



HUMAN RESOURCES POLICY AND PROCEDURE

DRUG AND ALCOHOL IN THE WORKPLACE POLICY

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8. DRUGSAND ALCOHOL POLICY

8.1 PURPOSE

The purpose of the policy is to describe Settlers Park Retirement Village's Zero Tolerance regarding workplace drug and alcohol usage.

8.2 STATEMENT

Settlers Park Retirement Village takes drug and alcohol abuse as a serious matter and will not tolerate it. Settlers Park Retirement Village absolutely prohibits the use of alcohol or non-prescribed drugs at the work place or while on company premises. It also discourages non-woke place drug and alcohol abuse.

8.3 OBJECTIVES

The objectives of the policy is to encourage a workforce free from alcohol abuse and / or the use of illegal drugs.

8.4 SCOPE

The Drug and alcohol in the workplace applies to:

- 8.4.1 All permanent vacant positions within Settlers Park Retirement Village
- 8.4.2 Full-time and part-time employees (half day and two third day employees) who are regarded as permanent employees
- 8.4.3 Temporary employees who have a applied for permanent vacancies within Settlers Park Retirement Village
- 8.4.4 All Volunteer positions within Settlers Park Retirement Village

8.5 ROLE AND RESPONSIBILITIES

- 8.5.1 _____ (Position) is responsible for updating the Drug and Alcohol Policy
- 8.5.2 _____ (Positions) within the specific business units are responsible for the maintenance of the Drug and Alcohol Policy as well as ongoing advisory support to line managers.
- 8.5.3 It is the line manager's responsibility to ensure compliancewith the Drug and Alcohol Policy.

8.6 RELATED POLICIES AND DOCUMENTS

- 8.6.1 Labour Relations Act 66 of 1995
- 8.6.2 The Basic Conditions Of employment Act 75 of 1997
- 8.6.3 Individual Employment Contracts
- 8.6.4 Occupational Health and Safety Act 85 of 1993
- 8.6.5 Employment Equity Act 58 of 1998

8.7 DRUGS AND ALCOHOL IN THE WORK PLACE

Drugs and alcohol abuse contributed to billions of Rands of lost productivity and thousands of workplace injuries around South Africa every year.

The use, sale or possession of alcohol or drugs while on the job or on company property will result in disciplinary action, up to and including termination, and may have legal consequences.

Employees are expected and required to report to work on time and in appropriate mental and physical condition for work.

It is Settlers Park Retirement Village's intent and obligation to provide a drug-free, healthy and safe work environment.

Settlers Park Retirement Village will not tolerate any use of non-prescribed drugs or alcohol during work hours. If the employee comes to work under the influence of drugs or alcohol or use drugs or alcohol during work time, the employee will be sent home and the period of leave taken will be deducted from the employees paid leave allocation.

Settlers Park Retirement Village reserves the right to demand a drug or alcohol test of any employee based upon reasonable suspicion

Reasonable suspicion includes, but is not limited to,

- physical evidence of use,
- involvement in an accident, or
- A substantial drop off in work performance.

Failure to take a requested test may lead to discipline, including possible termination.

8.7.1 PRESCRIPTION AND OVER THE COUNTER DRUGS

The company also cautions against use of prescribed or over-the-counter medication which can affect your work place performance. You may be suspended or discharged if the company concludes that you cannot perform your job properly or safely because of using over-the-counter or prescribed medication. Please inform your supervisor prior to working under the influence of a prescribed or over-the-counter medication which may affect your performance.

8.7.2 CONVICTION REPORTING

Employees must report any criminal conviction under a criminal drug statute for violations occurring on or off the Company's premises while conducting company business.

A report of a Criminal conviction must be made within 10 days after the final criminal conviction.

Settlers Park Retirement Village will make every effort to assist its employees who wish to seek treatment or rehabilitation for drug or alcohol dependency.

Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record.

The employee may also be required to agree to random testing.

If you have a drug or alcohol problem, please ask for our help!

8.7.3 EMPLOYEES SUBJECT TO TESTING

Under Settlers Park Retirement Village's drug and alcohol testing policy, current and prospective employees who work or would work in high-risk or safety-sensitive positions will be asked to submit to drug and alcohol testing.

