

0	FRONT MATTER
0.1	TABLE OF CONTENTS

Issue:	00
Revision:	00
Date:	18-Feb-2024

0 FRONT MATTER

0.1 TABLE OF CONTENTS

0	FRONT MATTER	0-3
0.1	TABLE OF CONTENTS	0-3
0.2	REVISION HIGHLIGHTS	0-5
0.3	RECORD OF REVISIONS	0-7
0.4	RECORD OF OPERATIONS MANUAL NOTICE (OMN)	0-9
0.5	LIST OF EFFECTIVE PAGES	0-11
0.6	LIST OF TABLES	0-13
0.7	LIST OF FIGURES	0-15
0.8	LIST OF COMPLIANCE ENTRIES	0-17
0.9	MANAGEMENT APPROVAL	0-19
0.10	GACA ACCEPTANCE	0-21
0.11	INTRODUCTION	0-23
0.11.1	POLICY	0-23
0.11.2	APPLICABILITY	0-23
0.11.3	COMMON LANGUAGE	0-23
0.11.4	USAGE OF TERMS	0-23
0.11.5	HUMAN FACTOR PRINCIPLES	0-23
0.11.6	APPLICABLE REGULATIONS AND STANDARDS	0-24
0.12	ABBREVIATIONS, ACRONYMS AND DEFINITIONS	0-25
0.12.1	ABBREVIATIONS AND ACRONYMS	0-25
0.12.2	DEFINITIONS	0-26
0.13	SYSTEM OF AMENDMENT AND REVISION	0-27
0.13.1	MANUAL OWNERSHIP	0-27
0.13.2	MANUAL HOLDER RESPONSIBILITY	0-27
0.13.3	DISTRIBUTION LIST AND AVAILABILITY	0-27
0.13.4	PUBLICATION HIERARCHY	0-27
0.13.5	MANUAL STRUCTURE	0-27
0.13.6	SOURCE OF AMENDMENTS	0-28
0.13.7	REFERENCED AND LINKED DOCUMENTS	0-28
0.13.8	FORMAT AND DOCUMENTATION CONTROL REQUIREMENTS	0-28
0.13.9	ERROR REPORTING AND CORRECTIONS AND SUGGESTIONS FOR IMPROVEMENT	0-28

PROBLEMATIC USE OF PSYCHOACTIVE SUBSTANCES PROGRAM

0	FRONT MATTER
0.1	TABLE OF CONTENTS

Issue:	00
Revision:	00
Date:	18-Feb-2024

1	PSYCHOACTIVE SUBSTANCES POLICY	1-1
1.1	GENERAL.....	1-1
1.1.1	POLICY STATEMENT.....	1-1
1.1.2	SCOPE AND APPLICABILITY	1-2
1.1.3	PROHIBITED SUBSTANCES	1-2
1.1.4	CONSEQUENCES OF VIOLATION.....	1-3
1.1.5	REPORTING SUSPECTED VIOLATIONS	1-3
1.1.6	RESOURCES FOR EMPLOYEES.....	1-3
1.2	RESPONSIBILITY AND APPLICABILITY	1-4
1.2.1	ACCOUNTABLE PERSON FOR POLICY CONTROL	1-4
1.2.2	IMPLEMENTATION RESPONSIBILITY	1-4
1.2.3	TESTING AGENCY REQUIREMENT	1-4
2	PSYCHOACTIVE SUBSTANCE TESTING PROGRAM	2-1
2.1	INTRODUCTION TO RIYADH AIR PSYCHOACTIVE SUBSTANCE TESTING PROGRAM	2-1
2.1.1	COLLECTION SITE.....	2-1
2.1.2	LABORATORY REQUIREMENT	2-2
2.2	TESTING OF STAFF FOR THE PSYCHOACTIVE SUBSTANCE USE	2-3
2.2.1	TYPE OF TESTS.....	2-3
2.2.2	CONSEQUENCES OF POSITIVE TEST RESULT	2-7
2.2.3	FOLLOW-UP TESTING.....	2-8
2.3	TESTING GUIDELINES	2-9
2.3.1	ALCOHOL TESTING.....	2-9
2.3.2	PSYCHOACTIVE SUBSTANCE TESTING	2-9
2.3.3	REPORTING TO GACA	2-10
3	TRAINING AND EDUCATION	3-1
3.1	TRAINING	3-1
3.2	EDUCATION.....	3-3
4	APPENDICES	4-1
4.1	RESERVED	4-1

0	FRONT MATTER
0.2	REVISION HIGHLIGHTS

Issue:	00
Revision:	00
Date:	18-Feb-2024

0.2 REVISION HIGHLIGHTS

This table summarizes the major changes made to each revision, not all changes. Throughout each review cycle, subsequent entries may change prior entries or proposed changes may be held, disregarded, and/or obsolete. This is a summary of input received throughout the duration. Changes throughout the manual are indicated by vertical revision bars.

Note: The vertical bar (change bar) in the margin indicates a change, addition, or deletion in the adjacent text for the current revision of that page only.

Issue	0	Revision	1	Date	
TITLE					
Section	Section Title	Revision Details		Incorporated by	

Issue	0	Revision	2	Date	
TITLE					
Section	Section Title	Revision Details		Incorporated by	



