

	 شركة كوميدات السعودية المحدودة Saudi Comedat Company Limited	No. of Page(s): 1 of 1 Rev. No: 00
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	SCCL – Substance Abuse Policy	
		Date: 29 Feb 2024

Substance Abuse Policy Statement

SCCL recognises the potential negative effects of Alcohol and Drug (both illegal and prescription) consumption in the workplace, particularly the hazards that those individuals who abuse Alcohol and Drugs pose to themselves, colleagues, Contractors and Clients.

Alcohol and Drug abuse is not acceptable in the workplace. SCCL Management acknowledges its obligations to take all reasonable steps to ensure the health and safety of their Employees. Furthermore, SCCL operate a zero-tolerance approach to illicit substance abuse.

This Policy allows for the potential testing of Employees (in accordance with current KSA Regulations) for Alcohol and Drug abuse, assisting those Employees who voluntarily seek assistance relating to the abuse of Alcohol or Drugs and educating Employees of the inherent dangers of Alcohol and Drug consumption in the workplace.

For the purpose of clarity, the Policy prohibits the following:

- 1) Being impaired by Alcohol or Drugs whilst at work.
- 2) The possession or use of Alcohol or Drugs on Company premises.
- 3) Selling or gifting of Alcohol or Drugs (illegal or prescription) to anyone at SCCL.
- 4) The presence in the body of Alcohol or illicit Drugs (or their metabolites) while at work.
- 5) Refusal to submit to random or "cause" Alcohol or Drug testing, failure to report to the Clinic for a reasonable request for Alcohol or Drug testing and tampering or attempting to tamper with a test sample.
- 6) Leave SCCL premises when notified of an impending Alcohol or Drug test.

All SCCL stakeholders are obliged to adhere to the guidelines as set out by this Policy:

- 1) Managers, Supervisors, Employees and Contractors are responsible for identifying and reporting those individuals suspected of substance abuse. This extends to individuals believed to be in possession of or selling/supplying Alcohol or Drugs to anyone on Company premises.
- 2) Employees and Contractors must inform SCCL if they are concerned that they have been participating in Alcohol or Drug consumption, or if they are concerned that they are struggling with any such addiction.
- 3) SCCL will offer assistance, guidance, counselling and support (on a case-by-case basis) to any Employee who voluntarily seeks assistance prior to the announcement (or prior notice) of the intent to carry out either random or "cause" Alcohol or Drug testing.
- 4) In the event of an incident, accident or Near-Miss event, SCCL reserve the right to carry out Alcohol or Drug testing on "cause."
- 5) Any personal medication, prescribed by a Doctor or Pharmacy, must be brought to the Clinic for approval by the Doctor on arrival to Company premises.
- 6) SCCL have the right, at any time, to conduct reasonable searches of Company and private property if there is suspicion that Alcohol or Drugs (Illegal and prescription) are being held on Company premises.
- 7) This policy will undergo reviews at predetermined intervals to maintain its effectiveness.
- 8) This policy shall be communicated to all employees upon induction and made readily accessible to all employees through inductions, notice boards and through daily meetings / toolbox talks.

All SCCL employees are required to adhere to this policy and promptly report any unsafe conditions or concerns regarding their work environment.



Bryan Shannon

Deputy Project Manager

29/3/24
Date