

MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE	DRUG FREE WORKPLACE POLICY AND PROGRAM	Ref. No.
DEPARTMENT	HUMAN RESOURCES DEPARTMENT	HRD-16-01-025
TO	BRANCH MANAGER, CASHIER, ASST. CASHIER, CREDIT SUPERVISOR, ACCOUNT COUNSELOR, MARKETING ASSISTANT, BRANCH MECHANIC	JANUARY 05, 2016

## OBJECTIVE

1. To safeguard the health and safety of its employees. Thus, it is the utmost thrust of the management to provide a safe place and promote a Drug free workplace to its employees.
2. To implement strict compliance in pursuant to the Drug Free Workplace program under the Department of Labor and Employment Worker's Compensation Law.

## POLICIES:

### 1. SCOPE

- 1.1. All employees are covered by this policy and, as a condition of employment, are required to abide by the terms of this policy. Because of state or governmental laws and regulations, certain employees may be subject to additional requirements.

### 2. DEFINITION

#### 2.1. "Alcohol"

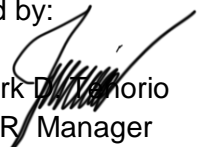
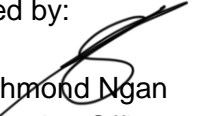
Colorless volatile flammable liquid that is the intoxicating constituent of wine, beer, spirits and other drinks and is also used as an industrial solvent and as fuel.

#### 2.2. "Drugs"

2.2.1. A medicine or other substance which has a physiological effect when ingested or otherwise introduced into the body.

2.2.2. Prohibited Drugs refers either to:

2.2.2.1. "Prohibited Drug" That which includes opium and its active components and derivatives, such as heroin and morphine; coca leaf and its derivatives principally cocaine; alpha and beta eucaine; hallucinogenic drugs, such as mescaline, lysergic acid diethylamide (LSD) and other substances producing

Prepared by:  Mark D. Morio HR Manager	Approved by:  Richmond Ngan Executive Officer	Effective  February 1, 2016	Page 1 of 5
--	---	-----------------------------------	-------------

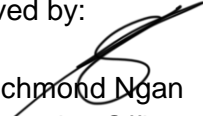
similar effects; Indian hemp and its derivatives; all preparations made from any of the foregoing; and other drugs, whether natural or synthetic, with the physiological effects of a narcotic drug; or

- 2.2.2.2. "Regulated Drug," which includes self-inducing sedatives, such as secobarbital, phenobarbital, pentobarbital barbital, amobarbital and any other drug which contains a salt or a derivative of a salt of barbituric acid; any salt, isomer or salt of an isomer, of amphetamine, such as benzedrine or dexedrine, or any drug which produces a physiological action similar to amphetamine; and hypnotic drugs, such as methaqualone or any other compound producing similar physiological effects
- 2.2.3. "Narcotic drug" refers to any drug which produces insensibility, stupor, melancholy or dullness of mind with delusions and which may be habit-forming, and shall include opium, opium derivatives and synthetic opiates;
- 2.2.4. "Sell" means the act of giving a dangerous drug, whether for money or any other material considerations;
- 2.2.5. "Use" refer to the act of injecting, intravenously or intramuscularly, or of consuming, either by chewing, smoking, sniffing, eating, swallowing, drinking, or otherwise introducing into the physiological system of the body, any of the dangerous drugs
- 2.3. "Prohibition"
- 2.3.1.1.1. Is the legal act of **prohibiting** the carrying, storage, selling and use of prohibited drugs and alcoholic beverages inside the premises of Mitsukoshi Motors Philippines Inc.

### 3. GUIDELINES

#### 3.1. Prohibition in the use of Alcohol

- 3.1.1. The consumption of alcohol on the property of the Company or while on duty;
- 3.1.2. Off-duty abuse of alcohol which adversely affects an employee's job performance or adversely affects or threatens to adversely affect other interests of the Company;
- 3.1.3. The personal possession (i.e., on the person, or in a desk or locker) of alcohol on Company property or on duty;
- 3.1.4. Reporting to work or to work under the influence of alcohol;
- 3.1.4.1. For the purpose of this policy, an employee is presumed to be under the influence of alcohol if a blood test or other scientifically acceptable testing

Prepared by:  Mark D. Morio HR Manager	Approved by:  Richmond Ngan Executive Officer	Effective  February 1, 2016	Page 2 of 5
--	---	-----------------------------------	-------------

procedure shows a forensically acceptable positive quantum of proof of alcohol usage

### **3.2. Prohibition in the use of Drugs**

- 3.2.1. The use, sale, purchase, possession, manufacture, distribution or dispensation of drugs on Company property or during working time;
- 3.2.2. Report to work or work under the influence of drugs;
  - 3.2.2.1. For the purpose of this policy, an employee is presumed to be under the influence of drugs if a urine test, blood test or other accepted testing procedure shows a forensically acceptable positive quantum of proof of drug usage
- 3.2.3. Any employee who is taking any prescription of drug which might impair safety, performance or any motor functions must advise his immediate Superior before reporting to work under such medication.