RIYADH AIR
طيران الرياض

PROBLEMATIC USE OF PSYCHOACTIVE SUBSTANCES PROGRAM

0	FRONT MATTER
0.2	REVISION HIGHLIGHTS

Issue:	00
Revision:	00
Date:	18-Feb-2024

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RIYADH AIR
طيران الرياض

PROBLEMATIC USE OF PSYCHOACTIVE SUBSTANCES PROGRAM

0	FRONT MATTER
0.3	RECORD OF REVISIONS

Issue: 00
Revision: 00
Date: 18-Feb-2024

0.3 RECORD OF REVISIONS

Issue	Rev	Rev Date	Received via
00	IR/00	18 FEB 2024	



RIYADH AIR
طيران الرياض

PROBLEMATIC USE OF PSYCHOACTIVE SUBSTANCES PROGRAM

0	FRONT MATTER
0.3	RECORD OF REVISIONS

Issue:	00
Revision:	00
Date:	18-Feb-2024

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DRAFT



Issue: 00
Revision: 00
Date: 18-Feb-2024

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RIYADH AIR
طيران الرياض

PROBLEMATIC USE OF PSYCHOACTIVE SUBSTANCES PROGRAM

0	FRONT MATTER
0.4	RECORD OF OPERATIONS MANUAL NOTICE (OMN)

Issue:	00
Revision:	00
Date:	18-Feb-2024

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DRAFT

PROBLEMATIC USE OF PSYCHOACTIVE SUBSTANCES PROGRAM

0	FRONT MATTER
0.5	LIST OF EFFECTIVE PAGES

Issue: 00
Revision: 00
Date: 18-Feb-2024

0.5 LIST OF EFFECTIVE PAGES

Issue	Revision	Section	Page	Eff. Date
00	00	0	0-1	18-FEB-24
00	00	0	0-2	18-FEB-24
00	00	0	0-3	18-FEB-24
00	00	0	0-4	18-FEB-24
00	00	0	0-5	18-FEB-24
00	00	0	0-6	18-FEB-24
00	00	0	0-7	18-FEB-24
00	00	0	0-8	18-FEB-24
00	00	0	0-9	18-FEB-24
00	00	0	0-10	18-FEB-24
00	00	0	0-11	18-FEB-24
00	00	0	0-12	18-FEB-24
00	00	0	0-13	18-FEB-24
00	00	0	0-14	18-FEB-24
00	00	0	0-15	18-FEB-24
00	00	0	0-16	18-FEB-24
00	00	0	0-17	18-FEB-24
00	00	0	0-18	18-FEB-24
00	00	0	0-19	18-FEB-24

Issue	Revision	Section	Page	Eff. Date
00	00	0	0-20	18-FEB-24
00	00	0	0-21	18-FEB-24
00	00	0	0-22	18-FEB-24
00	00	0	0-23	18-FEB-24
00	00	0	0-24	18-FEB-24
00	00	0	0-25	18-FEB-24
00	00	0	0-26	18-FEB-24
00	00	0	0-27	18-FEB-24
00	00	0	0-28	18-FEB-24
00	00	1	1-1	18-FEB-24
00	00	1	1-2	18-FEB-24
00	00	1	1-3	18-FEB-24
00	00	1	1-4	18-FEB-24
00	00	2	2-1	18-FEB-24
00	00	2	2-2	18-FEB-24
00	00	2	2-3	18-FEB-24
00	00	2	2-4	18-FEB-24
00	00	2	2-5	18-FEB-24
00	00	2	2-6	18-FEB-24

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Issue: 00
Revision: 00
Date: 18-Feb-2024

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RIYADH AIR
طيران الرياض

PROBLEMATIC USE OF PSYCHOACTIVE SUBSTANCES PROGRAM

0 FRONT MATTER

0.6 LIST OF TABLES

Issue: 00

Revision: 00

Date: 18-Feb-2024

0.6 LIST OF TABLES

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RIYADH AIR
طيران الرياض

PROBLEMATIC USE OF PSYCHOACTIVE SUBSTANCES PROGRAM

0 FRONT MATTER

0.6 LIST OF TABLES

Issue: 00

Revision: 00

Date: 18-Feb-2024

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0 FRONT MATTER

0.7 LIST OF FIGURES

Issue:	00
Revision:	00
Date:	18-Feb-2024

0.7 LIST OF FIGURES

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RIYADH AIR
طيران الرياض

PROBLEMATIC USE OF PSYCHOACTIVE SUBSTANCES PROGRAM

0	FRONT MATTER
0.7	LIST OF FIGURES

Issue:	00
Revision:	00
Date:	18-Feb-2024

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PROBLEMATIC USE OF PSYCHOACTIVE SUBSTANCES PROGRAM

0	FRONT MATTER
0.8	LIST OF COMPLIANCE ENTRIES

Issue: 00
Revision: 00
Date: 18-Feb-2024

0.8 LIST OF COMPLIANCE ENTRIES

SECTION	TITLE	TYPE	REGULATION STANDARD
0.11.3	COMMON LANGUAGE	IOSA	FLT 3.1.1
0.11.4	USAGE OF TERMS		
0.11.5	HUMAN FACTOR PRINCIPLES	GACAR	121.139, 121.533
		IOSA	FLT 1.7.4
0.11.7	SECTIONS OF THE MANUAL SUBJECT TO GACA APPROVAL	GACAR	121.45
		IOSA	ORG 2.5.1
0.13.3	DISTRIBUTION LIST AND AVAILABILITY	GACAR	121.151, 121.155
0.13.4	PUBLICATION HIERARCHY	IOSA	ORG 2.5.3
0.13.8	FORMAT AND DOCUMENTATION CONTROL REQUIREMENTS	IOSA	ORG 2.5.1, ORG 2.5.3
1.1	GENERAL	GACAR	PART 7.3
1.1.2	SCOPE AND APPLICABILITY	GACAR	Part 7.1 (A)-(E)
3	TRAINING AND EDUCATION	GACAR	PART 7.23
3.1	TRAINING	GACAR	PART 7.23 (B)
3.2	EDUCATION	GACAR	PART 7.23 (A)

PROBLEMATIC USE OF PSYCHOACTIVE SUBSTANCES PROGRAM

0	FRONT MATTER
0.8	LIST OF COMPLIANCE ENTRIES

Issue:	00
Revision:	00
Date:	18-Feb-2024

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PROBLEMATIC USE OF PSYCHOACTIVE SUBSTANCES PROGRAM

0	FRONT MATTER
0.9	MANAGEMENT APPROVAL

Issue:	00
Revision:	00
Date:	18-Feb-2024

0.9 MANAGEMENT APPROVAL

Manual Number:	RXI/OPS-ORG-M04
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Issue:	00
Revision:	00

Recommended by:		Date:	
Title:			
Signature:			

Quality Review by:		Date:	
Title:			
Signature:			

Approved by:		Date:	
Title:			
Signature:			

PROBLEMATIC USE OF PSYCHOACTIVE SUBSTANCES PROGRAM

0	FRONT MATTER
0.9	MANAGEMENT APPROVAL

Issue:	00
Revision:	00
Date:	18-Feb-2024

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0	FRONT MATTER
0.10	GACA ACCEPTANCE

Issue:	00
Revision:	00
Date:	18-Feb-2024

0.10 GACA ACCEPTANCE

This manual is a controlled document, prepared to meet the requirements of the General Authority of Civil Aviation Regulations (GACAR) and is herewith accepted/approved by the General Authority of Civil Aviation (GACA) exclusively for the use of Riyadh Air.

