Any employees found positive for use, possession, distribution, selling or attempt to sell, tolerate or transfer of dangerous drugs shall be dealt with administratively in accordance with Employee Discipline Policy and its provisions of Book V Article 282 of the Labor Code.

5.0 PROCEDURES

5.1 CONDUCT OF RANDOM DRUG TESTING

Responsibility	Activity
Sr. HR Specialist/Nurse	<ol style="list-style-type: none"> 1. Ensures that a Drug-Free Workplace policies and programs are disseminated to all employees thru emails and to be uploaded to eHRMS Portal. 2. Ensures that random drug testing shall be conducted by the DOH or accredited drug testing centers. 3. Provides the employee master list to accredited drug testing center. 4. Maintains the confidentiality of all information relating to drug test or to the identification of employees found to be drug users; possible exceptions can be made only where required by law or such exceptions have been authorized by the employees in writing. 5. Takes an active role in educating and training employees on drug abuse, prevention and control.


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Representative from Accredited Drug
Testing Center or DOH

Occupational Safety & Health
Committee (OSHC)


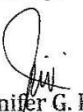

Employee

6. Conducts random selection from the employee master list.
7. Coordinates with HR Specialist/Nurse schedule of random drug testing.
8. Administers random drug testing in selected branches/Departments.
9. Oversees, facilitates and provides referrals as to treatment and rehabilitation for employees found out to be drug dependent. Ensure that due process is complied.
10. Develops and implements continuing programs and information campaigns to include values education, peer-counseling, etc. with the objective of promoting healthy & positive lifestyles while enjoying a drug-free workplace.
11. Abides with a Drug-Free Workplace Policies & Programs as well as the prevention and control of dangerous drugs.
12. Participates in values education training to promote a drug-free workplace.
13. Subjects himself/herself anytime for random drug testing.

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5.2 RESULT OF RANDOM DRUG TESTING

Responsibility	Activity
Representative from Accredited Drug Testing Center	14. Provides result of the random drug testing conducted.
Occupational Safety & Health Committee (OSHC)	15. When the result turns positive, discusses with the immediate superior and ensures confidentiality of the results. 16. Evaluates the result and determines the level of care and administrative intervention that can be extended to the employee. 17. Provides referral as to the treatment and rehabilitation of employees.
Sr. HR Specialist/Nurse	18. Secures copy of the detailed drug testing result (screening test/confirmatory test). 19. Provides Dept./Branch Heads drug testing results.
Branch/Dept. Head	20. Ensures confidentiality and administration of disciplinary action based on Employee Discipline policy.
Employee	21. Maintains the confidentiality of all information relating to the result of his/her drug test. 22. Accepts the recommendation and decision of OSHC if found to be drug dependent based on the result of the drug test.

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