

<b>Jollibee Foods Corporation</b>	<b>Human Resources Policy Manual</b>		
<b>Subject</b>	Policy on Alcohol-free Workplace	<b>Number</b>	CHR 56
<b>Effective Date</b>	May 1, 2017	<b>Revision No.</b>	

## 1. GENERAL STATEMENT OF POLICY

The Company commits to provide a safe, secure and healthy workplace. To support this endeavor, it shall implement an Alcohol-free Policy and Program in all its facilities including the stores and commissaries.

## 2. ACCOUNTABILITY

SBU HR shall be responsible for the set-up of an Assessment Team who will manage the proper implementation of the program in their respective SBU.

The Assessment Team shall be responsible for assessing cases, monitoring and evaluating the program's effectiveness in meeting an Alcohol-free workplace.

Payroll and Salary and Benefits Admin Team shall be responsible for ensuring the proper implementation of the terms of pay, salary and benefits eligibility of employee.

## 3. DEFINITION OF TERMS

- 3.1. Assessment Team- A group of persons composed of occupational safety and health personnel, human resource representative, and employees' representative who are trained to address all aspects of alcohol prevention.
- 3.2. Cause Testing- A form of alcohol-test assessment conducted by the Company when an employee is suspected to be under the influence of alcohol.
- 3.3. Random Testing- A form of alcohol test assessment conducted by the Company. Employees may be selected at random for alcohol testing at any interval determined by the company.

## 4. GUIDELINES

- 4.1. The Company explicitly prohibits use, possession, solicitation or sale of alcohol in the workplace. It shall also prohibit any impairment, or due to influence of alcohol, may cause adverse effect on employee work performance, safety of co-employees or Company's reputation.
- 4.2. The Company shall actively promote alcohol prevention by ensuring awareness of its employees of this policy and by establishing an alcohol-free workplace awareness program which shall include information on the following:
  - a. Dangers involved in the use, possession, solicitation or sale of alcohol in the workplace;
  - b. Policy of maintaining an alcohol-free workplace including disciplinary action for policy violation; and
  - c. Any available employee assistance program.

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4.3. The Company shall set-up testing procedures to ensure that the workplace is alcohol-free always. It shall use the following procedures:

- a. **Cause-Test** - If an employee's behavior may cause the Company to suspect that he is using, possessing, soliciting or selling alcohol in the workplace e.g., he gets involved in an accident or a near miss accident in the workplace due to suspected use of alcohol, the Company shall:
  - a. Request the employee to submit himself to a cause-test.
  - b. In case of objection, the employee may write the Company explaining his objection to the test.
  - c. If the Company determines there is no valid reason for objecting to the test and employee continues to decline being subjected to the test, the Company's disciplinary process shall be activated.
  - d. If the cause-test showed positive result, the employee will be referred to the Assessment Team for further examination. The team shall also be responsible for determining the level of care and administrative interventions to be applied in such cases.
  - e. If employee disagrees with the result of the assessment team, he shall be subjected to another alcohol testing at the nearest medical facility.
- b. **Random Test** - At any time during the working hours, the Company may conduct a random alcohol test with its employees. If the employee objects to subject himself to the random test, he must state his objection and the reason thereof in writing. The Company shall immediately decide whether the ground for objection is valid or not. Should the Company find that the objection is not valid and the employee still refuses to submit himself to the test, the refusal will be considered as a ground for disciplinary action. If the test showed a positive result, the employee will be referred to the assessment team for further examination. However, if the employee still disagrees with the result of the assessment team, he will be subjected to another alcohol testing at the nearest medical facility.

4.4. The Company shall bear the costs of both cause and random tests, as well as confirmatory tests required from its employees.

## 5. CONFIDENTIALITY

5.1. The Company shall observe and protect the confidentiality of results of alcohol tests done to employees, and any other action/s done in relation to such results.

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## 6. TREATMENT, REHABILITATION AND REFERRAL

6.1. The Assessment Team shall determine if an employee who is addicted to alcohol would need referral for treatment and/or rehabilitation in a Department of Health-Accredited Center. This benefit is only given to employees who seek help from the assessment team. In addition, a regular employee who needs to undergo rehabilitation shall be given the following assistance:

- a. The Company shall pay 50% of the cost of the rehabilitation program up to maximum of P50,000. The full cost of the treatment shall be advanced by the Company and shall be deducted from employee's pay when he resumes work.
- b. During the period of rehabilitation, the employee may consume his available sick and vacation leave credits. After which, employee shall file for unpaid personal leave for the remainder of his rehabilitation. A monthly allowance shall be provided during the period of personal leave at P3,000/month up to maximum of 6 months of confinement to a rehabilitation facility.
- c. If employee goes on AWOL or leave the facility without an approval from the facility head and HR, he shall refund the Company the full cost of the rehabilitation program.

## 7. DISCIPLINARY ACTION

Employee shall be subjected to appropriate disciplinary action for any violation of this Policy.

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