If any conflict exists between the contents of this manual and GACA requirements, GACA requirements shall take precedence, and the manual will be revised without delay in accordance with GACA [eBook Vol.4 Ch.12, section 4](#).

All contents of this manual are current, as listed in the List of Effective Pages (LEP) Revision 0. 18 Feb 2024.

This manual becomes 'uncontrolled' when printed.

Name:		Date:	
Title:			
Signature:			
Stamp:			



RIYADH AIR
طيران الرياض

PROBLEMATIC USE OF PSYCHOACTIVE SUBSTANCES PROGRAM

0	FRONT MATTER
0.10	GACA ACCEPTANCE

Issue:	00
Revision:	00
Date:	18-Feb-2024

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0.11 INTRODUCTION

0.11.1 POLICY

This Problematic Use of Psychoactive Substances Program is intended to ensure the highest level of safety for employees, productivity, reliability, and efficiency in company operations as well as maintaining a workplace free of psychoactive substances and their abuse.

The purpose of these programs is to help prevent accidents and injuries resulting from the problematic use of psychoactive substances by personnel, including contractors, who perform safety-sensitive aviation activities for Riyadh Air.

The copyright of this manual is with Riyadh Air. No parts of this publication shall be reproduced, stored in a retrieval system, or transmitted in any form or by any means, i.e. electronic, mechanical, photocopying, and recording or otherwise, without prior written permission of Riyadh Air.

Any questions with respect to the information contained in this manual should be addressed to the VP Corporate Safety, Security, Quality, and Environment's (VPCSSQE) Office.

0.11.2 APPLICABILITY

The Problematic Use of Psychoactive Substance Program (PUPSP) serves as an essential guide for all SSA personnel in the organization, and it is incumbent upon every employee, to adhere to the policies, procedures, regulations, guidance, and instructions detailed within this manual.

0.11.3 COMMON LANGUAGE

IOSA FLT 3.1.1

Refer to Corporate Policy Manual, Section 0.11.1.

0.11.4 USAGE OF TERMS

Refer to Corporate Policy Manual Section 0.11.2.

0.11.5 HUMAN FACTOR PRINCIPLES

At Riyadh Air, human factors principles are applied to all manual, checklists, procedure design, personnel training and to operations and maintenance equipment, systems, processes and procedures. They consider human capabilities and limitations, as well as the safe interface between the human and system components, for the purpose of optimizing human performance and reducing human error.

Incorporating human factor principles into the design of the manuals, checklist and procedures is crucial for optimizing safety and efficiency. Riyadh Air captures human factors principles in document design and checklist usage by:

1. Preparing documentation in a useable format for information presentation, at the appropriate reading level and with the required degree of technical sophistication and clarity.
2. Improving user performance through the use of effective and consistent labels, symbols, colors, terms, acronyms, abbreviations, formats and data fields.
3. Ensuring the availability and usability of information to the user for specific tasks, when needed and in a form that is directly usable.
4. Designing operational procedures for simplicity, consistency, and ease of use.
5. Minimizing the need for special or unique operator skills, abilities, tools, or characteristics.
6. Assessing the net demands or impacts upon the physical, cognitive, and decision-making resources of our employees, using objective and subjective performance measures.

0.11.6 APPLICABLE REGULATIONS AND STANDARDS

Throughout this manual, compliance tags are used to help users easily locate and reference applicable regulations, rules, standards, and recommended practices. These tags are a systematic and organized way to manage and ensure adherence to regulatory requirements, company policies and industry standards.

This allows Riyadh Air to ensure that all regulatory standards imposed by the GACA and other aviation authorities are explicitly covered. Where an applicable regulation, rule or standard exists, the relevant section of this manual includes a header bar listing the applicable regulation and/or standard (example below).

Example Header:

GACAR § 121.123

The following regulations and standards addressed in this manual, include:

1. GACA Regulations:
 - a. PART 4 - OCCURRENCE REPORTING AND SAFETY INFORMATION SYSTEM
 - b. PART 5 - SAFETY MANAGEMENT SYSTEMS
 - c. PART 7 - PROBLEMATIC USE OF PSYCHOACTIVE SUBSTANCES, PREVENTION AND SAFETY PROGRAMS
 - d. PART 91 - GENERAL OPERATING AND FLIGHT RULES
 - e. PART 121 - OPERATIONS: COMMERCIAL AIR OPERATORS OPERATING TRANSPORT CATEGORY AIRCRAFT OR COMMUTER CATEGORY AIRPLANES
2. IATA Standards Manual, applicable edition.
3. Aviation Investigation Bureau Regulations (AIBR)

0.12 ABBREVIATIONS, ACRONYMS AND DEFINITIONS

0.12.1 ABBREVIATIONS AND ACRONYMS

B	
BAC	Breath Alcohol Concentration
C	
CSSQE	Corporate Safety, Security, Quality, and Environment
D	
DMS	Document Management System
G	
GACA	General Authority of Civil Aviation
GACAR	General Authority of Civil Aviation Regulations
GSE	Ground Support Equipment
H	
HR	Human Resources
I	
IATA	International Air Transport Association
ICAO	International Civil Aviation Organization
K	
KSA	Kingdom of Saudi Arabia
M	
MCC	Maintenance Control Center
O	
OM	Operations Manual
P	
PUPSP	Problematic Use of Psychoactive Substances Program
S	
SSAA	Safety Sensitive Aviation Activities
SSA	Sensitive Aviation Activities
V	
VP	Vice President
VPCSSQE	Vice President Corporate Safety, Security, Quality, and Environment

