

## **2.4 ALCOHOL AND DRUGS POLICY**

### **2.4.1 POLICY**

- i. SEOT has a vital interest in maintaining a safe, healthy, and efficient working environment. Being under the influence of a drug or alcohol on the job poses serious safety and health risks to the user and to all those who work with the user. The use, sale, purchase, transfer, or possession of an illegal drug in the workplace, and the use, possession, or being under the influence of alcohol also poses unacceptable risks for safe, healthy, and efficient operations.
- ii. SEOT has the right and obligation to maintain a safe, healthy, and efficient workplace for all of its employees and contractors, and to protect the organization's property, information, equipment, operations and reputation.
- iii. SEOT recognizes its obligations to its members for the provision of services that are free of the influence of illegal drugs and alcohol, and will endeavor through this policy to provide a drug-and alcohol-free workplace.
- iv. **The use, possession, concealment, promotion or sale of Prohibited Substances on SEOT Premises IS STRICTLY FORBIDDEN. A Violation by any Employee or Contractor shall result in Dismissal and prohibition from Company premises.**
- v. SEOT further expresses its intent through this section to comply with SEOT'S Drug & Alcohol Policy rules & regulations as well as the UAE Laws that relate to the maintenance of a workplace free from illegal drugs and alcohol.

### **2.4.2 PURPOSE**

This outlines the goals and objectives of SEOT drug and alcohol testing program and provides guidance to supervisors and employees and contractors concerning their responsibilities for carrying out the program.

### **2.4.3 SCOPE**

This policy applies to all SEOT employees and contractors and all job applicants whether direct hires or contracted personnel.

### **2.4.4 TRAINING & AWARENESS**

Supervisors and other management personnel are to be trained in:

- (a) Detecting the signs and behavior of employees and contractors who may be using drugs or alcohol in violation of this policy;
- (b) Intervening in situations that may involve violations of this policy;
- (c) Recognizing the above activities as a direct job responsibility.

Employees and contractors are to be informed of:

- (a) The health and safety dangers associated with drug and alcohol use;
- (b) The provisions of this policy.

### **2.4.5 PROHIBITED ACTIVITIES**

#### **1. Legal Drugs**

- (a) The undisclosed use of any legal drug by any employee or contractor while performing tasks & duties or while on SEOT premises is prohibited. However, an employee or contractor may continue to work even though using a legal drug if

SEOT's HSSEQ management has determined, after consulting with health officials, that such use of legal drug does not pose a threat to safety and that the using employee's and contractor's job performance is not in any form or manner affected. Otherwise, the employee or contractor may be required to take leave of absence or comply with other appropriate action as determined by SEOT's HSSEQ management.

- (b) An employee or contractor whose medical therapy requires the use of a legal drug shall report such use to his or her supervisor & the HSSE Department prior to the performance of his/her functions. They in turn may contact a medical facility for further guidance.
- (c) SEOT at all times reserves the right to judge the effect that a legal drug may have on job performance and to restrict the using employee's and contractor's work activity or presence at the workplace accordingly.

## **2. Illegal Drugs and Alcohol**

The use, sale, purchase, transfer, or possession of an illegal drug or of alcohol by any employee or contractor while on SEOT premises or company provided accommodations or while performing his/her tasks & duties is prohibited.

### **2.4.6 DISCIPLINE**

- (a) Any employee or contractor who possesses, distributes, sells, attempts to sell, or transfers illegal drugs on SEOT premises or company provided accommodations or while on duty will be terminated.
- (b) Any employee or contractor who is found to be in possession of or under the influence of alcohol in violation of this policy will be subject to discipline up to and including termination.
- (c) Any employee or contractor who is found to be in possession of contraband in violation of this policy will be subject to discipline up to and including termination.
- (d) Any employee or contractor who is found through drug or alcohol testing to have in his or her body a detectable amount of an illegal drug or of alcohol will be subject to discipline up to and including termination.

### **2.4.7 DRUG AND ALCOHOL TESTING OF JOB APPLICANTS**

- (a) All applicants in the terminal whether directly hired at SEOT or contractors hired to perform work on the terminal, mainly safety sensitive positions are subject to drug and alcohol testing.
- (b) An applicant shall pass the drug test to be considered for employment.
- (c) An applicant will be notified of a drug and alcohol test prior to being tested; will be informed in writing of his or her right to refuse to undergo such testing; and will be informed that the consequence of refusal is termination of the pre-employment process.
- (d) An applicant will be provided written notice of this policy and by signature will be required to acknowledge receipt and understanding of the policy.
- (e) If an applicant refuses to take a drug or alcohol test, or if evidence of the use of illegal drugs or alcohol by an applicant is discovered, either through testing or other means, the pre-employment process will be terminated.

### **2.4.8 DRUG AND ALCOHOL TESTING OF EMPLOYEES AND CONTRACTORS**

1. SEOT will notify employees and contractors of this policy by:
  - (a) Providing to each employee or contractor a copy of the policy
  - (b) Announcing the policy in various written communications and conducting awareness presentations for employees or contractors.
  
2. SEOT may perform drug or alcohol testing:
  - (a) Of any employee or contractor who manifests "reasonable belief" behavior.
  - (b) On a random basis of any employee or contractor.
  - (c) Of any employee or contractor who is subject to drug or alcohol testing pursuant to SEOT'S Alcohol & Drug Testing Policy rules and regulations.
  
3. An employee's or contractor's consent to submit to drug or alcohol testing is required as a condition of employment and the employee's or contractor's refusal to consent may result in disciplinary action, including termination, for a first refusal or any subsequent refusal.
  
4. An employee or contractor who is tested in a "reasonable belief" situation may be suspended pending receipt of written tests results and whatever inquiries may be required.

**2.4.9 CONFIDENTIALITY**

All information relating to drug or alcohol testing or the identification of persons as users of drugs and alcohol will be protected by SEOT as confidential unless otherwise required by law, overriding public health and safety concerns, or authorized in writing by the persons in question.

**2.4.10 ACKNOWLEDGMENT**

I hereby declare that I have not been a habitual user of any drugs other than at times when they have been prescribed to me by a registered medical practitioner.

I undertake not to take any drugs whilst serving on SEOT premises unless prescribed by an approved medical practitioner.

I undertake to submit myself to testing for abuse of alcohol or drugs in accordance with the requirements of the SEOT's policy on drugs and alcohol.

I have been made fully aware of the SEOT's policy on alcohol and drug abuse.

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NAME (PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE