

## **“DRUG-FREE WORKPLACE POLICY AND PROGRAM”**

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 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), Citystate Savings Bank Inc. hereby adopts the following policies and programs to achieve a drug-free workplace:

### **I. COMPANY POLICY ON DRUG-FREE WORKPLACE**

Citystate Savings Bank Inc. explicitly prohibits:

- The use, possession, solicitation for, or sale of dangerous drugs on company premises or while performing an assignment.
- 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.
- 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.
- 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.

### **II. COMPANY PROGRAM ON DRUG-FREE WORKPLACE**

#### **A. MANDATORY DRUG TEST**

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. Citystate Savings Bank Inc. designates Chong Hua Hospital, a duly accredited drug testing center by the Department of Health (DOH), as its authorized drug testing laboratory.
3. Citystate Savings Bank Inc. may also conduct drug testing under any of the following circumstances:
  - i. **RANDOM TESTING:** Officer/employees may be selected at random for drug testing at any interval determined by the Company.
  - ii. **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.
  - iii. **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. 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.
5. ABC Company shall inform the officer/employee who was subjected to a drug test of the test-results whether positive or negative.

6. All costs of drug testing shall be borne by Citystate Savings Bank Inc.

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

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, Citystate Savings Bank Inc. shall provide a list of at least three (3) accredited facilities which an employee who was tested positive for drugs may choose from.
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. 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.
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.

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

1. Citystate Savings Bank 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.
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:
  - 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, Citystate Savings Bank Inc. 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.

#### **D. ROLES, RIGHTS AND RESPONSIBILITIES OF EMPLOYER AND EMPLOYEES**

1. Citystate Savings Bank 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.
2. Citystate Savings Bank 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.
3. All officers and employees shall enjoy the right to due process, absence of which will render the referral procedure ineffective.

#### **E. CONSEQUENCES OF POLICY VIOLATIONS**

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.
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.

**F. MONITORING AND EVALUATION**

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.

**G. EFFECTIVITY.**

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

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**Benjamin V. Ramos**  
President

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**Sharon T. Enriquez**  
HR Head

DATE: \_\_\_\_\_

## **WORKPLACE POLICY AND PROGRAM ON HEPATITIS B**

Citystate Savings Bank Inc. is committed to conform to the established standards assurance of customer satisfaction, protection of our environment and health and safety in the workplaces.

The company promotes and ensures a healthy environment through its various health programs to safeguard its employees. And as part of the company's compliance to DOLE Department Advisory No. 05, Series of 2010 (Guidelines for the Implementation of a Workplace Policy and Program on Hepatitis B), this Program has been developed. This program is aimed to address the stigma attached to hepatitis B and to ensure that the employees' right against discrimination and confidentiality is maintained.

This guideline is formulated for everybody's information and reference for the diagnosis, treatment, and prevention of Hepatitis B. This will inform the employees of their role as well as the company in dealing with Hepatitis B. A healthy environment encompasses a good working relationship and great output for continuous business growth.

### **I. Implementing Structure**

The Citystate Savings Bank Inc. Hepatitis B workplace policy and program shall be managed by its health and safety committee. Each division or department of the Company shall be duly represented.

### **II. Guidelines**

#### **A. Education**

1. Coverage. All employees regardless of employment status may avail of hepatitis B education services for free;
2. Hepatitis B shall be conducted through distribution and posting of materials and counselling and/ or lectures; and
3. Hepatitis B education shall be spearheaded by the Citystate Savings Bank Inc. Medical Clinic in close coordination with the health and safety committee.

#### **B. Preventive Strategies**

1. All employees are encouraged to be immunized against Hepatitis B after securing clearance from their physician.
2. Workplace sanitation and proper waste management and disposal shall be monitored by the health and safety committee on a regular basis.
3. Personal protective equipment shall be made available at all times for all employees; and
4. Employees will be given training and information on adherence to standards or universal precautions in the workplace.

### **III. Social Policy**

#### **A. Non discriminatory Policy and Practices**

1. There shall be no discrimination of any form against employees on the basis of their Hepatitis B status consistent with the international agreements on non discrimination ratified by the Philippines (ILO C111). Employees shall not be discriminated against, from pre to post employment, including hiring, promotion, or assignment because of their hepatitis B status.
2. Workplace management of sick employees shall not differ from that of any other illness. Persons with Hepatitis B related illnesses may work for as long as they are medically fit to work.

