

Spliceteq South Communications Ltd (Hereinafter referred to as the Company) recognises the potential dangers of drug and alcohol abuse and is committed to safeguarding the health, safety and welfare of all its employees and those who may be affected by its activities. The Company aims to prevent, where possible, drug and alcohol abuse and misuse amongst its employees or contractors and to detect at an early stage, any employees with problems.

It is a requirement of the Company that no member of staff or contractor shall report or endeavor to report for duty in a condition that impairs their ability to perform in a safe manner. It is also a requirement that no employee shall be in possession of prohibited drugs in the workplace or consume prohibited drugs whilst on duty. Alcohol may not be consumed on Company premises or during working hours unless with the express permission of the Board of Directors. Employees undertaking 'Safety Critical' activities will be subject to special rules.

It is the requirement of the Company that all staff taking prescribed medication or over-the-counter medication report on the first morning of duty to their Supervisor / Manager any medication they are currently taking to ensure there is no possible danger of importing risk onto any Company worksite or any controlled infrastructure. The ailment, type of medication, dosage and duration of the course of medication is to be recorded.

The Company will not tolerate any departure from these rules and will take the appropriate disciplinary action in the event of any infringement.

Pre-employment screening will be required for all new potential Company staff including sub-contractors, a positive test will exclude the individual or individuals from employment or engagement with the Company.

Following an incident, accident and or dangerous occurrence all staff involved including Agents, Supervisors and Operational Engineers who have issued task instructions will be subject to a screening test. The staff will be suspended from their duties until screening has been completed and will not be permitted to return to operational duties unless authorised by a Board Director.

Screening may be requested when management detect abnormalities of behavior in an employee. The Company has a policy of assistance with the rehabilitation of staff who voluntarily seek help for drug and alcohol related problems. Such staff must, however, seek assistance at the earliest possible opportunity. Subsequent discovery on a disclosure prompted by impending screening will not be acceptable.

The company has taken all reasonable steps to bring this Policy to the attention of all employees and will have in place a reliable monitoring process to measure the effectiveness of the Policy. This Policy will be regularly reviewed, and the Company will institute improvements where necessary.

The Managing Director has overall responsibility for the formulation and review of the Drugs and Alcohol Policy. Prime responsibility for implementation of the Policy lies with the line management of each operating division. Effective control of the Policy will be achieved through the co-operation of all levels of the Organisation.

**Paul Parkinson**

*Paul Parkinson*

**CEO**

**21/06/2024**

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