No prospective employee will be asked to submit to testing unless an offer of employment has been made. An offer from Settlers Park Retirement Village, however, is conditioned on the prospective employee testing negative for drugs and alcohol.

8.7.4 SELECTION

Not all Settlers Park Retirement Village's employees will be asked to submit to drug and alcohol testing.

Frequent drug and alcohol testing will be applicable to those employees who:

- **Perform the following tasks :** _____

- **Hold the following responsibilities:** _____

8.7.5 SAFEGUARDS

Settlers Park Retirement Village's policy is intended to comply with all government laws governing drug and alcohol testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

8.7.6 TESTED SUBSTANCES

Settlers Park Retirement Village's drug and alcohol testing program is limited to testing for:

(List the tests that you would like to conduct. E.g. Blood alcohol, alcohol breathalyzer test, any specific drugs or drug tests that you may prefer).

Any other substances that may be tested using the same method used to test for controlled substances will not be tested and, if found, will not be reported.

8.7.7 WRITTEN NOTICE

Before being asked to submit to a drug and/or alcohol test, the employee will receive written notice of the request or requirements.

8.7.8 LICENSED LABORATORIES

Any drug and/or alcohol testing required or requested by Settlers Park Retirement Village will be conducted by a laboratory licensed by the Government.

The employee may obtain the name and location of the laboratory that will analyze the employee's test sample by calling _____

(Name of the testing Laboratory) at _____ (Contact Number), 24

hours before the employee is scheduled to be tested.

8.7.9 NOTICE OF RESULTS

If the employee is asked to submit to a drug or alcohol test, Settlers Park Retirement Village will notify the employee of the results within 48 (forty eight) Hours after it receives them from the laboratory.

To preserve the confidentiality that Settlers Park Retirement Village strives to maintain, the employee will be notified by _____ (phone call, private email, any other method) whether the test was negative or confirmed positive and, if confirmed positive, what the next step is.

8.7.10 POSITIVE TEST RESULTS

If Settlers Park Retirement Village receives notice that the employee's test results were confirmed positive, the employee will be given the opportunity to explain the positive result following the employee's receipt of the test result.

In addition, the employee may have the same sample retested at a laboratory of the employee's choice.

8.7.11 ADVERSE EMPLOYMENT ACTION

If there is reason to suspect that the employee is working while under the influence of an illegal drug or alcohol, the employee will be suspended with pay until the results of a drug and alcohol test are made available to Settlers Park Retirement Village by the testing laboratory.

Where drug or alcohol testing is part of a routine physical or random screening, there will be no adverse employment action taken until the test results are in.

8.7.12 CONFIDENTIALITY

Settlers Park Retirement Village will make every effort to keep the results of drug and alcohol tests confidential.

Only persons with a need to know the results, will have access to them.

The employee will be asked for the employee's consent before test results are released to anyone else.

Be advised, however, that test results may be used in arbitration, administrative hearings and court cases arising as a result of the employee's drug testing.

If the employee is to be referred to a treatment facility for evaluation, the employee's test results will also be made available to the employee's counselor. The results of drug testing in the workplace will not be used against the employee in any criminal prosecution.

8.7.13 COSTS

Settlers Park Retirement Village will pay the cost of any drug and alcohol testing that it requires or requests employees submit to, including retesting of confirmed positive results. Any additional tests that the employee requests will be paid for by the employee.

8.7.14 EMPLOYEE AGREEMENT ON DRUG AND ALCOHOL POLICY

I have read, understand, and agree to comply with the foregoing policies, rules, and conditions.

I am aware that violations of this guideline may subject me to disciplinary action, including termination from employment, legal action and criminal liability.

I further understand that I have responsibility to maintain a positive representation of the company and govern myself accordingly.

Furthermore, I understand that this policy can be amended at any time.

DATE: _____

EMPLOYEE: _____
(Name and Signature)

POSITION: _____

DATE: _____

EMPLOYER: _____
(Name and Signature)

POSITION: _____