 <b>ATENE0</b>	<b>OFFICE OF HUMAN RESOURCE MANAGEMENT AND ORGANIZATION DEVELOPMENT POLICIES AND PROCEDURES MANUAL</b>		<b>M-009-060-007</b>	
	Coverage: <b>ALL EMPLOYEES CONCERNED</b>		Version No.: <b>1</b>	Page: <b>1 of 8</b>
Section No.: <b>60.0</b>	Section Title: <b>RULES AND REGULATIONS</b>		Reference No.:	
Sub-section No.: <b>7.0</b>	Sub-title: <b>DRUG FREE WORKPLACE</b>		Approval Date: <b>11 May 2006</b>	

## 1.0 OBJECTIVE

To assist the government in its intensive and unrelenting campaign against the trafficking and use of dangerous drugs, and other similar substances through the enforcement of anti-drug abuse policies, programs and projects and to work on the re-integration into society employees who have fallen victim to drug abuse or dangerous drug dependence through sustainable programs of treatment and rehabilitation in compliance with Republic Act No. 9165 – The “Comprehensive Dangerous Drugs Act of 2002”.


## 2.0 SCOPE

All employees of the University.

## 3.0 POLICY GUIDELINES

- 3.0 The abuse of drugs and dangerous drugs dependence is not tolerated nor condoned by the University.
- 3.1 The possession, use, abuse, transport, or sale of dangerous drugs and/or equipment, instrument, apparatus, paraphernalia fit or intended for smoking, consuming, administering, injecting, ingesting, or introducing any dangerous drug into the body is strictly prohibited and shall result in disciplinary/administrative proceedings with a maximum penalty of termination from employment. This is without prejudice to the filing of a criminal case against the employee by the appropriate authority.
- 3.2 Any employee involved in any accident while on duty either on or off campus shall be directed by the University Administration to present himself/herself for a drug test by a laboratory accredited and monitored by the Department of Health (DOH).
- 3.3 Any employee who manifests symptoms of drug abuse or dangerous drugs dependence shall be directed by the University Administration to present


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 <b>ATENE0</b>	<b>OFFICE OF HUMAN RESOURCE MANAGEMENT AND ORGANIZATION DEVELOPMENT POLICIES AND PROCEDURES MANUAL</b>	<b>M-009-060-007</b>	
	Coverage: <b>ALL EMPLOYEES CONCERNED</b>	Version No.: <b>1</b>	Page: <b>2 of 8</b>
Section No.: <b>60.0</b>	Section Title: <b>RULES AND REGULATIONS</b>	Reference No.:	
Sub-section No.: <b>7.0</b>	Sub-title: <b>DRUG FREE WORKPLACE</b>	Approval Date: <b>11 May 2006</b>	

himself/herself for a drug test by a laboratory accredited and monitored by the DOH.

- 3.4 The University may undertake a random drug test of employees at any time to be conducted by a laboratory accredited and monitored by the DOH.
- 3.5 Employees found to be drug abusers or drug dependents will be given one (1) chance to undergo treatment and rehabilitation for a maximum period of six (6) months subject to the terms and conditions embodied in this policy and pertinent laws such as Republic Act No. 9165 – The “Comprehensive Dangerous Drugs Act of 2002”, Republic Act No. 6425 – The “Dangerous Drugs Act of 1972”, as amended; the Revised Penal Code, as amended; or any special penal laws.
- 3.6 The University shall endeavor to assist employees by allowing them to undergo one (1) period of treatment and rehabilitation when they have fallen victim to drug abuse or dangerous drugs dependence, as certified by a DOH-accredited physician at the instance of the University Administration, through a treatment and rehabilitation program with a maximum of six (6) months in a government center (Center) provided that there is no other violation of the University’s rules and regulations and/or policies and procedures in conjunction with the employee’s drug abuse/dependence. The employee may be granted leave without pay for the duration of the period of treatment or rehabilitation not to exceed six (6) months.
- 3.7 A drug dependent, who has voluntarily submitted himself/herself under the treatment and rehabilitation program prescribed, and who is finally discharged from confinement with a maximum period of six (6) months, may be allowed back to work and may be exempt from any administrative liability directly relating to drug abuse or dependence provided that the following conditions are met:
- 3.7.1 The employee has complied with the rules and regulations of the Center, the applicable rules and regulations of the Dangerous Drugs Board (DBB);

