

DRUG-FREE WORKPLACE

In compliance with Article V of Republic Act No. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, its Implementing Rules and Regulations (IPP), and DOLE Department Order No. 53-03, series of 2003 (Guidelines for the Implementation of a Drug-Free Workplace Policies and Programs for the Private Sector), KAJIMA PHILIPPINES INCORPORATED (KPI) hereby adopts the following policy to achieve a drug-free workplace.

1. COMPANY POLICY ON DRUG-FREE WORKPLACE:

KAJIMA PHILIPPINES INC. explicitly prohibits:

- 1.1. The use, possession, solicitation for, or sale of dangerous drugs on company premises or while performing an assignment.
- 1.2. 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 the company's reputation at risk.
- 1.3. 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 the company's reputation at risk.
- 1.4. 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 official 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.

2. COMPANY PROGRAM ON DRUG-FREE WORKPLACE:

2.1. MANDATORY DRUG TEST:

- 2.1.1. 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.
- 2.1.2. Kajima Philippines Inc. designates Medicard, a duly accredited drug testing center by the Department of Health (DOH), as its authorized drug testing laboratory.
- 2.1.3. Kajima Philippines Inc. may also conducts drug testing under any of the following circumstances:
 - (1) **RANDOM TESTING:** Officer/employees may be randomly selected for drug testing at any interval determined by the Company.
 - (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.
 - (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.

- 2.1.4. 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 (CSP/CPCO, OH Personnel & Admin Section) shall evaluate the results and determine the level of care and administrative interventions that can be extended to the concerned employee.
- 2.1.5. Kajima Philippines Inc. shall inform the officer/employee who was subjected to a drug test of the test-results whether positive or negative.
- 2.1.6. All costs of drug testing shall be borne by Kajima Philippines Inc.

3. TREATMENT, REHABILITATION, AND REFERRAL:

- 3.1. 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, Kajima Philippines Inc. shall provide a list of at least three (3) accredited facilities which an employee who was tested positive for drugs may choose from.
- 3.2. 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.
- 3.3. 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.
- 3.4. 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.

4. ADVOCACY, EDUCATION AND TRAINING:

- 4.1. Kajima Philippines 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.
- 4.2. 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:
 - 4.2.1. Salient features of R.A. 9165;
 - 4.2.2. Adverse effects of abuse and/or misuse of dangerous drugs on the person, workplace, family and the community;
 - 4.2.3. Preventive measures against drug abuse; and
 - 4.2.4. Steps to take when intervention is needed, as well as available services for treatment and rehabilitation.
- 4.3. To encourage all officers and employees to lead a healthy lifestyle while at work and at home, Kajima Philippines Inc. undertakes to conduct the following activities as often as possible:
 - 4.3.1. Lifestyle assessment programs on health nutrition, weight management, stress management, alcohol abuse, smoking cessation, and other indicators of risk diseases;
 - 4.3.2. Health wellness screenings (e.g. *blood pressure and heart rate, cholesterol test, blood glucose, uric, etc.*);
 - 4.3.3. Sports, recreational and fun-game activities; and
 - 4.3.4. Other activities promoting health and wellness.

5. ROLES, RIGHTS AND RESPONSIBILITIES OF EMPLOYER AND EMPLOYEES:

- 5.1. Kajima Philippines 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.
- 5.2. Kajima Philippines 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.
- 5.3. All officers and employees shall enjoy the right to due process, absence of which will render the referral procedure ineffective.
- 5.4. **Shared Responsibility**
 - 5.4.1. A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.
 - 5.4.2. All employees are required to not report to work or subject to duty while their ability to perform job duties is impaired due to or off-duty use of alcohol or other drugs.
- 5.5. **In addition, employees are encouraged to:**
 - 5.5.1. Be concerned about working in a safe environment
 - 5.5.2. Support fellow employees in seeking help
 - 5.5.3. Report dangerous behavior to their supervisor
- 5.6. **It is the supervisor's (Project Manager / CSP / Site Safety Personnel / OH Personnel) responsibility to:**
 - 5.6.1. Inform employees of the drug-free workplace policy
 - 5.6.2. Observe employee performance
 - 5.6.3. Investigate reports of dangerous practices
 - 5.6.4. Document negative changes and problems in performance
 - 5.6.5. Counsel employees as to expected performance improvement
 - 5.6.6. Clearly state consequences of policy violations
- 5.7. **Communication**
 - 5.7.1. Communicating our drug-free workplace policy to both supervisors and employees is critical to company success. To ensure all employees are aware of their role in supporting company drug-free workplace program:
 - (1) All employees will receive a written copy of the policy
 - (2) The policy will be reviewed in orientation sessions with new employees
 - (3) The policy and assistance programs will be reviewed at safety meetings
 - (4) All employees will receive an update of the policy annually or as necessary
 - (5) Posters and brochures will be available at all locations
 - (6) Employee education about the dangers of alcohol and drug use and the availability of help will be provided to all employees
 - (7) Every supervisor will receive training to help him/her recognize and manage employees with alcohol and other drug problems

6. CONSEQUENCES OF POLICY VIOLATIONS:

- 6.1. 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.
- 6.2. 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.

7. MONITORING AND EVALUATION:

- 7.1. 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.

8. EFFECTIVITY.

- 8.1. The provisions of these policies and programs shall be immediately effective after its ratification by the management and its posting in the company's bulletin board.