

# Drug and Alcohol Policy

## Purpose

Being under the influence of alcohol or drugs can seriously impair an individual's judgments and reactions leading to anti-social behavior, mental health and an increased risk of accidents/injuries occurring. The aim of this policy is to ensure the safety of all employees, contractors, and visitors by having clear rules in place regarding use and possession of alcohol and drugs, and to support those who have reported a problem with alcohol or drug dependence.

For the purpose of the policy, alcohol dependence is defined as:

*"The habitual drinking of intoxicating liquor by an employee, whereby the employee's ability to perform his/her duties is impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others".*

Drug dependence is defined as:

*"The habitual taking of drugs by an employee other than drugs prescribed as medication, whereby the employee's ability to perform his/her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others".*

## Principles

All employees and contractors will be treated consistently and fairly in line with this policy.

The rules on alcohol and drugs will be strictly enforced.

This policy is designed to comply with Federal law no 8 of 1980 Chapter V article 99,100 and 153

## Scope

The Company's alcohol and drugs policy applies to all employees.

The rules laid out in this policy apply to all employees and contractors.

## Rules

The Company's policy is that during working hours and always whilst on work premises employees must be free from the influence of drugs or alcohol. This will help to ensure the health and safety of employees and others with whom they come into contact, to maintain the efficient and effective operation of the business. For those reasons, rules will be strictly enforced to any one

- be in possession of alcohol or illegal drugs\*\* in the workplace;
- supply others with illegal drugs\*\* in the workplace;
- report to work with the influence of alcohol or drugs (whether illegal or not) or to substance abuse.

Any misconduct should be notified to HR without fail.

\*\* Illegal drugs include but are not limited to heroin, cannabis/marijuana, cocaine, ecstasy and amphetamines

In addition, employees or contractors engaged by Moalajah must –

- ensure they are aware of the side effects of any prescription drugs;
- advise their line manager or a member of the management team immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others. For example, drowsiness.

Contravention of these rules is gross misconduct and the Company will take disciplinary action for any breach of these rules, which may include summary dismissal. In the case of agency workers or contractors, services may be terminated immediately upon a breach of these rules. When there is reasonable belief that an individual is under the influence of alcohol or drugs on reporting for work or during work, (for example if there was a strong smell of alcohol on the person's breath), they must be sent home immediately. A search may also be carried out in line with the Company's Staff accommodation policy\*\*\* and random testing to identify the abuse will be conducted at work place.

\*\*\* Any non-compliance will be dealt by HR

Franck Bon

General Manager

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