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 <b>ATENEEO</b>	<b>OFFICE OF HUMAN RESOURCE MANAGEMENT AND ORGANIZATION DEVELOPMENT POLICIES AND PROCEDURES MANUAL</b>		<b>M-009-060-007</b>	
	Coverage: <b>ALL EMPLOYEES CONCERNED</b>		Version No.:	Page:
Section No.:	Section Title:		Reference No.:	
<b>60.0</b>	<b>RULES AND REGULATIONS</b>			
Sub-section No.:	Sub-title:		Approval Date:	
<b>7.0</b>	<b>DRUG FREE WORKPLACE</b>		<b>11 May 2006</b>	

3.7.2 The employee has never been charged or convicted of any offense punishable under the Republic Act No. 9165 – The “Comprehensive Dangerous Drugs Act of 2002”, Republic Act No. 6425 – The “Dangerous Drugs Act of 1972”, as amended; the Revised Penal Code, as amended; or any special penal laws;

3.7.3 The employee poses no serious danger to himself/herself or the community which shall be solely determined by the University Administration;

3.7.4 The employee agrees to be examined by a DOH-accredited physician chosen by the University Administration and be subjected to an independent drug test by a laboratory accredited and monitored by the DOH at the direction of the University Administration for up to eighteen (18) months after discharge from a Center; and


3.7.5 The employee shall not have committed any other violation of the University’s rules and regulations and/or policies and procedures.

3.8 Upon certification from the Center that a drug dependent, within the voluntary submission program, may be temporarily released from confinement (but not earlier than forty-five (45) days after initial admission to the Center), he/she shall report to the DOH for after-care and follow-up treatment, including urine testing for a period of eighteen (18) months under terms and conditions that the DDB or court may impose.

3.8.1 After being temporarily released from the Center, an employee may be allowed back to work provided that the employee complies with Policy Guideline 3.8.

3.8.2 An employee who meets the criteria in Policy Guideline 3.8. but does not meet Policy Guideline 3.8.3 may be allowed a maximum period of six (6) months to be on leave without pay inclusive of the initial period of admission to a Center. After this period the employee may be allowed back to work provided all Policy Guidelines and Procedures under this policy shall have been complied with.

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 <b>ATENEEO</b>	<b>OFFICE OF HUMAN RESOURCE MANAGEMENT AND ORGANIZATION DEVELOPMENT POLICIES AND PROCEDURES MANUAL</b>	<b>M-009-060-007</b>	
	Coverage: <b>ALL EMPLOYEES CONCERNED</b>	Version No.: <b>1</b>	Page: <b>4 of 8</b>
Section No.: <b>60.0</b>	Section Title: <b>RULES AND REGULATIONS</b>	Reference No.:	
Sub-section No.: <b>7.0</b>	Sub-title: <b>DRUG FREE WORKPLACE</b>	Approval Date: <b>11 May 2006</b>	

3.8.2.1 Failure of the employee to be able to report for work after the maximum six (6) month treatment and rehabilitation period will result in separation from employment.

3.9 An employee will be subjected to disciplinary/administrative proceedings with a maximum penalty of termination of employment without prejudice to any criminal case that may be filed against him/her by the appropriate authority if after it is initially determined by a DOH-accredited physician that he/she is a drug abuser/dependent or tests positive for drug abuse/dependence by a laboratory accredited and monitored by the DOH and:

3.9.1 He/she refuses to undergo treatment and rehabilitation;

3.9.2 He/she tests positive for drug abuse/dependence after the initial confinement and/or maximum six (6) month treatment and rehabilitation period and/or after being allowed to report back for work.


3.10 Any leave without pay attributable to treatment and rehabilitation of an employee who is declared to be a drug abuser/dependent is deducted from an employee's length of service record and consequently, the computation for one's retirement benefits is affected as well.

## 4.0 PROCEDURE

4.1 An employee who is instructed by the University Administration or any government authority to undergo a drug test by a laboratory accredited and monitored by the Department of Health (DOH) or is apprehended or arrested, who is found to be positive for the abuse/use of any dangerous drug, after a confirmatory test and certification, shall apply with the Dangerous Drugs Board (DDB) or its duly authorized representative, for treatment and rehabilitation of the drug abuse/dependency.