### **3.3. Discipline**

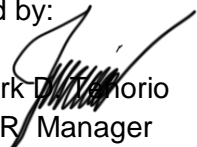
- 3.3.1. The employee maybe subject to alcohol or drug testing.
- 3.3.2. The employee maybe put under suspension without pay pending the result of the test
- 3.3.3. Employees who violate the policy are subjected to disciplinary action up to and including termination
- 3.3.4. The disciplinary action is indicated in the Company Code of Discipline

### **3.4. Notice to Employees and new hires**

- 3.4.1. This policy shall be disseminated to all the employees of the company via a memorandum that it is one of the major conditions of employment
- 3.4.2. Recruitment team shall include in the requirements for employment “drug tests” for positions where drug testing is required and will include in the Orientation of new hires the policy of the Drug Free Workplace policy.
- 3.4.3. This policy will be disseminated and shall be made available at Mitsukoshi Motors Phils, Inc, and all its establishments including its allies in cases of governmental inspection

### **3.5. Continuous Improvement**

- 3.5.1. A Signage will be placed in the conspicuous place in the Head Office as well as the branches that “MMPI / BRANCH is a DRUG AND ALCOHOL FREE WORKPLACE”
- 3.5.2. The company shall conduct :

Prepared by:  Mark D. Morio HR Manager	Approved by:  Richmond Ngan Executive Officer	Effective  February 1, 2016	Page 3 of 5
--	---	-----------------------------------	-------------

- 3.5.2.1. Once (1x) a year drug test to those employees who's function needs to be tested
- 3.5.2.2. Or conduct a random check on employees as maybe deemed necessary by the company
- 3.5.3. Continuous training to improve employee health and safety conditions shall be established by the company.

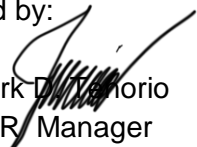
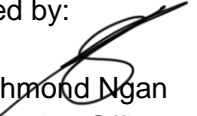
## **PROCEDURES:**

### **1. Branch Manager**

- 1.1. Upon publication of this policy, BM must conduct orientation/dissemination of this policy during the branch 15 minutes meeting.
  - 1.1.1. Ensure that all employees have read and noted clarifications about this policy.
  - 1.1.2. Let employees explain their understanding about the policies and provide time to share their feedback and clarifications.
  - 1.1.3. Provide and explain the copy of employee agreement and consent to drug and/or alcohol testing.
  - 1.1.4. Let every employee sign the copy of the agreement and ensure that receiving copy will be forwarded to HRD.
  - 1.1.5. Ensure consistent reminder of the policy.

### **2. Employee Agreement and Consent to Drug and/or Alcohol Testing explanation**

<b><u>PARTICULAR</u></b>	<b><u>EXPLANATION</u></b>
2.1 Company Name	: Indicate Employee's current Company
2.2 Signature over Printed Name- Date	: Employee's Full name and Signature and indicate actual date of acknowledgement (MM-DD-YYYY)
2.3 Company Representative-Date	: Branch Manager indicate actual date of acknowledgement (MM-DD-YYYY)

Prepared by:  Mark D. Morio HR Manager	Approved by:  Richmond Ngan Executive Officer	Effective  February 1, 2016	Page 4 of 5
--	---	-----------------------------------	-------------

**EMPLOYEE AGREEMENT AND CONSENT TO  
DRUG AND/OR ALCOHOL TESTING**

I hereby agree, upon a request made under the drug/alcohol testing policy of **(NAME OF COMPANY)** to submit to a drug or alcohol test and to furnish a sample of my urine, breath, and/or blood for analysis. I understand and agree that if I at any time refuse to submit to a drug or alcohol test under company policy, or if I otherwise fail to cooperate with the testing procedures, I will be subject to immediate termination. I further authorize and give full permission to have the Company and/or its company physician send the specimen or specimens so collected to a laboratory for a screening test for the presence of any prohibited substances under the policy, and for the laboratory or other testing facility to release any and all documentation relating to such test to the Company and/or to any governmental entity involved in a legal proceeding or investigation connected with the test. Finally, I authorize the Company to disclose any documentation relating to such test to any governmental entity involved in a legal proceeding or investigation connected with the test.

I understand that only duly-authorized Company officers, employees, and agents will have access to information furnished or obtained in connection with the test; that they will maintain and protect the confidentiality of such information to the greatest extent possible; and that they will share such information only to the extent necessary to make employment decisions and to respond to inquiries or notices from government entities.

I will hold harmless the Company, its company physician, and any testing laboratory the Company might use, meaning that I will not sue or hold responsible such parties for any alleged harm to me that might result from such testing, including loss of employment or any other kind of adverse job action that might arise as a result of the drug or alcohol test, even if a Company or laboratory representative makes an error in the administration or analysis of the test or the reporting of the results. I will further hold harmless the Company, its company physician, and any testing laboratory the Company might use for any alleged harm to me that might result from the release or use of information or documentation relating to the drug or alcohol test, as long as the release or use of the information is within the scope of this policy and the procedures as explained in the paragraph above.

This policy and authorization have been explained to me in a language I understand, and I have been told that if I have any questions about the test or the policy, they will be answered.

I UNDERSTAND THAT THE COMPANY WILL REQUIRE A DRUG SCREEN AND/OR ALCOHOL TEST UNDER THIS POLICY WHENEVER NECESSARY AS DEEMED FIT BY THE MANAGEMENT LIKE BUT NOT LIMITED TO:

1. UNDER THE INFLUENCE OF DRUGS OR ALCOHOL
2. WHEN ENGAGED INTO A FIGHT OR INJURY

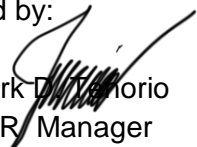
FOR THIS MATTER, I AGREE TO SUBMIT TO ANY SUCH TEST.

\_\_\_\_\_  
Signature of Employee over Printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Date

Prepared by:  Mark D. Morio HR Manager	Approved by:  Richmond Ngan Executive Officer	Effective  February 1, 2016	Page 5 of 5
--	---	-----------------------------------	-------------