

Substance Abuse

BEFORE THE JOB

- It is **forbidden** to be in the workplace under the influence of **narcotic and/or addictive substances**.
- **Consumption** of tobacco, vaping, drugs, alcohol is **strictly forbidden in all workplaces**.
- Smoking is only allowed in **specific designated areas**.
- Keeping, selling or distributing illegal drugs on the company premises is strictly prohibited.
- Communicate with the immediate Supervisor or the **Person in Charge** about the consumption of any medicine that could **impair or affect the work** performance judgement or behavior. If in doubt, always check with your Supervisor or the Person in Charge who may seek medical advice.

DURING THE JOB

- Any person knowledgeable about a colleague who is under the influence of any type of narcotic and / or addictive substance, must inform the company through the channels that are enabled for them to do so. They may also do so anonymously through the **Complaints Channel**.
- If you are the Supervisor or the Person in Charge of the work you should only assign work to people who are **fit to work**.
- **Intervene** if you see someone smoking outside designated areas.



Control the impact of misuse of substances (e.g.: alcohol, illicit drugs, over-the-counter and prescription medicines and other substances) that have the potential to impair health, behavior, judgement or job performance.