



## **ALCOHOL AND DRUGS POLICY**

Offshore Technology Solutions Ltd (OTSL) is aware of its responsibilities to provide, as far as is reasonably practicable, a safe and healthy working environment, and recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct, and safety, or the safety of others whilst in the workplace.

All employees, regardless of status, are expected to adhere to, and observe, current and future legislation, and both OTSL corporate and client policies and rules regarding the consumption of alcohol and/or drugs whilst on or reporting for duty or whilst on company or client premises.

The consumption of alcohol on OTSL premises is not allowed except at authorised company functions or with the prior consent of a member of executive management. Any variation may be subject to disciplinary action.

OTSL executive management expects all employees to co-operate with any justifiable request to produce breath, blood and/or urine samples, either by the company, client or any officer of the enforcing authorities. Failure to comply with such a request is a dismissible offence.

OTSL executive management reserves the right to remove from site and suspend any employee suspected to be in breach of this policy through misuse of alcohol or drugs, pending further investigation. Any person found to be in breach of legislation and/or either company or client policy or rules may be subject to disciplinary action for gross misconduct that may lead to summary dismissal.

All employees, contractors, consultants and clients shall be given a copy of this Drugs and Alcohol Policy which shall be explained to them. All OTSL employees and contractors will be required to sign the “Employee Declaration on Alcohol and Drugs”, giving their consent to an initial and subsequent random testing.

Anyone taking prescribed medication should inform his or her manager on reporting for duty and before actually commencing work.

### **Offshore Technology Solutions Ltd (OTSL)**

Signed

Date

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Name

Designation