

SUBSTANCE MISUSE POLICY STATEMENT

KD Marine Ltd. has a **Zero Tolerance** to the use of or being under the influence of any controlled substance while at work. Isolated instances of misconduct or absence from work caused by the effects of excessive substance use will be dealt with under disciplinary action.

KD Marine Ltd. recognises that, substance misuse and growing social and medical problems can lead to accidents at work, reduced efficiency and poor decision making.

We are committed to maintaining a safe working environment and have procedures which:

1. Minimise substance misuse related problems in the work place
2. Offer support and advice for employees experiencing difficulties related to substance use.

The objective of this policy is to:

- Comply with our legal responsibilities
- Assist managers in dealing with substance misuse related incidents in the workplace
- Demonstrate the organisations commitment to workers health and safety
- Raise awareness amongst workers on the effects of substance use and the impact on themselves and the workplace.

KD Marine Ltd. maintains a screening programme for substance misuse. Failing the screening program or failing to cooperate will be grounds for dismissal.

Possible indicators of misuse

- Co-ordination, response times and memory impairment
- Absenteeism – short term or frequent patterns
- Poor time keeping - Erratic Performance
- Personality changes
- Sudden mood swings

These are only some examples of misuse.

Workers are responsible for:

- Not being under the influence while in the workplace.
- Not consuming substances while at the workplace or any company worksites.
- Advising the immediate supervisor if they are taking any prescribed drugs.
- Reporting to Line Management or Human Resources any concerns with misuse on company worksites or employees.

H C Petersen



Managing Director

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