



**U.P. CREDIT COOPERATIVE  
FERNANDEZ HALL**

Delos Reyes Street corner C.P. Garcia  
U.P. Campus, Diliman, Quezon City  
Telefax nos. 8924-8002/8646-8862

**POLICY AND PROGRAMS FOR A DRUG-FREE  
WORKPLACE AT THE U.P. CREDIT COOPERATIVE**

In accordance with the Dangerous Drugs Board Regulation No. 8, Series of 2003, the U.P. Credit Cooperative formulates this Policy and Programs for a Drug-free Workplace

**A. POLICY STATEMENT**

The U.P. Credit Cooperative, herein under referred to as UPCC, is committed to implement measures to maintain a drug-free workplace.

**B. COVERAGE**

This policy and procedures manual shall apply to the UPCC's officers and employees, and members and clients.

**C. POLICIES AND PROGRAMS**

a. Advocacy, Education and Training

- I. The UPCC shall be responsible for increasing awareness and education of its officers, employees, members and clients on the adverse effects of dangerous drugs as well as the monitoring of officers and employees who are susceptible to drug abuse. Topics which may be included in the orientation-education program shall include, among others, the following:
  - ⌚ Salient Features of RA 9165 (the Act) and its Implementing Rules and Regulations (IRR)
  - ⌚ The UPCC policies and programs on drug-free workplace
  - ⌚ Adverse effects of abuse and/or misuse of dangerous drugs on the person, workplace, family and the community
  - ⌚ Preventive measures against drug abuse
  - ⌚ Steps to take when intervention is needed, as well as the services available for treatment and rehabilitation.
- II. The UPCC shall display a billboard or streamer in conspicuous places in the workplace with standard message like "THIS IS A DRUG-FREE WORKPLACE; LET'S KEEP IT THIS WAY!" or such other messages of similar import.
- III. Training on prevention, clinical assessment, and counselling of workers and other related activities shall be sought from the Department of Labor and Employment which provides relevant information on experts and services within the locality where the UPCC located.

IV. In the absence of such capability, particularly in small establishments, DOLE shall, to the extent possible, provide relevant information on experts and services in their localities.

V. In the context of its Social Responsibility Programs, the Cooperative is encouraged to extend drug abuse prevention advocacy and training to its employees' families and its community.

b. Drug Testing Program for Officers and Employees

I. The UPCC shall require its officers and employees to undergo a random drug test for purposes of reducing the risk in the workplace. Strict confidentiality shall be observed with regard to screening and the screening results.

II. Drug testing shall conform with the procedures as prescribed by the Department of Health (DOH) ([www.doh.gov.ph](http://www.doh.gov.ph)). Only drug testing centers accredited by the DOH shall be utilized.

III. Drug testing shall consist of both the screening test and the confirmatory test; the latter to be carried out should the screening test turn positive. The employee concerned must be informed of the test results whether positive or negative.

IV. Where the confirmatory test turns positive, the UPCC shall consult assessment experts to evaluate the results and determine the level of care and administrative interventions that can be extended to the concerned employee.

V. A drug test is valid for one year; however, additional drug testing may be required for just cause as in any of the following cases:

After workplace-related accidents, including near miss;  
Following treatment and rehabilitation to establish fitness for returning to work/resumption of job

VI. In the light of clinical findings and/or upon recommendation of the assessment expert, all cost of drug testing shall be borne by the UPCC.

c. Treatment, Rehabilitation and Referral

I. An employee who is found positive for drugs and needs treatment or rehabilitation shall be referred to a Department of Health accredited center.

II. Following treatment or rehabilitation, the status of the drug dependent employee shall be evaluated by an assessment expert who recommends to the UPCC the resumption of the employee's job if he/she poses no serious danger to his/her co-employees and/or the workplace.

- III. Repeated drug use even after ample opportunity for treatment and rehabilitation shall be dealt with the corresponding penalties under the Dangerous Drugs Act (R.A. 9165) and its Implementing Rules and Regulations.

d. Monitoring and Evaluation

- a. The implementation of this drug-free workplace policies and programs shall be monitored and evaluated periodically by the UPCC with the assistance of authorized expert evaluators from the to ensure that the goal of a drug-free workplace is met.

**D. ROLES, RIGHTS AND RESPONSIBILITIES OF THE COOPERATIVE AND EMPLOYEES**

1. The UPCC 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 UPCC shall obtain a written acknowledgement from the employees that the policy has been read and understood by them.
2. The UPCC 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. EFFECTIVITY**

All concerned shall comply with all the provisions of this policy and program for a drug-free workplace and shall be effective upon adoption and approval by the Board of Directors of the UPCC.

**Approved by the Board of Directors at its Regular Monthly Meeting on April 24, 2024.**