4.1.1 The employee shall be then ordered by the court or the University Administration to undergo treatment and rehabilitation in a Center designated by the DDB or the University Administration.

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 <b>ATENEEO</b>	<b>OFFICE OF HUMAN RESOURCE MANAGEMENT AND ORGANIZATION DEVELOPMENT POLICIES AND PROCEDURES MANUAL</b>		<b>M-009-060-007</b>	
	Coverage: <b>ALL EMPLOYEES CONCERNED</b>		Version No.: <b>1</b>	Page: <b>5 of 8</b>
Section No.: <b>60.0</b>	Section Title: <b>RULES AND REGULATIONS</b>		Reference No.:	
Sub-section No.: <b>7.0</b>	Sub-title: <b>DRUG FREE WORKPLACE</b>		Approval Date: <b>11 May 2006</b>	

4.1.1.1 Where there is no Center near or accessible to the residence of the employee and where the non-confinement of the employee will not pose a serious danger to himself/herself, the employee's family and/or the community, the employee may be placed under the care of a DOH-accredited physician.

4.2 The Chairperson of an Investigating Committee duly constituted to investigate the employee's violation of the rules and regulations and/or policies and procedures of the University, the Unit Head/Immediate Supervisor or The Director of the Office of Human Resource Management and Organization Development may order that an employee undergo a drug test if he/she is covered by Policy Guidelines 3.2, 3.3, 3.4, or 3.5. The drug test shall be undertaken by a laboratory accredited and monitored by the DOH.

4.3 An employee allowed to go on a leave of absence with a maximum period of six (6) months shall submit an application for a leave of absence before going on leave. Said application shall be subject to approval at the sole discretion of the University Administration.

4.3.1 The employee shall accomplish the Leave Application Form (LA Form) [F-009-035-001-1] in three [3] copies. The leave application shall be duly signed and approved by the employee's immediate supervisor. All copies shall be then submitted to the Office of Human Resource Management and Organization Development. Distribution is as follows:


4.3.1.1 Office of Human Resource Management and Organization Development

4.3.1.2 Employee

4.3.1.3 Unit Head

4.3.2 The Unit concerned shall prepare an Absence Report Form (AR Form) [F-009-035-001-2] of all employees in the unit for submission to The Office of Human Resource Management and Organization Development not later than the 5<sup>th</sup> to 10<sup>th</sup> day of the succeeding month covering the previous month for all monthly paid employees and not later than Wednesday of the succeeding week for all weekly paid employees.

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 <b>ATENEEO</b>	<b>OFFICE OF HUMAN RESOURCE MANAGEMENT AND ORGANIZATION DEVELOPMENT POLICIES AND PROCEDURES MANUAL</b>		<b>M-009-060-007</b>	
	Coverage: <b>ALL EMPLOYEES CONCERNED</b>		Version No.:	Page:
Section No.:	Section Title:		Reference No.:	
<b>60.0</b>	<b>RULES AND REGULATIONS</b>			
Sub-section No.:	Sub-title:		Approval Date:	
<b>7.0</b>	<b>DRUG FREE WORKPLACE</b>		<b>11 May 2006</b>	

4.3.3 The Office of Human Resource Management and Organization Development shall receive all the copies of the Leave Application Form (LA Form) [F-009-035-001-1] and return the copies for the employee and Unit Head through the employee's immediate supervisor.

4.4 After complying with the Policy Guidelines and Procedures contained herein, including Republic Act No. 9165 – The “Comprehensive Dangerous Drugs Act of 2002”, Republic Act No. 6425 – The “Dangerous Drugs Act of 1972”, as amended; the Revised Penal Code, as amended; or any special penal laws, the employee shall be subject to a drug test by a laboratory accredited and monitored by the DOH by a DOH-accredited physician designated by the University Administration to ensure that the employee is free from drug abuse/dependence.

4.5 After treatment and rehabilitation with a maximum period of six (6) months, an employee found negative for drug abuse/dependence and who does not pose a threat to himself/herself or the community may be allowed back to work provided that no further instance of drug abuse/dependence shall be reported, recorded and verified.