#### **B. Confidentiality**

Job applicants and employees shall not be compelled to disclose their Hepatitis B status and other related medical information. Co-employees shall not be obliged to reveal any personal information about their fellow employees. Access to personal data relating to employee's Hepatitis B status shall be bound by the rules on confidentiality and shall be strictly limited to medical personnel or if legally required.

#### **C. Work-Accommodation and Arrangement**

1. The company shall take measures to reasonably accommodate employees who are Hepatitis B positive or with Hepatitis B - related illnesses.
2. Through agreements made between management and employees' representative, measures to support employees with Hepatitis B are encouraged to work through flexible leave arrangements, rescheduling of working time and arrangement for return to work.

#### **D. Screening, Diagnosis, Treatment and Referral to Health Care Services**

1. The company shall establish a referral system and provide access to diagnostic and treatment services for its employees for appropriate medical evaluation/ monitoring and management.
2. Adherence to the guidelines for healthcare providers on the evaluation of Hepatitis B positive employees is highly encouraged.
3. Screening for Hepatitis B as a prerequisite to employment shall not be mandatory.

#### **E. Compensation**

The company shall provide access to Social Security System and Employees Compensation benefits under PD 626 to an employee contracted with Hepatitis B infection in the performance of his duty.

## **IV. Roles and Responsibilities of Employers and Employees**

### **A. Employer's Responsibilities**

1. Management, together with employees' organizations, company focal personnel for human resources, and safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on Hepatitis B.

2. The Health and Safety Committee shall ensure that their company policy and program is adequately funded and made known to all employees.

3. The Human Resources Department shall ensure that their policy and program adheres to existing legislations and guidelines, including provisions on leaves, benefits and insurance.

4. Management shall provide information, education and training on Hepatitis B for its workforce consistent with the standardized basic information package developed by the Hepatitis B; if not available within the establishment, then provide access to information.

5. The company shall ensure non-discriminatory practices in the workplace.

6. The management together with the company focal personnel for human resources and safety and health shall provide appropriate personal protective equipment to prevent Hepatitis B exposure, especially for employees exposed to potentially contaminated blood or body fluid.

7. The Health and Safety Committee, together with the employees' organizations shall jointly review the policy and program for effectiveness and continue to improve these by networking with government and organizations promoting Hepatitis B prevention.

8. The company shall ensure confidentiality of the health status of its employees, including those with Hepatitis B.

9. The human resources shall ensure that access to medical records is limited to authorized personnel.

### **B. Employees Responsibilities**

1. The employees' organization is required to undertake an active role in educating and training their members on Hepatitis B prevention and control. The program must also aim at promoting and practicing a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose employees to increased risk of Hepatitis B infection, consistent with the standardized basic information package developed by the Hepatitis B TWG.

2. Employees shall practice non-discriminatory acts against co-employees on the ground of Hepatitis B status.

3. Employees and their organizations shall not have access to personnel data relating to an employee's Hepatitis B status. The rules of confidentiality shall apply in carrying out union and organization functions.

4. Employees shall comply with the universal precaution and the preventive measures.

5. Employees with Hepatitis B may inform the health care provider or the company physician on their Hepatitis B status, that is, if their work activities may increase the risk of Hepatitis B infection and transmission or put the Hepatitis B positive at risk for aggravation.

## **V. IMPLEMENTATION AND MONITORING**

Within the establishment, the implementation of the policy and program shall be monitored and evaluated periodically. The safety and health committee or its counterpart shall be tasked for this purpose.

## **VI. EFFECTIVITY**

This Policy shall take effect immediately and shall be made known to all employees.

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**Benjamin V. Ramos**  
President

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**Sharon T. Enriquez**  
HR Head

**Date :** \_\_\_\_\_

## **HIV/AIDS WORKPLACE POLICY AND PROGRAM**

In conformity with Republic Act No. 8504 otherwise known as the Philippine AIDS Prevention and Control Act of 1998 which recognizes workplace-based programs as a potent tool in addressing HIV/AIDS as an international pandemic problem, this company policy is hereby issued for the information and guidance of the employees in the diagnosis, treatment and prevention of HIV/AIDS in the workplace.

This policy is also aimed at addressing the stigma attached to HIV/AIDS and ensures that the workers' right against discrimination and confidentiality is maintained.

### **I. IMPLEMENTING STRUCTURE**

The Citystate Savings Bank Inc., HIV/AIDS Program shall be managed by its health and safety committee consists of representatives from the different divisions and departments.

