

## ALCOHOL & SUBSTANCE ABUSE POLICY

The Company has **ZERO TOLERANCE** to drug or alcohol use in the workplace and is committed to a safe, healthy, and productive workplace whilst complying with legal responsibilities. Alcohol, drug, or other substance abuse may impair a persons ability to perform properly and will have serious adverse effects on the safety, efficiency and productivity of others and the Company as a whole.

This Policy dictates that no drugs or alcohol are permitted on Company owned or controlled assets at any time unless the drugs that are supplied are for the purposes of first aid or any other medical purposes.

- The misuse of legitimate drugs, or the use, possession, distribution or sale of illicit un-prescribed drugs whilst on Company business premises and vessels is strictly prohibited and is grounds for immediate termination.
- Possession, use, distribution or sale of alcoholic beverages on Company premises and vessels is strictly prohibited and being unfit for work because of alcohol is grounds for termination.

While this policy refers specifically to alcohol and drugs, it is intended to apply to inhalants and all other forms of substance abuse.

### STATEMENT

#### Scope

This Policy forms a statement of the principles that guide our daily operations and establishes how we expect management, employees, service providers, clients, visitors and Company representatives to act in accordance with the law and applicable Company policies, procedures and guidelines.

This Policy does not discriminate at any level and applies **equally to all** persons who have an association with the Company.

#### Right to Search / Testing

The Company may conduct unannounced searches for drugs and alcohol on Company owned or controlled assets. The Company may also require employees to submit to medical evaluation or alcohol and drug testing where reasonable cause exists to suspect alcohol or drug use, including following workplace incidents.

Testing may be carried out for any reasonable cause should any employee demonstrate suspicious and/or dangerous behaviour individually or involving others.

Similarly, in line with documented procedures and as a part of a drills, periodic unannounced random drug and alcohol tests may also be carried out which may involve all employees or contractors or a percentage thereof.

Alcohol and drug testing will be performed either by qualified appointed Company personnel or at a subcontracted medical facility.

Any confirmed positive results may lead to termination of employment for misconduct.

#### Responsibility

The Company recognises alcohol or drug dependency as a treatable condition. Employees who suspect they have alcohol or drug dependency are encouraged to seek advice and to follow appropriate treatment promptly before it results in job performance problems.

Any service providers, clients or visitors failing to co-operate with the Company in this regard may result in the removal from Company premises and denial of future entry.

#### Continuous Improvement

This Policy is reviewed annually by Senior Management and revised as necessary to reflect changing operational conditions, new technology, government policies and legislation.

This Policy was approved by the CEO and Managing Director on 03.06.2019.

Signed Policies are available upon request.