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Document Title:	Implementing Guidelines and Standard Operating Procedures (SOP) for the Expedise Drug-Free Workplace	Creation Date:	15-Nov-2025
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Document History Log

Status	Effectivity Date	Description of Change/s	Initiated by

Prepared by:	Reviewed by:	Approved by:
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Implementing Guidelines and Standard Operating Procedures (SOP) for the Expedise Drug-Free Workplace

1. Policy Statement

Expedise Warehouse Management Solutions Inc. recognizes that drug abuse and dependence can lead to serious **health, safety, productivity, and legal** consequences in the workplace. While drug use is often glamorized, its real risks—**abuse, addiction, accidents, legal offenses, and even death**—are well-documented. Because there is no reliable way to predict individual reactions to drugs, Expedise issues this Policy and Program to prevent and control drug use in the workplace, protect employees, and ensure compliance with **RA 9165** and **DOLE Department Order 53-03**.

2. Scope and Coverage

This policy applies to:

- 2.1** All employees of Expedise Warehouse Management Solutions Inc. across all worksites, offices, and facilities.
- 2.2** All applicants undergoing pre-employment processes who may be subject to lawful pre-employment screening aligned with D.O. 53-03 and DOH protocols.
- 2.3** All presumptive or confirmed cases of drug use identified through random/just-cause drug testing, medical consultations, incident investigations, or workplace monitoring.

3. Purpose

3.1 Prevention and Early Identification-Detect and address drug use risks through education, observation, lawful drug testing, and reporting mechanisms.

3.2 Workplace Safety – Reduce incidents, injuries, and errors linked to drug impairment via engineering and administrative controls and safe work practices.



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3.3 Employee Support – Provide confidential referral, treatment, and rehabilitation options through DOH-accredited centers and assist in applicable benefits (PhilHealth/SSS/ECC).

3.4 Non-Discrimination & Due Process – Protect employee rights, ensure confidentiality, and observe due process in all proceedings, consistent with the Labor Code and D.O. 53-03.

3.5 Legal Compliance – Fulfill obligations under **RA 9165, DOLE D.O. 53-03**, and **DOH** drug testing rules (screening + confirmatory testing via DOH-accredited labs).

3.6 Rehabilitation and Reintegration – Support safe, timely return-to-work for employees declared fit for duty after treatment/rehabilitation.

4. Definition of Terms

4.1 Dangerous Drugs – Substances with high potential for abuse/dependence (e.g., methamphetamine hydrochloride “Shabu,” cannabis/marijuana, inhalants, solvents, cocaine, benzodiazepines when misused).

4.2 Drug Abuse – Use of any drug not for its intended medical purpose, resulting in harm and/or workplace risk.

4.3 Drug Dependence – Physical and/or psychological reliance on dangerous drugs, with withdrawal upon cessation.

4.4 Drug Addiction – Chronic brain disease characterized by compulsive drug seeking/use despite harmful consequences.

4.5 Random Drug Testing – Unannounced testing where each employee has an equal chance of selection, conducted only by **DOH-accredited** laboratories with screening and confirmatory tests.

4.6 Just-Cause Testing – Testing based on reasonable grounds (e.g., post-accident, observed impairment, return-to-work after rehabilitation).

4.7 Fitness-to-Work (FTW) Clearance – Medical clearance by an accredited physician/DOH-recognized facility indicating the employee is fit and safe to resume duty.





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4.8 Assessment Team – HR, Safety/OSH, and company medical personnel (or retained clinic) who evaluate results, determine level of care, and recommend admin actions.

5. Signs and Symptoms of Drug Abuse

Employees must be aware of common indicators (one sign alone does not prove use; patterns matter):

- 5.1 Declining interest in work or poor productivity/quality.
- 5.2 Frequent mood swings, irritability, anxiety, or unusual aggression.
- 5.3 Pupil changes, red/puffy eyes, constant runny nose or cough, tremors.
- 5.4 Sudden weight loss, sleep problems, or persistent fatigue.
- 5.5 Poor judgment, accidents, near-misses, or safety-rule violations.
- 5.6 New peer group associated with drug use or secretive behavior.
- 5.7 Unexplained absences, tardiness, or concealment of activities.

