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	Document Title:	POLICY ON SUBSTANCE ABUSE OF MRCCC EMPLOYEES

PURPOSE:

As a healthcare institution, MRCCC is committed to promote a workplace that is free from drug abuse as it is detrimental to the health, safety and work performance of employees. It also poses risks to Company operations and the quality of services.

Consistent with the above, the Company shall:

1. Provide opportunities to rehabilitate employees who are engaged in substance abuse; and
2. Discipline employees who persistently refuse to give up substance abuse.


LEVEL:

All employees

DEFINITION OF TERMS:

Substance Abuse- overindulgence in or dependence on an addictive substance, such as alcohol or drugs.


Rehabilitation- this is a process aimed at enabling individuals to reach and maintain their optimum physical, sensory, intellectual, psychological and social functional levels. It also means to restore to good health or useful life, as through therapy and education; it provides disabled people with the tools they need to attain independence and self-determination.

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POLICY:

A. DRUG TESTING PROGRAM

1. In line with the efforts of keeping the Company a drug-free workplace, drug testing shall be conducted on the following occasions:
 - 1.1. Pre-employment medical examination for applicants for regular and temporary jobs who will be hired directly by the Company.
 - 1.2. Annual Physical Examination for employees; and,
 - 1.3. At any instance that the Company or its representatives may deem fit to ensure the safety and security of employees and to protect the integrity of operations and the quality of services.
2. Job applicants who will be tested “positive” for prohibited drugs shall not be hired by the Company.
3. An employee who will be tested “positive” for substance abuse for the first time shall be required to undergo counseling and medical examination. An employee who will be positive for the second time shall be considered to have engaged again in substance abuse and shall be dealt with in accordance with the existing Company Rules and Regulations.
4. Employees of contractors who are assigned to the Company shall be required to submit drug test results indicating a “negative” result for illegal drugs. Drug testing is recommended to be done/performed at the DPOTMH – RMCI Drug Testing Laboratory.
5. Temporary employees, i.e. probationary, direct hire contractuels who will be tested “positive” in the random drug test shall be separated from service immediately.

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B. REHABILITATION PROGRAM

1. REHABILITATION PERIOD


- 1.1. Rehabilitation, including hospital-based confinement or any other treatment, shall be from a period of three (3) to six (6) months, for which an employee shall use his/her available vacation leave. If the vacation leave is exhausted, he/she will be on "leave without pay".

2. MONITORING AND EVALUATION

- 2.1. During the rehabilitation period, the Drug Abuse Rehabilitation Committee of RMCI shall regularly monitor the employee's progress in consultation with the rehabilitation center's competent authorities.
- 2.2. After the rehabilitation period, the Drug Abuse Rehabilitation Committee of RMCI shall evaluate the employee's fitness to return to work emotionally, psychologically and physically based on the recommendation/evaluation of third party healthcare professionals or any competent authority.

3. POST REHABILITATION

- 3.1. The Company shall require a certificate of successful completion from the employee signed by competent authorities of the rehabilitation center.
- 3.2. The employee's immediate superior shall closely observe the employee's work behavior paying special attention to symptoms of repeated drug abuse. The superior shall submit a periodic report to the Drug Abuse Rehabilitation Committee of RMCI.
- 3.3. Recurrence of substance abuse after the treatment and after the care program have been provided shall be dealt with in accordance with existing Company Rules and Regulations.

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4. EDUCATION AND AWARENESS PROGRAM


4.1. The Company shall create venues to disseminate this policy and increase the awareness of the employees on substance abuse. The information drive shall cover the following topics:

- a) Salient feature of RA 9165 (Comprehensive Dangerous Drugs Act of 2002) and its implementing Rules and Regulations;
- b) The Company Policy and Program on substance abuse;
- c) Adverse effects of substance abuse and/or misuse of dangerous drugs on the person, workplace, family and the community; and,
- d) Steps to take when intervention is needed as well as the services available for treatment and rehabilitation.
- e) In compliance with the requirements of the Implementing Rules & Regulations, the Company shall display posters in conspicuous places in the workplace with an anti-substance abuse message.

