



DRUG-FREE WORKPLACE POLICY

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Policy No.	001
Version No.	001
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Policy No.: HRCO-2023- 003							
Drug-Free Workplace Policy of 2024				Version No.: 001			
				Revision No.: 001			
				Date Prepared: May 29, 2024			
				Effectivity Date: Immediately upon approval			
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Revision 001	<ol style="list-style-type: none"> The violations/offenses of possession of illegal drugs within the company premises and use or selling of illegal drugs within the company premises are combined, as they have the same penalty/sanction under the Company’s Code of Conduct. The violation/offense of possession of illegal drugs and/or its paraphernalia within the company premises constitutes Serious Misconduct (Grade D), in accordance with the DigiPlus code of conduct.
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I. Purpose

This Policy aims to maintain a safe and productive work environment for all employees of DigiPlus Interactive Corp., its subsidiaries, and its affiliate companies (collectively, the “Company”) and Company guest by prohibiting the possession, use, or sale of illegal drugs. This Policy also aligns with applicable laws and regulations in the Philippines.

II. Coverage

This Policy applies to all employees of the Company, regardless of rank, status, and tenure, as well as guests or visitors on company premises.


III. Policy & Guidelines

A. Illegal Drugs and/or its Paraphernalia

Illegal drugs, including recreational drugs and/or herbs, and/or its paraphernalia are strictly prohibited in company premises.

B. Regulated Drugs

- General Rule – Regulated drugs (ex. Diazepam [i.e. Valium], Lorazepam [i.e. Ativan], etc.) are considered illegal drugs and therefore prohibited to be brought and/or taken within company premises or while outside the company premises while being on-duty, on official business, or during company event(s).

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2. Exception(s) – Employees with valid prescriptions for regulated drugs must notify the Human Resources Department (HRD) and provide a copy of the prescription.

C. Denial of Entry / Removal from Company Premises

Any person found in possession or under the influence of illegal drugs shall be denied entry or removed from the company premises.

D. Testing Methods

The Company recognizes major hospitals listed in its Health Maintenance Organization provider as duly accredited and authorized drug testing center(s)/laboratory(ies) by the Department of Health (DOH).

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 Team¹ shall evaluate the results and determine the level of care and administrative interventions that can be extended to the concerned employee.

The Company shall inform the employee who was subjected to a drug test of the test-results whether positive or negative. Any drug test result must be treated with strict confidentiality.

E. Costs


All costs of drug testing shall be borne by the company.

F. Testing Types

1. Mandatory Drug Testing – 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) that drug use and abuse may cause in the workplace, the conduct of mandatory drug test shall be required for pre-employment.

¹ The Assessment Team shall be composed of the following:


- a. Chief Human Resources Officer
- b. HR Director (**Selected by CHRO)
- c. Business Unit Head
- d. Representative of Legal Dept.

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2. Random Testing – Officer/employees may be selected at random for drug testing at any interval determined by the Company.
3. For-Cause Testing – The Company may ask an officer/employee to submit to a drug test, when the Company has reasonable grounds to believe that the employee is 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. 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.

IV. Treatment, Rehabilitation, and Referral

1. An employee who tested positive for the first time shall be referred to a DOH-accredited treatment or rehabilitation center. For this purpose, the Company shall provide a list of at least three (3) accredited facilities which an employee, who was tested positive for drugs, may choose from.
2. The 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.
3. All costs for the treatment and rehabilitation of the drug dependent employee shall be charged to the employee. The treatment or rehabilitation shall be considered as authorized leave subject based on company policy.
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.


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V. Advocacy, Education and Training

1. The Company shall provide continuous advocacy, education and training programs/activities to all its officers and employees on the adverse effects of dangerous drugs.
2. All employees are required to undergo an orientation/education program before assumption of their respective duties. The program shall include the following topics:
 - i. Salient features of R.A. 9165;
 - ii. Adverse effects of abuse and/or misuse of dangerous drugs on the person, workplace, family and the community;
 - iii. Preventive measures against drug abuse; and
 - iv. Steps to take when intervention is needed, as well as available services for treatment and rehabilitation.
3. To encourage all officers and employees to lead a healthy lifestyle while at work and at home, the Company undertakes to conduct the following activities as often as possible:
 - i. Lifestyle assessment programs on health nutrition, weight management, stress management, alcohol abuse, smoking cessation, and other indicators of risk diseases;
 - ii. Health wellness screenings (e.g. blood pressure and heart rate, cholesterol test, blood glucose, etc.);
 - iii. Sports, recreational and fun-game activities; and
 - iv. Other activities promoting health and wellness.

VI. Roles, Rights and Responsibilities of Employer and Employees

1. The Company 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 Policy has been read and understood by them.
2. The Company 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.
3. All officers and employees shall enjoy the right to due process, absence of which will render the referral procedure ineffective.

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VII. Policy Awareness

1. The HRD shall post copies of this Policy in conspicuous places and published through Lark system. Posts shall not be defaced, removed, or tampered by any employee. Any employee who shall, without authority, have said posting defaced, removed, or tampered, in part or in whole, shall be subjected to disciplinary/corrective action.
2. The respective line leaders shall immediately cascade this policy to their subordinates via e-mail or other platforms (i.e. Teams, Viber, etc.). Any line leader who fails to cascade or implement shall be subjected to disciplinary/corrective action.

VIII. Corrective Action and Penalty

Any employee found to have violated this Policy shall be subjected to the following corrective action(s):

	Written Warning	Suspension	Termination
Defacing, Removing, or Tampering of posted Policy		1 st Offense	2 nd Offense
Failure to Cascade or Implement	1 st Offense	2 nd and 3 rd Offense	4 th Offense
Possession/use/selling of illegal drugs and/or its paraphernalia within the company premises (on-duty or off-duty) or while outside the company premises while being on-duty, on official business, or during company event(s)			1 st Offense
Reporting to work while under the influence of illegal drugs	1 st Offense Employee shall be referred for treatment and/or		2 nd Offense

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	rehabilitation in a DOH accredited center	
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Employees will be afforded due process requirements under the law prior to imposition of any penalties. Such an imposition, however, is without prejudice to any court action or remedy that is available to the company taking into consideration the reputational risks involved in every case.

IX. Repealing Clause

All existing policies inconsistent with this Policy are hereby repealed, modified, or amended accordingly.

X. Effectivity

This Policy shall take effect immediately after its publication.