6. Responsibilities

6.1 Employees

- 6.1.1 Comply with company rules, lawful drug testing, and safety instructions.
- 6.1.2 Provide complete and truthful health/work history when requested for safety.
- 6.1.3 Report concerns or impairment risks to the Safety Officer or Customer Concierge.
- 6.1.4 Observe universal precautions and safe-work practices at all times.
- 6.1.5 Follow treatment/rehabilitation plans if referred.
- 6.1.6 Maintain confidentiality of co-workers' health information and respect privacy.
- 6.1.7 Follow instructions from the customer concierge and safety officer.

6.2 Management

- 6.2.1 Implement lawful random and just-cause drug testing via DOH-accredited labs.
- 6.2.2 Ensure cases are properly referred, monitored, and documented with strict



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confidentiality.

6.2.3 Provide education/awareness and integrate this program into the OSH Program.

6.2.4 Develop, implement, monitor, and evaluate this Policy and Program through HR, Safety/OSH, and medical personnel.

6.3 Safety Officer

6.3.1 Oversee implementation and compliance with RA 9165 and D.O. 53-03.

6.3.2 Coordinate with DOLE/OSHC, DOH-accredited labs, and rehabilitation centers.

6.3.3 Explain the checklist and acknowledgment form to employees.

6.3.4 Enforce workplace health and safety protocols and incident investigations.

6.3.5 Provide continuing information, education, and training on drug prevention.

6.4 Workforce Operations; Customer Concierge

6.4.1 Monitor for impairment/safety risks and refer promptly to the Safety Officer.

6.4.2 Ensure compliance with testing, referral, and clearance procedures.

6.4.3 Coordinate reports and documentation with the Safety Officer and Client Physician.

6.4.4 Support employees while safeguarding confidentiality.

6.4.5 Conduct periodic health/safety inspections; report suspected cases immediately.

6.5 Customer Care

6.5.1 Coordinate testing schedules and maintain confidential records.

6.5.2 Oversee all disciplinary cases related to this policy.

6.5.3 Conduct due process (NTE, hearing, decision).

6.5.4 Enforce penalties based on the Company Code of Conduct

6.6 Talent Acquisition



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6.6.1 Secure, monitor, and update pre-employment medical documentation.

6.6.2 Maintain forms and explain pre-employment medical checklists.

6.6.3 Process recommended actions for applicants found unfit consistent with law and due process.

6.7 Accredited Clinic/Laboratory

6.7.1 Issue official test results of Drug Test

7. Workplace Preventive Measures

7.1 Education and Advocacy

7.1.1 Conduct quarterly awareness seminars on drug risks, prevention, and available support.

7.1.2 Distribute IEC materials and display “THIS IS A DRUG-FREE WORKPLACE” streamers.

7.1.3 Train Safety Officers and Customer Concierge on impairment recognition, referral, and case handling.

7.2 Workplace Environment Improvement

7.2.1 Maintain safe systems of work and supervision appropriate to risk-critical tasks.

7.2.2 Implement fatigue management, job rotation, and stress-reduction measures where feasible.

7.2.3 Enforce access control in safety-critical areas and incident reporting protocols.

7.3 Health Promotion

7.3.1 Encourage good nutrition, adequate rest, and stress management.

7.3.2 Discourage smoking, alcohol misuse, and drug abuse.



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7.3.3 Promote early help-seeking and confidential consultation with the Safety/Medical team.

8. Screening and Case Detection

8.1 Random Drug Testing: Annual, unannounced, quota-based selection (per D.O. 53-03) via DOH-accredited lab; includes screening and confirmatory tests.

8.2 Just-Cause Testing: Post-accident, observed impairment, or return-to-work after rehabilitation.

8.3 Workplace Case Reporting: Customer Concierge and employees shall promptly report suspected impairment or violations to the Safety Officer.

