

DRUG & ALCOHOL POLICY

Objectives

IKAD Engineering is committed to providing a safe, healthy and secure working environment for all our employees and those affected by its operations and activities. The quality of IKAD Engineering services will not be compromised by the presence of people under the influence of alcohol, non-prescribed drugs or over the prescribed dose of prescription medication in the workplace. This policy is designed to eliminate the risks inherent in the use or abuse of drugs, alcohol and other substances from IKAD workplaces and associated work environments.

This Policy applies to all IKAD employees, contractors, subcontractors, and other visitors at IKAD premises and workplaces.

The essential requirements of this policy are that;

- Employees must always be in a fit state to carry out their duties, when at work and must not possess, consume or be under the influence of alcohol, or other impairing substance.
- Anyone suspected of being impaired due to alcohol, substance abuse or drugs, legal or illegal must stop work and undergo drug and alcohol testing.
- In the instance that prescription medication could potentially affect the ability of the employee to perform their normal work safely; the employees must notify their supervisor immediately so that control strategies can be implemented.

Strategy

- IKAD reserve the right to carry out screening for alcohol and drugs.
- IKAD provide assistance through a range of preventative, educational and rehabilitative measures to overcome drug and alcohol problems that could impair an employee's ability to work safely.
- IKAD encourage all employees to maintain good health and wellbeing through a suitable lifestyle balance.
- Interventions in the case of safety-related drug and alcohol problems will be monitored and evaluated to ensure continuous improvement of the chosen strategies.
- Workers are actively encouraged to report drug and alcohol problems that could present safety risks
- Alcoholic beverages will only be supplied by IKAD Engineering on designated special occasions, approved by the General Manager.

A handwritten signature in blue ink, appearing to read 'I. Donjerkovich', is positioned above the typed name.

I. Donjerkovich
General Manager
April 2015

Next review – April 2016