

QUESTION	ANSWER
1 What is the Drug Free Workplace Policy?	The Drug Free workplace policy is a policy which contains all systems and procedures for employee drug screening and testing, ensuring that the company maintains a drug-free environment.
2 Why is there a Drug Free Workplace Policy?	It is the company's responsibility to ensure employee productivity through a drug-free environment in accordance with the law and in coordination with the City Health Office and the Dangerous Drugs Board.
3 Who is covered by this policy?	All regular employees are covered by this policy on Drug-Screening, Testing and Rehabilitation.
4 What should I expect from the company?	The company is responsible in conducting on-the-spot drug testing subject to the guidelines indicated in the policy.
5 Am I required to undergo Drug Screening and Testing?	Yes, all regular employees may be required to submit themselves to drug screening and testing.
6 What if I refuse to be tested?	Should an employee refuse to be tested, he will be asked to sign a <b>REFUSAL TO UNDERGO DRUG SCREENING/TESTING</b> form.
7 What if I test positive?	If tested positive and rehabilitation is recommended, the company shall assist you following company policy on drug rehabilitation.
8 How do I qualify for the Drug Rehabilitation program?	Qualifications for entry to the program include the following: <ul style="list-style-type: none"> <li>• A regular employee of Jollibee Foods Corporation at the time of submission to the program</li> <li>• The employee's voluntary submission to the program</li> <li>• The family agrees to be part of the program.</li> <li>• Entry to the program is with full knowledge of the employee's direct superior</li> <li>• The employee was not a former client of the program</li> </ul>
9 How do I enter the drug rehabilitation program?	If the requirements stated in #8 are met, proceed to HR for your voluntary submission to the Drug Rehabilitation Program.

	Within a period of one (1) month, HR will complete your case study which will serve as basis for referral to the accredited diagnostic and rehabilitation center.
<b>10 Who else will know that I have submitted myself to the program?</b>	<p>HR will inform only the direct supervisor and the family of the employee about the program.</p> <p>Utmost confidentiality of each “employee’s case” is the company’s responsibility.</p>
<b>11 What happens to my work assignment?</b>	Your direct superior will be managing your work assignments while you are undergoing rehabilitation.
<b>12 What is my family’s participation in the process?</b>	With the assistance of HR, your family will file a petition with the regular court for you to be under the jurisdiction of the government/ private diagnostic and rehabilitation agencies three days from your admission into the program.
<b>13 Once admitted to the program, would I need to file a leave of absence?</b>	Yes, you will need to file an authorized leave of absence with the HR for documentation purposes.
<b>14 Will I be paid during my rehabilitation program?</b>	<p>You will be on leave without pay after consuming your remaining vacation leave and sick leave credits.</p> <p>Take note however that you will be given a monthly allowance subject to approval of HR.</p>
<b>15 Am I entitled to bonuses even if I am under the program?</b>	Bonuses will be pro-rated based on the actual number of days worked before entry to the program and after your discharge from the program.
<b>16 Will the company help shoulder costs associated with the program?</b>	<p>The company will equally share in the cost of the rehabilitation program. It shall advance the payments to the rehabilitation center. Your share of the cost will be deducted from your salary as soon as you are fit to work.</p> <p>However, should you decide to quit or go AWOL without finishing the program, all costs incurred during the rehabilitation will be deducted from your separation pay.</p>
<b>17 I have pending cases filed against me, what will happen to these once I enter the program?</b>	<p>Proper coordination will be made with HR regarding pending cases. The following rules shall apply:</p> <ul style="list-style-type: none"> <li>• Offenses committed before your admission to the program can still be the subject of disciplinary action. Minor offenses may be mitigated when found to be the result of drug dependence.</li> <li>• Except when the penalty is dismissal, penalties already imposed prior to your admission shall be</li> </ul>

enforced or continued after the rehabilitation.	
<b>18 What if I leave/discontinue the rehabilitation premises without consent?</b>	<p>The following consequences will be enforced:</p> <ul style="list-style-type: none"><li>• Authorized leaves will be void</li><li>• Government/ private diagnostic and rehabilitation agencies will not be responsible</li><li>• Forfeiture of allowances, bonuses and cost sharing;</li><li>• JFC will not admit you back to the company and will be advised to return to the rehabilitation center.</li><li>• Considered AWOL during the period he left the center, which may result to dismissal;</li></ul>
<b>19 What happens after the rehabilitation period?</b>	<p>The rehabilitation center will either:</p> <ol style="list-style-type: none"><li>1.) Certify that the client is fit to work;</li><li>2.) Require further medication and treatment or</li><li>3.) Recommend his discharge due to his mental, physical and psychological fitness</li></ol> <p>In any case, HR and the department concerned will decide on the matter accordingly.</p>