9. Procedures of Treatment and Case Management

9.1 Identification

9.1.1 Random/Just-Cause Testing and Annual Physical Exam

9.1.1.1 Drug Test will Conduct by Accredited Clinic

9.1.1.2 Positive screening results must undergo **voluntary testing**; all results are confidential.

9.1.1.3 Confirmed positive cases: Customer Concierge shall be referred to the Safety Officer and Customer Care Team for evaluation, counseling, and appropriate administrative action

9.2 Initial Action Plan

9.2.1 Positive Drug Test

9.2.2 Initial positive results must undergo **confirmatory testing** by a **DOH-accredited laboratory**. Voluntary Test by Customer





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9.2.3 If confirmed positive, the employee shall be **referred for counseling and rehabilitation** in line with **RA 9165** and **DOLE Drug-Free Workplace Program** guidelines.

9.2.4 Refusal to undergo confirmatory testing may result in **administrative sanction/termination (for employees)** consistent with **company policy** and the **Labor Code**.

9.2.5 If an employee is pulled out due to a positive drug test result, the matter must be discussed strictly within the Expedise internal team. Recruitment must be notified immediately to facilitate a prompt replacement and prevent operational disruptions.

9.2.6 Confidentiality shall be strictly observed under the **Data Privacy Act of 2012**.

9.3 Resignation and Non-Coordination

If an employee with a presumptive or confirmed case resigns and refuses to coordinate:

9.3.1 The Safety Officer shall document the case and non-cooperation.

9.3.2 The employee will be advised in writing to seek continuous care at the nearest accredited facility.

9.3.3 Confidentiality will be maintained under the **Data Privacy Act**; disclosure is limited to authorized health authorities.

9.3.4 The resignation process shall continue once proper documentation is completed.

9.4 Applicants – Processing Procedures

9.4.1 All applicants shall follow **client-specific pre-employment medical and drug testing requirements**.





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9.4.2 Applicants who receive an initial positive drug test result shall be disqualified in accordance

9.4.3 Talent Acquisition shall process all recommended procedures

10. Social Policies

10.1 Non-Discrimination

10.1.1 Fit employees shall be allowed to continue employment.

10.2 Rehabilitation and Restoration to Work

10.2.1 Employees who complete treatment/rehab and are declared fit shall be restored to their positions without prejudice, subject to any medical restrictions.

11. Benefits and Support

11.1 Counseling and psychosocial support are available via the Health and Safety Committee

12. Reporting, Recording, and Confidentiality

12.1 All records are confidential on a need-to-know basis; results stored securely with controlled access.

12.2 Reporting to authorities shall follow applicable laws and DOH/DOLE guidance.

12.3 Chain-of-custody and data-privacy procedures shall be strictly observed.

13. Monitoring and Evaluation



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- 13.1 The Safety Officer submits quarterly compliance reports to management.
- 13.2 DOLE Regional inspections shall be supported with full documentation.
- 13.3 Annual policy review, or as needed based on updates from DOLE/DOH/PDEA.

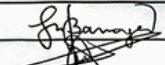
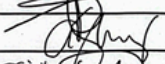


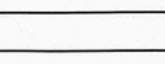
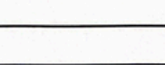
14. Policy Acknowledgement Agreement

Policy Acknowledgment Agreement

I acknowledge that I have read and understood the following policies:

- SSP-HEALTH 002—Implementing Guidelines and Standard Operating Procedures (SOP) for the Expedise Internal Employees Workplace HIV/AIDS Prevention and Control Policy.
- SSP-HEALTH 005 Implementing Guidelines and Standard Operating Procedures (SOP) for the Expedise Drug Free Work Place
- SSP-HEALTH 006 WORKPLACE POLICY AND PROGRAM ON HEPATITIS B PREVENTION AND CONTROL

I understand the procedures, responsibilities, and standards stated in these policies and agree to comply with them.

Name	Signature	Date
MONJAR BARRAGA		1-DEC-2025
Armando Vico		1-Dec-25
Angela Rivera		1-Dec-2025
FRANZ BATA		1-DEC-2025
Michael Chan A. Laceran		1-DEC-2025
VICENTE BATA		1-DEC-2025