PROBLEMATIC USE OF PSYCHOACTIVE SUBSTANCES PROGRAM

0 FRONT MATTER

0.12 ABBREVIATIONS, ACRONYMS AND DEFINITIONS

Issue: 00

Revision: 00

Date: 18-Feb-2024

0.12.2 DEFINITIONS

Term	Definition
Alcohol	An intoxicating compound found in alcoholic beverages and often found in cough syrups, medicines, mouthwashes, disinfectants and perfumes.
Breath Alcohol Concentration (BAC)	The alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an Evidential Breath Test.
Company Premises	Any property used by Riyadh Air or its agents to execute and support its business operations
Contractor	An individual or company that perform a safety sensitive function by contract for an employer or another contractor
Employee(s)	Riyadh Air employees and contracted staff who perform safety sensitive aviation activities
Employer	Employer is a GACAR Part 119 certificate holder with authority to operate under GACAR Parts 121.
Illegal substance	A controlled substance, generally a chemical or a psychoactive substance, whose manufacture, possession and use are prohibited by the State of Kingdom of Saudi Arabia
SSAA duties/functions	<ol style="list-style-type: none"> 1. Flight Crew, 2. Aircraft Maintenance Engineer, 3. Aircraft Technicians, 4. Cabin Crew, 5. Flight Instructor & Examiners, 6. Cabin Crew Instructor & Examiner, 7. Flight Dispatcher / Flight Planner, 8. MCC Engineer, 9. Load Controller, 10. Dangerous Goods Handler, 11. GSE Operator, 12. Marshaller, 13. Any contracted staff performing SSAA

0.13 SYSTEM OF AMENDMENT AND REVISION

0.13.1 Manual Ownership

The Vice President Corporate Safety, Security, and Environment (VPCSSQE) is responsible for overseeing PUPSP and serves as the Manual Owner. All revisions to the manual undergo a structured approval process.

The VPCSSQE has the final authority to approve amendments to PUPSP. This emphasizes the manual owner's significance in ensuring document accuracy and compliance. Any amendments that require GACA approval or acceptance are submitted for review before they are published.

To ensure efficient dissemination of information, all approved amendments are shared electronically with manual holders. This aligns with Riyadh Air's commitment to transparent and accessible communication of operational updates.

This systematic approach reflects Riyadh Air's dedication to upholding rigorous standards in operational documentation.

0.13.2 Manual Holder Responsibility

No personnel within our operational framework may perform their duties without access to a current copy of the relevant and applicable operational manuals. This policy highlights the importance of real-time information in creating a safe and efficient operational environment. Regular manual updates not only help conform to regulations but also enhance the overall effectiveness of our personnel in carrying out their responsibilities with precision and in accordance with industry best practices.

Note: Uncontrolled copies of the Operations Manual shall not be used for the conduct of flight operations.

0.13.3 Distribution List and Availability

GACAR § 121.151 / § 121.155

For details refer to Corporate Policy Manual, Section 0.13.3.

0.13.4 Publication Hierarchy

IOSA ORG 2.5.3

For details refer to Corporate Policy Manual, Section 4.2.1.

0.13.5 Manual Structure

The manual is divided into 3 chapters and the Appendix as depicted below :

0	FRONT MATTER
0.13	SYSTEM OF AMENDMENT AND REVISION

Issue:	00
Revision:	00
Date:	18-Feb-2024

0	FRONT MATTER
1	PSYCHOACTIVE SUBSTANCES POLICY
2	PSYCHOACTIVE SUBSTANCE TESTING PROGRAM
3	TRAINING AND EDUCATION
4	APPENDICES

0.13.6 Source of Amendments

Refer to Corporate Policy Manual, Section 0.13.6.

0.13.7 Referenced and Linked Documents

The PUPSP is interconnected with the following Regulations and Manuals. When changes are made to any of the below Regulations or Manuals, Riyadh Air undertakes a review of the relevant changes for incorporation into PUPSP.

1. GACAR - Safety Regulations.
2. CPM - Corporate Policy Manual.
3. Corporate Safety Management Manual (CSMM).

0.13.8 Format and Documentation Control Requirements

IOSA ORG 2.5.1 / ORG 2.5.3

Refer to Corporate Policy Manual, Section 0.13.8 and 0.13.9.

0.13.9 Error Reporting and Corrections and Suggestions For Improvement

All personnel are responsible for maintaining the accuracy and integrity of Riyadh Air's operations. If an employee comes across an error, notices any incorrect information in this manual or has a suggestion, they should report it to the Safety Office. They will acknowledge receipt of the information and provide feedback to the concerned employee on their suggestion, the action taken to fix the error or update the information.

1	PSYCHOACTIVE SUBSTANCES POLICY
1.1	GENERAL

Issue:	00
Revision:	00
Date:	18-Feb-2024

1 PSYCHOACTIVE SUBSTANCES POLICY

1.1 GENERAL

GACAR Part 7.3

Riyadh Air is committed to providing a safe and secure work environment for all employees, contractors, and visitors, and upholding the highest standards of safety and operational excellence. The use, possession, or distribution of psychoactive substances poses a significant threat to the safety of our employees, passengers, and the public. Therefore, Riyadh Air has established a zero-tolerance policy for these substances. The policy on Psychoactive Substance Use, aligns with the laws of Saudi Arabia, and the regulations of the General Authority of Civil Aviation. The Policy is intended to ensure aviation activities are conducted at the highest safety level and that the workplace is free from psychoactive substance use.

1.1.1 Policy Statement

The policy prohibits the following in compliance with KSA Law:

1. Reporting to work, or during their commitment period, under the influence of alcohol or any other psychoactive substance. (under the influence means an alcohol concentration level greater than 0.02 BAC);
2. Using, possessing, selling, or distributing psychoactive substances on company premises or in the company work environment.
3. Consumption or use of narcotics.
4. Consuming of alcohol whilst on duty or in uniform (within 12 hours prior to reporting for duty, employees must be clear of psychoactive substances)
5. Using any medication that could affect the safe performance of duties.
6. The possession or use of psychoactive substances for medical purposes may be permitted if:
 - a. The employee notifies their reporting manager of the medication with prior approval from either an Aeromedical Examiner (i.e. crew) and/or an accredited physician (i.e. other than crew).
 - b. The physician (Aeromedical Examiner, if applicable) has indicated, and the company has been informed, that use of the medication is consistent with KSA Law, and will not impact the employee's duties,

Note: The Riyadh Air Psychoactive Substance Use Policy is designed to be non-discriminatory and fair.