4.5.1 The employee shall undergo an independent drug test by a laboratory accredited and monitored by the DOH and/or examined by a DOH-accredited physician at the direction of the University Administration before being allowed to report back for work.

4.5.2 An employee may be made to undergo a drug test at any time up to eighteen (18) months after release from a Center and/or being allowed to report back for work.

4.5.3 Refusal by any employee to undergo a drug test after treatment and rehabilitation and at any time up to eighteen (18) months after release from a Center and/or being allowed shall result in Disciplinary/administrative proceedings the maximum penalty for which is termination from employment.

4.6 An employee shall submit a letter of request to be allowed to report back for work to his/her immediate supervisor/Unit Head and the Director of the Office of

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 <b>ATENE0</b>	<b>OFFICE OF HUMAN RESOURCE MANAGEMENT AND ORGANIZATION DEVELOPMENT POLICIES AND PROCEDURES MANUAL</b>	<b>M-009-060-007</b>	
	Coverage: <b>ALL EMPLOYEES CONCERNED</b>	Version No.: <b>1</b>	Page: <b>7 of 8</b>
Section No.: <b>60.0</b>	Section Title: <b>RULES AND REGULATIONS</b>	Reference No.:	
Sub-section No.: <b>7.0</b>	Sub-title: <b>DRUG FREE WORKPLACE</b>	Approval Date: <b>11 May 2006</b>	

Human Resource Management and Organization Development after successfully completing treatment and rehabilitation for drug abuse/dependence.

- 4.7 The employee's immediate supervisor/Unit Head and the Director of the Office of Human Resource Management and Organization Development shall issue a memorandum allowing the employee to report back for work after undergoing a successful treatment, rehabilitation and discharge from a Center or from a DOH-accredited physician and complying with the provisions of this policy.
- 4.8 The Workforce Planning and Capability Development Section, of the Office of Human Resource Management and Organization Development shall file a copy of the employee's request and immediate supervisor's/Unit Head's and Director of the Office of Human Resource Management and Organization Development memorandum allowing the employee to report back for work in the employee's 201 file.


## 5.0 APPENDICES

Document No.	Document Title - Page Type	Filename / Hyperlink
F-009-035-001-1	Leave Application Form (LA Form)	<a href="#">F-009-035-001-1 Leave Application Form.doc</a>
F-009-035-001-2	Absence Report Form (AR Form)	<a href="#">F-009-035-001-2 Absence Report Form.doc</a>

**VIOLATIONS OF ANY OF THE PROVISIONS CONTAINED IN THIS POLICY SHALL BE GOVERNED BY THE UNIVERSITY'S POLICY AND CURRENT PRACTICES ON DISCIPLINARY ACTION CASES AND GRIEVANCES, IF APPLICABLE.**

**THE UNIVERSITY ADMINISTRATION IN THE EXERCISE OF ITS SOLE AND EXCLUSIVE PREROGATIVE, MAY ADD, AMEND, REVISE AND/OR DELETE THIS POLICY.**

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 <b>ATENEIO</b>	<b>OFFICE OF HUMAN RESOURCE MANAGEMENT AND ORGANIZATION DEVELOPMENT POLICIES AND PROCEDURES MANUAL</b>		<b>M-009-060-007</b>	
	Coverage: <b>ALL EMPLOYEES CONCERNED</b>		Version No.: <b>1</b>	Page: <b>8 of 8</b>
Section No.: <b>60.0</b>	Section Title: <b>RULES AND REGULATIONS</b>		Reference No.:	
Sub-section No.: <b>7.0</b>	Sub-title: <b>DRUG FREE WORKPLACE</b>		Approval Date: <b>11 May 2006</b>	

**THIS SUPERSEDES ALL POLICIES, CIRCULARS AND MEMORANDA  
INCONSISTENT WITH THOSE CONTAINED IN THIS DOCUMENT.**

**IN THE EVENT ANY PORTION OF THIS POLICY IS REPEALED  
BY PROVISION OF LAW, IT SHALL NOT AFFECT THE REMAINING PROVISIONS  
NOT INCONSISTENT WITH THE LAW.**

†  
**AMDG**

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