

ALCOHOL & SUBSTANCE ABUSE POLICY

The company has **ZERO TOLERANCE** to drug or alcohol use in the workplace.

We have established safeguards against drug and alcohol abuse to ensure a safe and healthy working environment. Substance abuse imposes a burden on those caught up in the abuse but also on their co-workers. It may lead to poorer job performance and accident risks.

To mitigate these risks, we have developed this Policy to prohibit drug use, possession or sale on company premises and strictly regulate the consumption of alcohol.

- The misuse of legitimate drugs or the use, possession, distribution or sale of illicit un-prescribed drugs whilst on business premises and vessels is strictly prohibited and grounds for immediate dismissal.
- Possession, use, distribution or sale of alcoholic beverages on business premises and vessels is strictly prohibited and being unfit for work because of alcohol is grounds for immediate dismissal.

While this Policy refers specifically to alcohol and drugs, it is intended to apply to inhalants and other forms of substance abuse.

STATEMENT

Scope

This Policy, documented procedures and guidelines are designed to establish a centralised mechanism to track and ensure compliance with all applicable laws in all countries where the company operates.

This Policy does not discriminate at any level and applies **equally to all** persons associated with the company.

Right to Search / Testing

We may conduct unannounced searches for drugs and alcohol on company-owned or controlled assets.

We may also require employees to submit to medical evaluation or alcohol and drug testing where reasonable cause exists to suspect alcohol or drug use, including following workplace incidents.

Testing may be carried out for any reasonable cause should any employee demonstrate suspicious or dangerous behaviour individually or involving others.

Similarly, in line with documented procedures and as a part of a drill, periodic unannounced random drug and alcohol tests may also be carried out, involving all employees or contractors or a percentage thereof.

Alcohol and drug testing will be performed by qualified appointed company personnel or at a subcontracted medical facility.

Responsibility

The company recognises alcohol or drug dependency as a treatable condition. Employees who suspect they have alcohol or drug dependency are encouraged to seek advice and follow appropriate treatment promptly before it results in job performance problems.

Company management and Masters are accountable for ensuring that the standards set forth by this Policy are communicated to all employees and that their conduct sets a good example in this respect.

Everyone is responsible for their behaviour and ensuring that their conduct is per communicated principles. In addition, everyone is responsible for reporting any scenarios they witness or which come to their attention.

Violations

Adherence is mandatory, and any violation of this Policy and associated documented procedures may lead to disciplinary action or legal consequences.

Any service providers, clients, or visitors failing to cooperate with the company in this regard may result in the removal from company premises and denial of a future entry.

Continuous Improvement

Senior management review this Policy annually and revises it as necessary to reflect changing operational conditions, new technology, government policies and legislation.

ANNUAL APPROVAL OF CORPORATE POLICIES

The Policy was approved by the CEO and Managing Director for release.



Annual Verification **Date:** 17th June 2022 **Verification Stamp:**

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