5. TRAINING PROGRAM FOR MANAGERS, SUPERVISORS & HR PRACTITIONERS

5.1. The Company shall conduct a training program to provide the intended audience with:

- a) Skills in detection of substance abuse in the workplace by observation and documentation of changes in behavior, productivity, attendance and safety consciousness;
- b) Information on the physical, behavioral and performance indicators of probable substance abuse to determine reasonable cause for testing identified employees; and,
- c) Skills in recognizing the profile of an at-risk employee while not overreacting to unfounded suspicions of substance use that will upset the employee's legitimate expectations of privacy and confidentiality.

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5.2. The topics for this training program shall include:

- a) The impact of drugs in the workplace and in society-at-large;
- b) The Company's substance abuse policy, testing procedures, positive test policy, and rehabilitation and assistance;
- c) The recognition of signs and symptoms of substance abuse and profiles of at-risk employees;
- d) The understanding of the behavior, evidence and circumstances that constitute reasonable cause for drug testing and the ability to document those circumstances;
- e) The methods of dealing with suspected substance abusers that lead to drug testing and other necessary appropriate actions; and
- f) The confidentiality and how it applies to the substance abuse program.


6. MEDICAL PROCEDURES ON DRUG TESTING

6.1. Notification to Employees


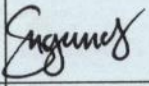

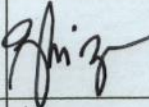
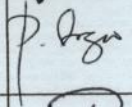
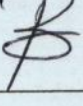
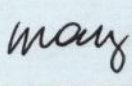

- a) The HR, in coordination with the Wellness Section, shall determine when and who shall go through the drug tests.
- b) The Wellness Section shall issue individual memos to identified employees informing them that they will all go through drug testing on the same day that the test will be done. The immediate superior, who will be given a copy, will give the employee ample time to go through the drug test during the shift.
- c) The employee shall sign that he/she received the memo.


6.2. Collection of Urine Specimen (Employees and Applicants)

(Please refer to Drug Testing Laboratory's procedure manual for details)

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PURPOSE:

To discuss the process to be followed if an employee tested "positive" in using prohibited drugs or will voluntarily admit drug dependency.

SCOPE:

Applies to all Metro Riverside Cancer Care Center (MRCCC) employees

PERSON RESPONSIBLE:


Drug Abuse Rehabilitation Committee of RMCI, Company Physician, all employees

GENERAL GUIDELINES:


1. The Drug Abuse Rehabilitation Committee of RMCI shall consist of the employee's immediate superior, the Corporate Human Resource Officer and the Company Physician.

PROCEDURE:


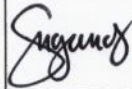

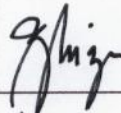
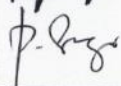



1. **Counseling & Evaluation:** This will be undertaken by the Drug Abuse Rehabilitation Committee of RMCI and shall lay down the plans and actions to be done, probe the employee's extent of dependence, explain the situation to the employee, what must be done and the potential consequences of his condition.
2. **Medical Examination & Treatment:** These shall be done by the Company Physician immediately after counseling to determine whether there is a need to go through detoxification, hospital-based confinement and/or any other necessary treatment prior to rehabilitation. The cost of detoxification, hospital-based confinement, rehabilitation or any other treatment shall be for the personal account of the employee.


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3. **Referral:** Should rehabilitation be required, the committee shall refer the employee to an accredited drug rehabilitation center.
4. **Rehabilitation Proper:** The employee commits himself/herself to all the rehabilitation center's processes, activities, rules and regulations. The Drug Abuse Rehabilitation Committee of RMCI or its representative shall join the activities whenever the employer's participation is required.


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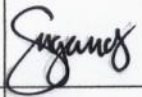

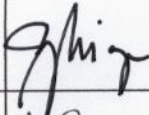
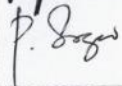



