



BENGUET CORPORATION

DRUG-FREE WORKPLACE POLICY

Document No : _____

Date Prepared : **June 10, 2014**

Revision No : **00**

Effective Date : *June 20, 2014*

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President/OIC

I. PURPOSE

Benguet Corporation (BC) adheres to the Department Order No. 53-03, "Guidelines for the Implementation of a Drug-Free Workplace Policies and Programs for the Private Sector". This is also part of the company's program to create a safe work environment for all personnel working for BC.

II. SCOPE

This policy applies to all employees (regardless of employment status), consultants, retainers, and outsourced employees working for Benguet Corporation.

III. GUIDELINES

- 3.1 All employees covered by this policy are required to undergo education and training to increase their awareness about the adverse effects of dangerous drugs. The orientation program shall include but are not limited to the following:
 - 3.1.1 The company policies on programs on drug-free workplace
 - 3.1.2 Adverse effects of abuse and/or misuse of dangerous drugs on the person, workplace, family and the community
 - 3.1.3 Preventive measures against drug abuse
 - 3.1.4 Steps to take when intervention is needed as well as the services available for treatment and rehabilitation
- 3.2 The Company shall ensure that policies and programs on the prevention and control of dangerous drugs including the drug testing are communicated to all employees covered by this policy. HRD shall obtain a written acknowledgement from the employees that the policy has been read and fully understood.
- 3.3 HRD with the assistance of the accredited healthcare provider engage by the Company to perform drug testing are responsible to address all aspects of drug abuse prevention, treatment and rehabilitation through clinical assessment and counseling of workers,

IV. PROCEDURES

Employees hired by the Company

- 4.1 25% of all employees and personnel covered by this policy shall undergo a random drug test every year including screening test and confirmatory test. HRD and identified representatives of each department shall be responsible in the random selection of employees who will undergo drug test.
- 4.2 Those who will be chosen to undergo the drug test must proceed to the venue on the set schedule. Failure or refusal to comply with the requirement shall be subjected to proper disciplinary action.
- 4.3 The drug testing center accredited by DOH and selected by the Company shall conduct the drug testing procedures to concerned personnel. All expenses incurred during the drug testing shall be charged to the Company.
- 4.4 Results of the test shall be communicated to all concerned employees whether positive or negative. All information related to drug testing shall be treated by the Company with utmost confidentiality. Exception may only be made when required by law; in case of prevailing public health and safety concerns or any other reasons unless otherwise authorized in writing by the person concerned.
- 4.5 Aside from the annual testing, additional drug tests can be performed for just cause in any of the following cases;
 - 4.5.1 After work place-related accident including near miss.
 - 4.5.2 Following treatment and rehabilitation to establish fitness for returning to work
 - 4.5.3 In the light of clinical finding and/or upon recommendation of the physician engaged by Company
- 4.6 In the event that the confirmatory test turns positive, the accredited health provider engaged by the Company together with HRD shall evaluate the result, recommendation and determine the level of care and administrative interventions that can be extended to the concerned employee.
- 4.7 HRD in coordination with the accredited health care provider shall determine whether an employee who was found positive of drugs would need referrals for treatment and/or rehabilitation in a DOH accredited center. Counseling programs shall also be conducted by HRD to those emotionally stressed employees.
- 4.8 If in case an employee is caught with illegal possession of dangerous drugs within the Company premises, dismissal shall be imposed to the concerned individual (Please refer to the Company Conduct and Discipline).
- 4.9 An employee maybe allowed to file leave of absence while undergoing rehabilitation/treatment. The remaining leaves of employees can be filed for them to be paid. If all leaves were already availed, the absences will be treated as "absent without pay".

- 4.10 After the rehabilitation, HRD shall consult the person in charge of the rehabilitation center and evaluate the status of the employee. A recommendation shall be made related to the status of the employee and shall determine if the employee is fit-to-work and if he poses on serious danger at the workplace.
- 4.11 Repeated drug use even after treatment or rehabilitation shall be dealt with the corresponding penalties under the DO NO 53-03.

Outsourced personnel working for BC

- 4.12 A copy of the drug test result of the outsourced personnel working for BC shall be requested from the third-party provider every year. The Company may request that all outsourced personnel working for BC should undergo drug testing.
- 4.13 The payment for drug testing shall be shouldered by the third-party provider and not by BC. The payment arrangement shall be treated separately by the third party and its employees.
- 4.14 Only those who are found negative in the drug test screening shall be allowed to work for BC.
- 4.15 HRD shall monitor compliance of drug testing of all outsourced personnel. Employees of the third-party provider who fail to undergo this requirement are not allowed to work for BC unless the result is submitted. Likewise the third party provider shall be given appropriate corrective action when they failed to comply.

V. REFERENCE

Department Order No. 53-03

VI. ADMINISTRATION

CHQ-HR shall administer this policy

VII. EFFECTIVITY

This policy will take effect upon approval date

REVIEW AND POLICY UPDATE

This policy is effective upon approval of President/OIC and will be reviewed/updated by CHQ-HR as maybe necessary. ***The Company reserves the right to revise and/or revoke this policy as it deems fit or warranted.***

20 June 2014

Date Signed