



Tec Group **Substance Abuse Company Policy**

Policy brief & purpose

We will establish safeguards against drug and alcohol abuse to ensure a safe and healthy working environment. Substance abuse imposes a burden on those caught up in the abuse, but also on their co-workers. It may lead to poorer job performance and accident risks. To mitigate these risks, we have developed this substance abuse policy to prohibit the use, possession or sale of drugs on company premises and strictly regulate the consumption of alcohol.

Scope

All job applicants, employees, contractors and part-time employees should abide by the provisions of this policy. Further to this, all company property is subject to search, such as lockers and desks, in the event an investigation regarding alleged substance misuse is instigated.

Policy elements

Illegal drugs, inhalants and prescription, as well as over-the-counter drugs (including legal highs) fall into the “substances” category. We will also place restrictions on alcohol consumption.

Whilst working, you must not:

- Possess, use or be under the influence of alcohol, inhalants or drugs. You can consume alcohol in moderation, ONLY when pre-authorised by management during approved business meetings or social gatherings. This does not apply in the event you will subsequently operate a vehicle.
- Sell, buy, transfer or distribute drugs or drug paraphernalia.
- Use prescription drugs (e.g. medical marijuana) while working or being on company premises.

To prevent accidents and productivity losses, we reserve the right to implement drug and alcohol testing for employees/candidates when:

1. We have made a formal job offer to the final candidate or when we are about to promote a current employee.
2. The circumstances surrounding a workplace accident are unclear and we want to ensure there was no substance abuse involved.



3. Reasonable suspicions have arisen where external signs of drug or alcohol use are exhibited and identified, that are not the consequence of a pre-existing health condition disclosed by the individual.

3. We want to test employees randomly.

Especially if you are doing a safety-sensitive job (e.g. physical engineer), we reserve the right to withdraw our job offer, alter your job duties or send you home for the day if you're under the influence of drugs or alcohol, other than those prescribed by a medical professional. We may also terminate your employment if your actions create safety risks. We will determine the best disciplinary action on a case-by-case basis.

Depending on the law, you may still clear a random drug test if you test positive for prescription drugs (e.g. medical marijuana.) However if your job is safety-sensitive, you must demonstrate that you can perform your duties without problems. Your supervisor will be responsible for spotting and reporting any impairment resulting from drug use.

Disciplinary Consequences

We may invoke disciplinary action up to termination, when you:

- Test positive for hard drugs (e.g. cocaine.)
- Fail a sobriety test.
- Sell, or attempt to sell, any form of substance.
- Use any kind of drug on company premises, other than those prescribed by a medical professional (which should be disclosed by the individual upon commencement of employment).
- Refuse to take a company mandated drug test.

Managers will decide on the appropriate disciplinary action depending on the circumstances.