



DUTIES AND RESPONSIBILITIES OF THE DRUG-FREE WORKPLACE COMMITTEE:

1. The Team shall regularly report the results of drug testing and the number of employees who tested positive to the Committee and the DDB.
2. The LGU shall provide DOH training for its physicians on conducting Drug Dependency Examinations.
3. The LGU shall continuously promote awareness and education on the harmful effects of dangerous drugs through advocacy and training programs.
4. All officials and employees **must attend orientation and education programs about RA 9165**, harmful effects of drugs, prevention measures, and available intervention and rehabilitation services.
5. The LGU shall ensure that all employees are informed about workplace drug prevention policies and shall secure their written acknowledgment that they have read and understood the policy.
6. The LGU shall shoulder the expenses for screening and confirmatory drug tests of employees, subject to government budgeting and auditing rules, except for new entrants.

CONFIDENTIALITY

All drug test results and records shall remain **STRICTLY CONFIDENTIAL** in accordance with RA 9165.

For more information about LGU Iba Drug-Free Workplace Policy and Program scan this:



LGU-IBA



POLICY AND PROGRAM

CONTACT US:

- Iguibazambales@gmail.com
- 0998-990-9849
- Purok-1 Brgy. Dirita Baloguen, Iba, Zambales 2201

*This is a Drug-Free Workplace:
"Let us keep it this way"*

IN COMPLIANCE WITH:

- Republic Act No. 9165 - "Comprehensive Dangerous Act"
- DDB Regulation No. 13, s. 2018
- CSC Memorandum Circular No. 13, s. 2017

"Serbisyo ng May Malasakit"

OBJECTIVES

The Local Government Unit of Iba Drug-Free Workplace Policy aims to safeguard the well-being of our employees and to provide a safe environment for everyone.

STATEMENT OF POLICY

The LGU is committed to create and maintain a drug-free workplace to ensure effective and efficient public service, free from the hazards of drug use in the workplace.

- The use, possession, solicitation, or sale of dangerous drugs within the workplace or during official duties and travel is strictly prohibited.
- Employees are prohibited from being under the influence of dangerous drugs even outside the workplace if it may affect their conduct, safety, or the reputation of the LGU.
- The presence of any detectable amount of dangerous drugs in the employee's system while at work, while on the premises of the LGU or while on official business.
- The Committee shall assist the Municipal Mayor in drafting and implementing the provisions of the Drug-Free Workplace Policy and Program.

The Committee shall create an **ASSESSMENT TEAM** (herein referred to as the "Team") which is composed of the following:

- Municipal Health Officer
- Municipal Social Welfare and Development Officer
- Designated LGU Personnel who are Registered Psychometricians (RPMs)
- Municipal Human Resource Management Office Staff

The Team shall assist in the conduct of substance abuse awareness and prevention programs. The LGU shall ensure that members of the Team undergo regular training.

MANDATORY DRUG TESTING

1. The LGU shall conduct mandatory, random, and suspicionless drug testing of all officials and employees as a condition for retention in government service at a period determined by the Committee.
2. Any official or employee may be required to submit to reasonable-suspicion drug testing recommended by the Committee.
3. Subsequent random testing shall be periodically conducted in an interval not to exceed two (2) years.
4. Shall conduct the drug tests in accordance with the procedures set forth by the DDB, to include but not limited to the following:

a. The drug test shall only be conducted by a government drug testing laboratory or by a drug testing laboratory duly authorized and accredited by the Department of Health (DOH) recommended by the Committee.

b. The randomly selected officials and employees shall fill out and sign a chain of custody form issued to them.

c. The specimen bottles must be properly labelled and taking of specimen samples for screening test must be done in an area where manipulation (e.g. adding of water) is not possible.

d. Specimen samples found positive in the screening test shall be submitted for confirmatory testing within the same day.

5. The LGU shall inform the official or employee who was subjected to a drug test of the test results whether positive or negative.
6. A positive drug test result from the confirmatory test shall immediately be made known to the Municipal Mayor, or to the person designated by the Municipal Mayor, who shall then notify the concerned official or employee.
7. A positive drug test result from the challenge test is deemed final and the official or employee shall be immediately subjected to the provision in the succeeding section.
8. The drug test result shall be attached to the 201 file of the official or employee. All drug test results and records must strictly be held confidential as provided for under the pertinent provisions of RA No. 9165.

ADMINISTRATIVE LIABILITY

1. Employees or officials found using dangerous drugs during their intervention or rehabilitation period may face the administrative offense of Grave Misconduct, which is punishable by dismissal from service.
2. Employees or officials who fail to obtain the required certificate of completion or clearance after rehabilitation may be charged with Grave Misconduct and may be dismissed from service.
3. Employees or officials who refuse treatment or fail to complete rehabilitation after testing positive for drug use may be charged with Grave Misconduct, based on their positive drug test result.
4. Any employee or official who unjustifiably refuses to undergo drug testing may be charged with Gross Insubordination, with penalties ranging from suspension to dismissal or termination of contract.
5. Employees or officials who test positive again after completing rehabilitation, or who use drugs during rehabilitation, may be charged with Grave Misconduct.
6. Any employee or official who tampers with drug test results or interferes with the drug testing process may be charged with Grave Misconduct or termination of contract.
7. While prescription drugs may be necessary for medical treatment, misuse or abuse of prescription medication will be treated the same as illegal drug abuse.
8. Repeated drug use despite opportunities for treatment and rehabilitation may lead to penalties under RA 9165 and may be grounds for dismissal from service.
9. Officials or employees caught using or selling illegal drugs may be charged with Grave Misconduct or termination of contract, aside from possible criminal charges under RA No. 9165 and related laws.