### **II. BASIC INFORMATION ON HIV/AIDS**

#### **What is HIV/AIDS?**

It is a disease caused by a virus called HIV (Human Immunodeficiency Virus). This virus slowly weakens a person's ability to fight off other diseases by attaching itself to and destroying important cells that control and support the human immune system.

#### **How HIV/AIDS is transmitted?**

- Unprotected sex with an HIV infected person;
- From an infected mother to her child ( during pregnancy, at birth through breast feeding);
- Intravenous drug use with contaminated needles;
- Transfusion with infected blood and blood products; and
- Unsafe, unprotected contact with infected blood and bleeding wounds of an infected person.

#### **Is there a cure?**

No. However, there are antiretroviral drug combinations that are available when properly used, result in prolonged survival of people with HIV. **Holistic care of** people living with HIV-AIDS and comprehensive treatment of opportunistic infections also dramatically improve quality of life.

### **III. COVERAGE**

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

#### **IV. GUIDELINES**

##### **A. Preventive Strategies**

1. Conduct of HIV-AIDS Education.-

a. Who will conduct?

The Medical Clinic of Citystate Savings Bank Inc. in coordination with the Health and Safety Committee shall conduct HIV-AIDS education to all employees for free. This shall also form part of the orientation of newly hired employees. The standardized information package developed by the Department of Labor and Employment (DOLE) may be used for this purpose.

b. How will it be conducted?

The HIV-AIDS education will be conducted through distribution and posting of IEC materials, lectures, counselling and training and information on adherence to standard or universal precautions in the workplace

2. Screening, Diagnosis, Treatment and Referral to Health Care Services

a. Screening for HIV as a prerequisite to employment is not mandatory.

b. The company shall encourage positive health seeking behavior through Voluntary Counseling and Testing.

c. The company shall establish a referral system and provide access to diagnostic and treatment services for its workers. Referral to Social Hygiene Clinics of LGU for HIV screening shall be facilitated by the company's medical clinic staff.

d. The company shall likewise facilitate access to livelihood assistance for the affected employee and his/her families, being offered by other government agencies.

##### **B. SOCIAL POLICY**

1. **Non-discriminatory Policy and Practices**

a. Discrimination in any form from pre-employment to post-employment, including hiring, promotion or assignment, termination of

employment based on the actual, perceived or suspected HIV status of an individual is prohibited.

- b. Workplace management of sick employees shall not differ from that of any other illness.
- c. Discriminatory act done by an officer or an employee against their co-officer or co-employee shall likewise be penalized.

## **2. Confidentiality/Non-Disclosure Policy**

- a. Access to personal data relating to a worker's HIV status shall be bound by the rules of confidentiality consistent with provisions of R.A. 8504 and the ILO Code of Practice.
- b. Job applicants and workers shall not be compelled to disclose their HIV/AIDS status and other related medical information.
- c. Co-employees shall not be obliged to reveal any personal information relating to the HIV/AIDS status of fellow workers.

## **3. Work-Accommodation and Arrangement**

- a. The company shall take measures to reasonably accommodate employees with AIDS related illnesses.
- b. Agreements made between the company and employee's representatives shall reflect measures that will support workers with HIV/AIDS through flexible leave arrangements, rescheduling of working time and arrangement for return to work.

# **IV. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEES**

## **A. Employer's Responsibilities**

- 1. The Company, together with employees/ labor organizations, company focal personnel for human resources, safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on HIV/AIDS.
- 1. Provide information, education and training on HIV/AIDS for its workforce.
- 3. Ensure non-discriminatory practices in the workplace and that the policy and program adheres to existing legislations and guidelines .
- 4. Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.
- 5. The Company, through its Human Resources Department, shall see to it that their company policy and program is adequately funded and made known to all employees.

6. The Health and Safety Committee, together with employees/ labor organizations shall jointly review the policy and program and continue to improve these by networking with government and organizations promoting HIV prevention.

## **B. Employees' Responsibilities**

1. The employee's organization shall undertake an active role in educating and training their members on HIV prevention and control. Promote and practice a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose workers to increased risk of HIV infection.
2. Employees shall practice non-discriminatory acts against co-employees.
2. Employees and their organization shall not have access to personnel data relating to a worker's HIV status.
4. Employees shall comply with universal precaution and preventive measures.

## **V. IMPLEMENTATION AND MONITORING**

The Safety and Health Committee or its counterpart shall periodically monitor and evaluate the implementation of this Policy and Program.

## **VI. EFFECTIVITY**

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

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**Benjamin V. Ramos**  
President

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**Sharon T. Enriquez**  
HR Head

DATE: \_\_\_\_\_