1.1.2 Scope and Applicability

GACAR 7.1 (a)-(e)

This policy applies to employees who perform Safety Sensitive Aviation Activities (SSAA) on behalf of Riyadh Air. A non-exhaustive list of SSAA functions/areas are as follows:

1. Flight Crew,
2. Aircraft Maintenance Engineer,
3. Aircraft Technicians,
4. Cabin Crew,
5. Flight Instructor & Examiners,
6. Cabin Crew Instructor & Examiner,
7. Flight Dispatcher / Flight Planner,
8. MCC Engineer,
9. Load Controller,
10. Dangerous Goods Handler,
11. GSE Operator,
12. Ramp Supervisor/aircraft Coordinator
13. Marshaller, and
14. Any contracted staff performing SSAA.

RIYADH AIR RESERVES THE RIGHT TO INCLUDE OTHER FUNCTIONS NOT LISTED ABOVE TO BE CONSIDERED AS SAFETY-SENSITIVE FUNCTIONS AND THEREFORE TO BE SUBJECT TO THIS PROGRAM.

ALL EMPLOYEES HAVE A RESPONSIBILITY TO MAINTAIN A WORKPLACE ENVIRONMENT FREE OF PSYCHOACTIVE SUBSTANCES.

1.1.3 Prohibited Substances

The following are considered psychoactive substances under this policy:

1. **Illegal drugs:** Any controlled substance or drug that is illegal under the laws of Kingdom of Saudi Arabia or the countries in which employees operate/work.
2. **Prescription drugs:** Any prescription drug that is not being used as prescribed by a licensed physician.

1	PSYCHOACTIVE SUBSTANCES POLICY
1.1	GENERAL

Issue:	00
Revision:	00
Date:	18-Feb-2024

3. **Over-the-counter drugs:** Any over-the-counter drug that is being used in a manner that is not intended by the manufacturer or that could impair an individual's ability to perform their duties safely.
4. **Alcohol:** Any beverage containing alcohol, including beer, wine, and liquor.

1.1.4 Consequences of Violation

Riyadh Air adheres to a strict zero-tolerance policy for psychoactive substances. Any employee who tests positive on any psychoactive substance test and/or refuses to submit to a test will be subjected to disciplinary action, up to and including termination of employment or contract. Crew members may be subjected to additional consequences including legal action and the revocation of licenses.

When an employee enters a rehabilitation program, Riyadh Air will not cover any costs associated with medical consultation and treatment. The employee will be responsible for all such expenses.

Riyadh Air ensures that all information, interviews, reports, statements, memoranda, and test results are confidential unless requested within the framework of regulation. The company urges employees affected by Psychoactive Substance Use to step forward and seek assistance. The applicability of the Riyadh Air rehabilitation program for an employee depends on HR process on a case-to-case basis.

1.1.5 Reporting Suspected Violations

Employees are encouraged to report any suspected violations of policy to their management, the Human Resources department, or the CSSQE department. All reports will be handled confidentially and investigated promptly.

1.1.6 Resources for Employees

To support to employees who are struggling with substance abuse, the company offers the following:

1. A confidential rehabilitation program that provides counselling, rehabilitation, and other resources to help employees overcome addiction.
2. A HR process to decide whether remuneration/employment would be provided, continued/discontinued during the rehabilitation period.
3. An internal appeal process that is intended to assure that decisions taken by the company for violations are fair, equitable, and in conformance with the company policy.

Note: The appeal process may not affect the disciplinary process or employment unless the result of an appeal is found to be in favor of the employee.

1	PSYCHOACTIVE SUBSTANCES POLICY
1.2	RESPONSIBILITY AND APPLICABILITY

Issue:	00
Revision:	00
Date:	18-Feb-2024

1.2 RESPONSIBILITY AND APPLICABILITY

1.2.1 Accountable Person for Policy Control

The Vice President Corporate Safety, Security, Quality, and Environment (VPCSSQE) of Riyadh Air is the accountable person for overseeing and controlling Policies related to the problematic use of psychoactive substances, prevention, and Safety Programs, ensuring compliance with regulatory requirements.

1.2.2 Implementation Responsibility

The HR department shall be responsible for implementing this program.

1.2.3 Testing Agency Requirement

The responsible department (HR) shall ensure that the testing agency adheres to the policy elaborated in this manual.

1.2.3.1 Mandate for Testing Agency

1. The alcohol test shall be carried out with an appropriate and approved testing device in accordance with national/local requirements on alcohol testing of individuals.
2. Testing agency personnel shall be adequately trained and qualified.
3. After an initial positive alcohol test, a further confirmation test shall be carried out.
4. Agency testing procedures shall specify the following:
 - a. Handling of test results, to determine a true positive test.
 - b. The process to be followed in case of a confirmed positive test result, including how to inform the employee concerned about the actual testing result.
 - c. The testing agency shall provide information on its alcohol testing procedures in an easily accessible format.

1.2.3.2 Calibration and Maintenance of Testing Equipment

In case of company testing facility, the HR Department shall ensure that the equipment used for psychoactive substance testing is calibrated, maintained, and that the representative conducting the test is trained to use the equipment and interpret the results correctly.

Note: For outsourced testing agencies- this section will be part of Riyadh Air oversight program and periodic audit will be conducted on outsourced testing agencies.

2 PSYCHOACTIVE SUBSTANCE TESTING PROGRAM

2.1 INTRODUCTION TO RIYADH AIR PSYCHOACTIVE SUBSTANCE TESTING PROGRAM

Riyadh Air has a very stringent testing program to test the staff for the use of psychoactive material use. The testing program is outsourced to Riyadh Air Authorized & Approved Medical Center.

