

## ECDC ALCOHOL AND DRUGS POLICY

1. ECDC has a zero tolerance to alcohol and drugs if found or detected. The only exception is prescribed drugs previously declared to ECDC medical staff. It is the policy of ECDC to maintain a work environment free from the influence of alcohol and other drug abuse.
2. Possession, distribution, sale or use of alcohol and illegal drugs, or misuse of legal drugs, on ECDC business premises shall be regarded as serious misconduct. The normal disciplinary measure for serious misconduct shall be summary dismissal. In the event that any illegal drugs are found, or illegal activity is suspected on ECDC premises, the local police shall be contacted.
3. Inability of an employee to perform their duties through impairment by alcohol, use of illegal drugs or misuse of legal drugs shall be regarded as serious misconduct.
4. In situations where an employee is taking prescribed drugs and medication as treatment for a health condition, the employee shall be responsible for informing the supervisor of any potentially impairing side effects.
5. In situation where there are "reasonable grounds" for suspecting that alcohol or drugs may have been brought onto ECDC business premises, searches for alcohol and drugs shall be conducted. Failure to co-operate shall be regarded as serious misconduct.
6. Any person reasonably believed to be under the influence of alcohol and/or an illegal substance will be requested to submit to testing by an APPROVED laboratory. Individuals found to be under the influence of an illegal substance shall be immediately removed from the SITE and the WORK and the local authorities will be informed.
7. Employees who violate this Policy are subject to appropriate disciplinary action including termination.
8. The Policy applies to all employees of ECDC and its subcontractors regardless of rank or position and includes temporary and part-time employees.

  
**Fang Zheng**  
GM and Managing Director