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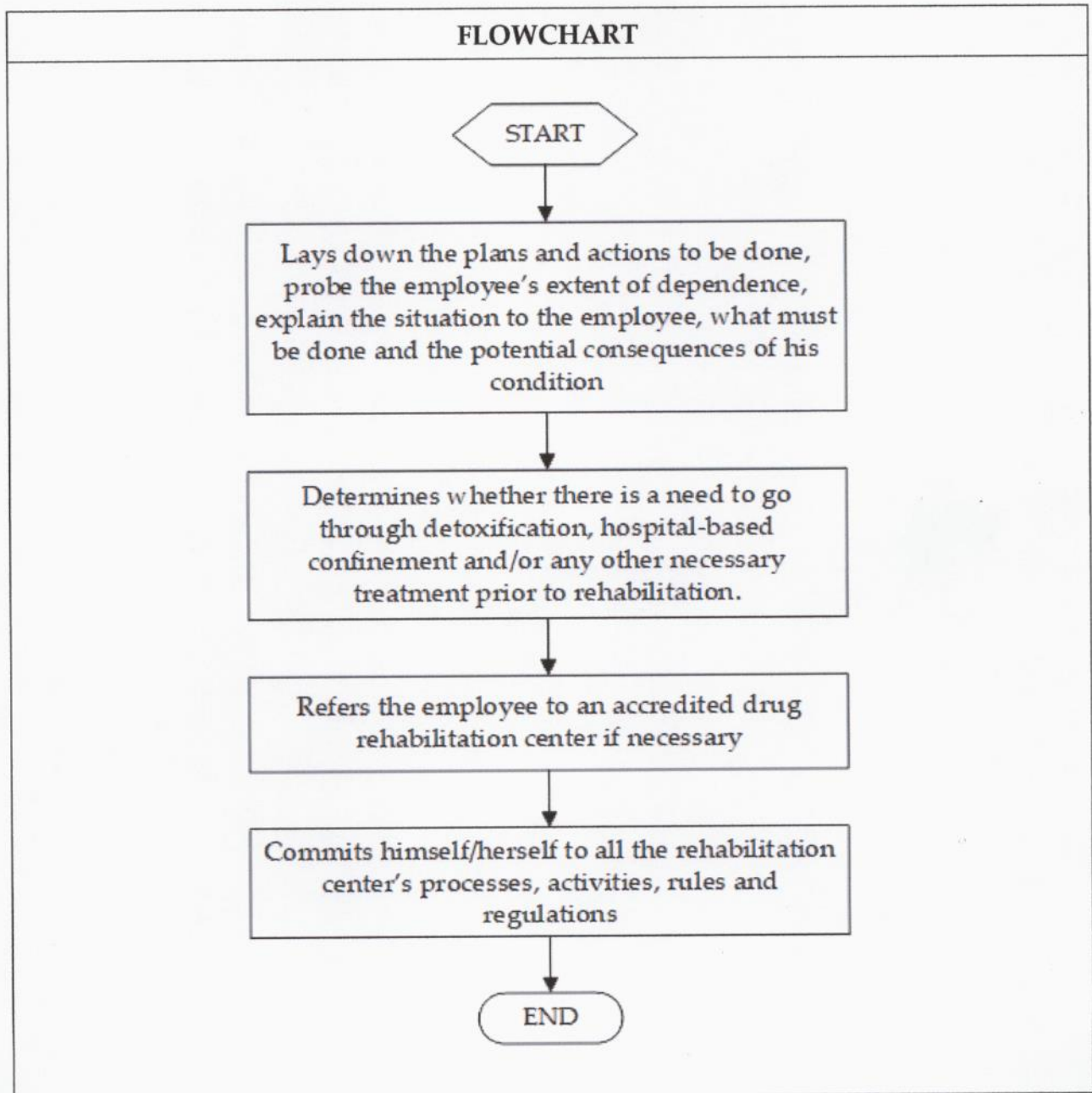
KEY TASKS	PERSON RESPONSIBLE
1. Lays down the plans and actions to be done, probe the employee's extent of dependence, explain the situation to the employee, what must be done and the potential consequences of his condition	Drug Abuse Rehabilitation Committee
2. Determines whether there is a need to go through detoxification, hospital-based confinement and/or any other necessary treatment prior to rehabilitation.	Company Physician
3. Refers the employee to an accredited drug rehabilitation center if necessary	Drug Abuse Rehabilitation Committee
4. Commits himself/herself to all the rehabilitation center's processes, activities, rules and regulations	Employee


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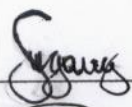

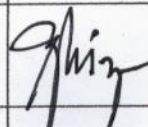
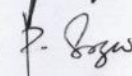
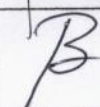

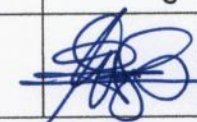
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