Approved Medical Center shall carry out objective, scientifically based test for the use of Psychoactive material and using the cutoff levels as per the KSA authorities' guidelines.

The Riyadh Air and Approved Medical Center(s) have a written agreement.

The Medical Center shall ensure following:

2.1.1 Collection Site

1. The collection site is in Riyadh Air HQ building and at Crew Briefing room at Riyadh Airport, it includes a facility for urination which may include a single toilet room, having a full-length privacy door, within which urination can occur or the second type where facility for urination may include in a multi-stall restroom.
2. The collection site is secured from any water sources, and the water in the toilet bowl is blue; also, there is no soap, disinfectants, cleaning agents, or other possible adulterants present.
3. The collection site is appropriate to ensure chain of custody is maintained from the time the test sample is collected.
4. The collection site allows appropriate handling of all specimen and containers required for confirmatory procedure.
5. The collection site permit verification of the validity of the specimen collected.
6. The collection site allows collection of urine under supervision.

The collection of the samples is conducted by Medical Lab in charge in presence of Riyadh Air PUPSP coordinator.

1. The testing methodology(ies) are evidence-based, highly sensitive and specific to detect the psychoactive substances and cut-off levels as specified by KSA Authorities.
2. The chain of custody and integrity of the test are always assured, and any defect reported.
3. A prompt mechanism of reporting of testing results to the RXI; and
4. Records keeping system is secured and assures privacy and confidentiality of all test results, and other aviation personnel health records.

2	PSYCHOACTIVE SUBSTANCE TESTING PROGRAM
2.1	INTRODUCTION TO RIYADH AIR PSYCHOACTIVE SUBSTANCE TESTING PROGRAM

Issue:	00
Revision:	00
Date:	18-Feb-2024

2.1.2 Laboratory Requirement

The Approved Medical Center shall ensure that it utilizes a laboratory whose personnel employed or contracted in the testing program are:

1. For laboratory in the KS Territory: licensed by the Saudi Health authority to conduct the psychoactive substance testing.
2. For laboratory outside the KSA Territory Licensed by national health authority of their principal place of business to conduct the psychoactive substance testing.
3. The laboratory that has established key processes to ensure that:
 - a. Any devices and equipment to conduct accurate testing are controlled, used and maintained as per the manufacturer data and approved by the national health authority for that purpose.
 - b. The medical confidentiality requirements are respected.

2.2 TESTING OF STAFF FOR THE PSYCHOACTIVE SUBSTANCE USE

Riyadh Air staff including contracted staff, and all job applicants for safety sensitive positions are subject to Psychoactive substance testing. It is a violation of the company policy to refuse any test for psychoactive substances requested by the organization or by the GACA, while on commitment period.

2.2.1 Type of Tests

2.2.1.1 Pre-Employment

1. The Applicants for safety sensitive positions shall be subjected to test for use of psychoactive substances before employment.
2. Some positions require a test by an Aeromedical Examiner.
3. If required, the applicant will be notified of Riyadh Air's psychoactive testing policy prior to being tested and will be informed in writing:
 - i. Of his or her right to refuse to undergo such testing.
 - ii. About the consequence of refusal is termination of the pre-employment process.
 - iii. Signatures will be required to acknowledge receipt and understanding of the policy.
4. If an applicant refuses to take the test, or if evidence of the use of psychoactive substances is discovered, either through testing or other means, the pre-employment process will be terminated.

2.2.1.2 Post Accident/Serious Incident

1. Tests of this type will be performed on Riyadh Air staff/GHA staff/Outsources staff whose conduct could have contributed to an accident or serious incident.
2. The testing will be conducted as soon as possible and within the timeframes required by the investigating authorities or by the company.
3. Riyadh Air includes situations resulting in serious workplace injuries or significant damage to property.
4. The VPCSSQE shall initiate the procedure.

2.2.1.2.1 Procedure

1. Post-accident or serious incident the RXI VPCSSQE or GACA will request the Approved Medical Center to conduct the Psychoactive drug & or Alcohol test.
2. The test will have to be carried out by the approved Medical Center and report will be forwarded to RXI VPCSSQE for further reporting to GACA and or AIB.

2.2.1.3 Reasonable Suspicion

This testing is based on indicators identified by the supervisors/duty in charge/managers that any of their team members during his/her duty period, may be impaired by a psychoactive substance.

2.2.1.3.1 Procedure

1. If staff is suspected of using illegal drugs and/or under the influence of Alcohol, the appropriate supervisor will gather all information, facts, and circumstances leading to and supporting this suspicion then they are required to get a higher-level approval that is consistent with their organizational structure.
2. When higher-level concurrence of a reasonable suspicion determination has been made, the appropriate supervisor will promptly prepare a written report detailing the circumstances which formed the basis to warrant the testing.
3. Indications that reasonable cause/ suspicion reasons to test exist include, but are not limited to, the following:
 - a. Use or possession of alcohol or drugs.
 - b. Odor of alcohol on the body or breath.
 - c. Slurred speech.
 - d. Unsteady standing or walking.
 - e. Inability or difficulty doing routine tasks.
 - f. Disorientation or confusion.
 - g. Erratic or unusual behavior.
 - h. Unsatisfactory time and attendance.
 - i. When coupled with specific, coexistent signs or symptoms, evidence of repeated errors on the job, regulatory or company rule violations, or unsatisfactory time and attendance patterns.
4. This report should include the appropriate dates and times of reported drug/or alcohol related incidents, reliable/credible sources of information, rationale leading to the test, and the action taken.
5. Once the staff or a supervisor have any suspicious case, a mail/call is made to the VPCSSQE or Director Corporate Safety.
6. After receiving the call/mail, VPCSSQE will inform Psychoactive Program Coordinator who will escort the staff to approved medical center for the test.
7. During the initial medical examination, a urine test should be submitted for testing for illegal drug use.

2	PSYCHOACTIVE SUBSTANCE TESTING PROGRAM
2.2	TESTING OF STAFF FOR THE PSYCHOACTIVE SUBSTANCE USE

Issue:	00
Revision:	00
Date:	18-Feb-2024

8. Applicants shall be advised of the opportunity to submit medical documentation that may support a legitimate use for a specific drug and that such information will be reviewed only by the approved Medical Center to determine whether the individual is licitly using an otherwise illegal drug.

