

# DRUGS AND ALCOHOL POLICY



## ALCOHOL FREE ZONE

The purpose of this policy is to ensure a safe and productive work environment by preventing incidents that may result from drugs or alcohol use.

This policy applies to all QTerminals employees, contractors, and interested parties who access our sites and facilities.

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### All personnel have the responsibility to:

- ▶ Ensure that they are not under the influence of drugs or alcohol.
- ▶ Inform their line manager/supervisor regarding co-worker(s) who may be under the influence of drugs or alcohol.
- ▶ Give their consent to drugs or alcohol screening, when required.
- ▶ Declare any medication being used that may impair their performance or judgement.

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QTerminals exercises zero tolerance on the use of illegal drugs and other banned substances at its premises. Consumption of alcohol on duty is subject to disciplinary procedures against the individual (s) concerned. All employees must be physically and mentally fit to carry out their duties and responsibilities. If erratic behavior is observed, they will be subjected to drugs and/or alcohol screening.

QTerminals strictly prohibits the possession, consumption, production, sale, purchase, transfer or distribution of drugs or alcohol at its premises. The company reserves the right to conduct random drugs or alcohol screening at its premises and searches for illegal drugs or alcohol at areas including but not limited to offices, vehicles, lockers, filing cabinets, desks, packages, etc. Any drugs or alcohol found as a result will be confiscated, and violators will be disciplined.

Any employee who is taking prescribed or over-the-counter medication that can potentially affect his/her work performance must notify his/her line manager or clinic nurse.

All employees, contractors, visitors, and business partners shall explicitly demonstrate their commitment to this policy. Any infraction or noncompliance will result in appropriate disciplinary action.

Approved By:  
Group CEO  
Marco Neelsen