

DRUG & ALCOHOL POLICY

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HB/HR/PL 0010	Human Resource	New	October 2018

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DEFINITION OF TERMS

Employee

Except otherwise stated, the term "Employee" refers to all permanent and contract staff of Heckerbella Limited.

Company

The Term "Company" refers to Heckerbella Limited.

Company Premises

This includes all locations at which work is performed by the Company, and locations which are assigned to the Company for its use by a client or contractor, including parking lots, warehouses, shops and storage areas. It also includes automobiles, trucks and all other vehicles used by the company, whether company-owned or leased by the Company.

Customer

Organisations that Heckerbella Limited is rendering services to.

Contractor or Vendor

OEMs or Partners implementing a project or services on behalf of Heckerbella Limited.

Alcohol Dependence

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

Drug Dependence

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

Illegal drugs

Include but are not limited to heroin, cannabis/marijuana, cocaine, ecstasy and amphetamines, codeine.

Prescription Drugs

Drugs prescribed by a physician for treatment of illness or disease, subject to the following:

- The use of drugs/medicine prescribed by a licensed physician to the individual Employee holding the prescription is permitted provided the Employee advises the Company if he or she is using prescribed drugs that may impact the Employee's ability to work.
- The Company at all times reserves the right to have a licensed physician through the approved HMO company to determine if the use of a prescription drug or medication by an Employee produces effects which may increase the risk of injury to the Employee or others while working.
- If it is concluded that a prescribed drug will affect performance, the Company reserves the right to limit or suspend the work activity of an Employee during the period that the physician advises that the Employee's ability to perform his or her job safely may be adversely affected by the consumption of such medication.
- Employees who have been informed that medication could cause adverse side effects while working or where medication indicates such warning, must inform their supervisor prior to working while under the influence of such substances.
- Use of medications prescribed by a physician for someone other than the employee in question or use of prescription medication in a manner that does not conform to the physician's prescription or instructions is strictly prohibited.

Abbreviations

HMO – Health Management Insurance Company

HSE – Health, Safety & Environment

1. POLICY OVERVIEW

Heckerbella Limited recognises that the effects of alcohol and other drugs may spill over from individual private life into the workplace resulting in inefficiency, accidents and absenteeism. Alcohol, drugs and substance abuse affect concentration, co-ordination and work performance, therefore being under the influence of alcohol or drugs can impair one's judgement and reactions, leading to associated risks to the individual, other Employees and the company.

2. SCOPE

This policy is to promote health, safety and welfare of all Employees (Full Time or Contract), Customers, Visitors, Contractors, Vendors of Heckerbella Limited and the rules are equally applicable to everyone.

3. PURPOSE

The purpose of this policy is to ensure a safe and healthy working environment for all Employees Customers, Visitors, Contractors and Vendors, to protect our property and those of our neighbours and visitors, by having clear rules and guidelines regarding the use and possession of alcohol and drugs, and to support those who have reported a problem with alcohol or drug dependence. This policy is aimed to;

- 3.1. Raise awareness of the risks of alcohol and other drug related problems
- 3.2. Encourage a healthy lifestyle by preventing the development of alcohol and drugs related problems.
- 3.3. Promote the health and wellbeing of Employees
- 3.4. Minimise problems at work arising from the effects of alcohol and other drugs
- 3.5. Identify Employees with possible alcohol and drug related problems at an early stage.
- 3.6. Help Employees with alcohol and other drug related problems to overcome the problem.
- 3.7. To safeguard Heckerbella Limited's properties and reputation.

4. POLICY STATEMENT

- 4.1. Heckerbella Limited strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol on company premises or that of its customers or partners.
- 4.2. All Employees will be treated consistently and fairly in line with this policy.
- 4.3. The rules on alcohol and drugs will be strictly enforced.
- 4.4. Employees with an illness related to alcohol or drugs are encouraged to disclose this at the earliest opportunity to ensure support and help with treatment.

- 4.5. All matters concerning alcohol and drugs shall be treated as confidential, and any Employee who seeks the assistance of the Company in finding treatment for drugs or alcohol problem has the Company's complete assurance of confidentiality.
- 4.6. Heckerbella Limited shall support an Employee with drug issues to undertake counselling, treatment and rehabilitation alternatives before consideration is given to the imposition of disciplinary measures.
- 4.7. This policy is designed to comply with International best practice on Health and Safety, at work on alcohol and drug use in the work place.

5. POLICY GUIDELINES

Heckerbella Limited Employees must be free from the influence of alcohol or drugs, during work hours and at all times while on Company premises or on the field. This will help to ensure the health and safety of Employees and others with whom they come into contact, maintain the efficient and effective operation of the business, and ensure customers receive the service they require. Employees shall be guided as follows:

No Employee, worker or contractor shall –

- 5.1. Report to work while under the influence of alcohol or drugs.
- 5.2. Be in possession of alcohol or illegal drug in the workplace.
- 5.3. Supply others with alcohol or illegal drugs in the workplace.
- 5.4. Consume alcohol or illegal drugs or abuse any substance while at work.
- 5.5. Whether an Employee is fit for work is at management discretion.
- 5.6. Misconduct in relation to alcohol and drugs will be dealt with in relation to the disciplinary policy and problems with attendance or a long-term alcohol or drugs related illness will be managed in line with the Leave policy.
- 5.7. An Employee who is reasonably believed to be under the influence of alcohol or drugs at work will be removed from the company premises.
- 5.8. The Company reserves the right to search its offices including furniture, plants and machinery thereon, for alcohol, drugs and illegal substances.
- 5.9. The possession of or dealing in illegal drugs on Company premises will, without exception, be reported to the appropriate Law enforcement Agency.

6. HELP AND SUPPORT

- 6.1. The Company will endeavour to ensure that advice and help are made available to any Employee who feels they have a problem with alcohol or drug misuse. In the first instance, Employees will be encouraged to seek help from their General Practitioner.
- 6.2. It may occasionally be necessary to request that the Employee refrains from work temporarily or undertakes restricted duties to ensure their own safety and that of others.
- 6.3. The Company may also allow additional time off (normally unpaid) for Employees to obtain treatment or attend support groups.

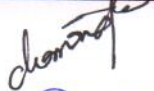

7. ROLES AND RESPONSIBILITIES

- 7.1. The successful implementation of this policy is the responsibility of all Employees of Heckerbella Limited. It is the responsibility of all staff to identify concerns about an individual's immediate ability to perform their job and take appropriate steps.
- 7.2. Heckerbella Limited shall provide education and training opportunities to Employees:
 - 7.2.1. To increase awareness of responsible drinking
 - 7.2.2. Increase knowledge of the risks associated with alcohol and drug misuse
 - 7.2.3. To increase awareness of early signs of alcohol and drug dependency.
 - 7.2.4. Employees and Contractors must ensure they are aware of the side effects of any drugs prescription and advise their line manager or a member of the management team immediately of any side effects of the prescription, which may affect work performance or the health and safety of themselves or others. For example, drowsiness.

8. BREACH AND CONSEQUENCE

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 contractors, services may be terminated immediately upon a breach of these rules.

APPROVAL

Approval	Name	Job Title	Signature	Date
Reviewed by	Patience Diamond	Human Recourses Manager		21/11/18
Reviewed by	Peter Okiti	Chief Operations Officer		21/11/18
Approved by	Yemi Keri	Chief Executive Officer		