2.2.1.3.2 Consequences Of Positive Test Result

Riyadh Air will inform the staff about confirmed presence of an illegal drug in the applicant's urine and they will be terminated from the services of Riyadh Air as per company policy.

2.2.1.4 Periodic Testing

This type of testing is conducted on a regular, announced basis for the staff who are subjected to GACA medical renewal and is conducted during the medical renewal.

2.2.1.4.1 Procedure

The medical renewal is done by the staff directly by coordinating with company approved medical center.

2.2.1.5 Voluntary Testing

In addition to required testing, Riyadh Air may permit voluntary submission to testing. Volunteers can include individuals seeking assistance for a substance use problem, or management officials not otherwise subject to testing who submit to demonstrate their faith in the program.

2.2.1.5.1 Procedure

The staff with a substance problem shall write his request to company HR. On receipt of the request the HR shall acknowledge the request. In consultation with the VP HR, invite them for a meeting as soon as possible.

The meeting to be attended by VP HR or their designated representative and Program Coordinator.

Based on the feedback during the meeting, the program coordinator shall organize his test and test report to be shared with VP HR.

VP HR or his delegate shall rapidly schedule his appointment with the approved Medical Center.

The Approved Medical Center shall carry out a comprehensive assessment to determine the extent of psychoactive substance use and recommend a suitable treatment option or to assess whether the person is fit to return to safety sensitive position. If required, an evaluation by an AME.

The decision to get the staff back for safety sensitive position will be taken by the VP HR based on the report of the approved Medical Center and AME (If required).

PROBLEMATIC USE OF PSYCHOACTIVE SUBSTANCES PROGRAM

2	PSYCHOACTIVE SUBSTANCE TESTING PROGRAM
2.2	TESTING OF STAFF FOR THE PSYCHOACTIVE SUBSTANCE USE

Issue:	00
Revision:	00
Date:	18-Feb-2024

The expenses of the consultation of the approved medical center and other recommended actions are borne by the concerned staff.

IF AN EMPLOYEE IS NOTIFIED THAT THEY ARE TO BE TESTED AND PRIOR TO SUCH TESTING NOTIFIES THE COMPANY THAT HE/SHE HAS AN ALCOHOL AND/OR SUBSTANCE ABUSE PROBLEM AND THE RESULTS OF TESTING CONSTITUTE A VIOLATION UNDER THIS POLICY, THE EMPLOYEE IS NOT SHIELDED FROM DISCIPLINARY ACTION.

2.2.1.6 Random Testing

1. Random testing is unannounced and does not presume that any particular individual has engaged in or will engage in problematic substance use, but it does presume that the threat of such use may exist in the relevant environment.
2. The primary purpose of unannounced random testing is to detect and deter illegal drug use and alcohol misuse.
3. Another purpose of random testing is to remove aviation personnel engaged in such use from the performance of safety-sensitive activities/duties.
4. Riyadh Air staff will be fully advised of the details of the program and know that there is no possibility of harassment or manipulation of selections.
5. A minimum of 20% of Riyadh Air employees will be tested (per department) on an annual basis, all department/division heads must ensure the same. Further, any deviation to periodic testing needs to be approved by VPCSSQE.

Note: The minimum annual percentage rate for random testing will be determined based on risk assessment of the positive cases. (Procedure for Risk assessment is documented in CSMM).

The decision to increase or decrease the minimum annual percentage rate for testing will be based on the reported positive rate or other risks identified during the risk assessment process.

The new minimum annual percentage rate for random drug testing will be applicable starting January 1 of the calendar year following the new calculated minimum.

2.2.1.6.1 Selection for the Random Test

Following Riyadh Air staff in safety sensitive positions will be subjected to Random test for the use of Psychoactive substances:

1. Flight Crew,
2. Aircraft Maintenance Engineer,
3. Aircraft Technicians,

PROBLEMATIC USE OF PSYCHOACTIVE SUBSTANCES PROGRAM

- 2 PSYCHOACTIVE SUBSTANCE TESTING PROGRAM
- 2.2 TESTING OF STAFF FOR THE PSYCHOACTIVE SUBSTANCE USE

Issue: 00
Revision: 00
Date: 18-Feb-2024

- 4. Cabin Crew,
- 5. Flight Instructor & Examiners,
- 6. Cabin Crew Instructor & Examiner,
- 7. Flight Dispatcher / Flight Planner,
- 8. MCC Engineer,
- 9. Load Controller,
- 10. Dangerous Goods Handler,
- 11. GSE Operator,
- 12. Marshaller,
- 13. Any contracted staff performing SSAA.

2.2.2 Consequences of Positive Test Result

Pre-Employment: An applicant who fails to agree to a requested drug test, or who otherwise fails to cooperate in such a way as to impede the obtaining of an accurate test result, will be considered to have voluntarily withdrawn their application for employment with Riyadh Air. Any applicant whose test result is not negative will be ineligible for employment.

Employees: Any violation of this policy by an employee, including but not limited to:

- 1. The employee's refusal to test or submit to a requested test.
- 2. The employee's failure to otherwise cooperate in such a way as to impede the obtaining of an accurate test result.
- 3. Any item set forth in [section 1.1.1](#) (policy statement) or
- 4. Positive test result on any drug and alcohol test will result in disciplinary action, UP TO AND INCLUDING IMMEDIATE DISCHARGE.

2.2.2.1 Appeal Against Test Result

Riyadh Air allows an opportunity for an employee to appeal test results within seven days of the employee notification, the company will allow such opportunity with the approval of the HR department representative and will not make a final decision until the appeal is resolved.

2.2.2.2 Effect on Employee Compensation

As per Riyadh Air policy, employees who, as a result of substance abuse or the use of alcohol, are injured on the job and/or disciplined, as well as employees who fail to cooperate with the Company's drug and alcohol testing procedures, may be denied all or part of their compensation benefits.

2.2.3 Follow-Up Testing

This section applies to an employee who is covered by Voluntary Disclosure ([section 2.2.1.5](#)) and was not immediately discharged. The employee will not be permitted to perform any job functions unless, and until, that employee has:

1. Been evaluated by the Company designated Substance Abuse Professional (AME/Approved Medical Center) (outsourced) to determine whether the employee needs assistance in resolving problems related to alcohol use and/or drug abuse;
2. Successfully completed any and all treatment recommended by the Substance Abuse Professional, including meetings post-treatment, if applicable;
3. Completed back to work evaluation by a Substance Abuse Professional to ensure that the employee has properly followed the treatment program and is ready to return to work;
4. Undergone required return-to-duty alcohol/drug testing;
5. Submits to Follow-up testing as recommended by the Substance Abuse Professional; and
6. Has signed an agreement (last chance) with the HR department.

2.3 TESTING GUIDELINES

2.3.1 Alcohol Testing

Riyadh Air shall ensure the following for Alcohol testing:

1. Alcohol tests shall be carried out in consultation with the employee in such a way that third parties (e.g.: passengers, ground handling personnel etc...) are not aware / informed about the alcohol test performance.
2. Confidentiality of the test to be maintained, test may be postponed till privacy can be guaranteed.
3. Only SSAA employees are to be tested.
4. In-house or outsourced testing personnel to ensure the initial testing device operational and suitable for the test.
5. Before the test a brief shall be given to the employee about the consequences of a positive test and refusal to test
6. An initial test result is considered negative when the breath alcohol concentration (BAC), measured by a breath alcohol tester is lower or equal to the equivalent to 0.02%BAC..
7. If the initial test shows a greater than 0.02% BAC, a confirmation test shall be conducted.
8. The employee will be de-assigned from company duty till the confirmation test results are received.
9. No positive result shall be raised until the confirmation test via blood sample is conducted, and results indicate a greater than 0.02% BAC.
10. If the confirmation test indicates a positive result, then process mentioned in [section 2.2.2](#) shall be followed.
11. If the confirmation test indicates a negative result, the employee will resume normal company duties.

2.3.2 Psychoactive Substance Testing

1. The employee must proceed directly to the testing facility to test as scheduled or directed without delay. Failure to proceed directly and without delay to the testing facility will be deemed a refusal to test and treated accordingly.
2. The employee must remain at the collection site cooperatively participating in the testing until the test is completed.
3. A urine sample will first be subject to initial screening. If a negative result occurs, the sample will be considered to be free of drugs.

PROBLEMATIC USE OF PSYCHOACTIVE SUBSTANCES PROGRAM

2	PSYCHOACTIVE SUBSTANCE TESTING PROGRAM
2.3	TESTING GUIDELINES

Issue:	00
Revision:	00
Date:	18-Feb-2024

4. If a positive result occurs to initial screening, a confirmation test will be conducted. The confirmation test must indicate the presence of drugs for the sample to be a confirmed positive drug test result.
5. If the original urine sample tests positive, the employee shall be requested for a re-test. The re-test must be done at the earliest to ensure accuracy of the test results.
6. If a confirmed positive drug test result occurs, the testing facility medical examiner will:
 - a. Review and interpret them to determine if any legitimate medical explanation exists for the confirmed positive result.
 - b. Notify the employee of the confirmed positive drug test results and provide the employee with the opportunity to discuss it.

2.3.3 Reporting to GACA

It is the responsibility of the HR department to notify the CSSQE department about all confirmed positive test results. Upon receipt of a confirmed test result the CSSQE department will notify GACA.

3 TRAINING AND EDUCATION

GACAR- 7.23

3.1 TRAINING

GACAR- 7.23 (b)

Riyadh Air is committed to the prevention of Psychoactive Substance abuse particularly in the safety sensitive environment in which we operate.

Education and training are an essential element in protecting employees, customers, and property from the damaging effect of psychoactive substance abuse.

Riyadh Air employees are provided with training and awareness during company indoctrination training and subsequent annual recurrent as per their respective training program as applicable.

The training will be delivered by means of an e-learning course to be undertaken by individuals online. This training will be documented, and a record will be maintained for the same.

Training syllabus includes:

1. Basic Awareness and the effects and consequences of psychoactive substance use on individual health, safety, and work environment.
2. The manifestations and behavioral cues that indicate the use and/or abuse of psychoactive substances.
3. The applicable regulations from GACAR and company policies.
4. The consequences of using psychoactive substances whilst performing safety sensitive functions.
5. Testing procedures.
6. Supervisors' responsibilities:
 - a. Management of staff.
 - b. Workplace safety.
 - c. Identification, documentation, and resolution of staff performance problems.
7. Management of suspected problematic substance use:
 - a. Signs and symptoms (observation/documentation).
 - b. Removal from duties.
 - c. Reporting to the seniors
 - d. Referral for assistance
 - e. Confidentiality.

3	TRAINING AND EDUCATION
3.1	TRAINING

Issue:	00
Revision:	00
Date:	18-Feb-2024

- 8. Involvement of law enforcement personnel:
 - a. Criminal misconduct (e.g. drug trafficking).
- 9. Dangerous or combative staff.
- 10. Conflict resolution skills.
- 11. Confidentiality of the cases.
- 12. Reporting of the suspected cases and Peer Involvement.

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3.2 EDUCATION

GACAR- 7 .23 (a)

The HR and CSSQE in conjunction will undertake periodic educational programs. These shall include:

1. Posters in the workplace.
2. Bulletins
3. Articles in staff newsletters
4. Availability of informational material on the company intranet.
5. Availability of paper pamphlets or guides at key locations.
6. Display of PSYCHOACTIVE SUBSTANCES POLICY.

PROBLEMATIC USE OF PSYCHOACTIVE SUBSTANCES PROGRAM

- 3 TRAINING AND EDUCATION
- 3.2 EDUCATION

Issue:	00
Revision:	00
Date:	18-Feb-2024

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4 APPENDICES
4.1 RESERVED

Issue:	00
Revision:	00
Date:	18-Feb-2024

4 APPENDICES

4.1 RESERVED

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