

## DRUG & ALCOHOL POLICY

Newco Catering & Logistics Ltd is an alcohol-free and drug-free work place.

The purpose of this policy is to ensure the safety of all the employees and to promote productivity.

This policy applies to all employees, contractors and suppliers.

The substances covered under this policy include;

1. Alcohol
2. Illegal drugs – any substance that is illegal to use, possess, sell or transfer.
3. Inhalants – substance that provides mind altering effects when inhaled.
4. Prescription drugs – any substance prescribed for an individual by a licensed health care provider.

Newco Catering & Logistics Limited reserves the right to inspect the company premises (building, grounds, parking lot, and company-provided vehicles) and staffs facilities including lockers for these substances.

The company further reserves the right to conduct alcohol and drug test at any time and on any staff.

Newco Catering & Logistics Limited may terminate your employment if you violet this policy, refuse to be tested or provide false information.

You are under influence of any substance if it;

- Impairs your behavior or ability to work safely and productively.
- Result in any physical or mental conditions that create a risk to your own safety, the safety of others or company property.
- Is shown to be present in your body by laboratory evidence.

### Company rules

You must follow these rules while you are on company premises and while you conduct company business.

The rules apply to any place you conduct company business, including company vehicle or your own car.

1. You may not use, possess, or be under influence of alcohol on company premises. If management approves, you may drink moderately at certain off-premises, business-related or social gatherings.
2. You may not use, possess, or be under the influence of illegal drugs.
3. You may not sell, buy, transfer, or distribute any drugs. It is against the law to do so, and we will report such actions to the authorities.
4. You must follow these rules if you take prescription or over-the-counter drugs on the job.
  - a. You may use a prescription drug only if a licensed health worker prescribed it for you within the last year.
  - b. You may use a prescription or over-the-counter drugs only if they do not generally affect your ability to work safely.
  - c. You must follow directions, including dosage limits and usage cautions.
  - d. You must keep these drugs in their original containers or bring only a single-day supply.  
The company may consult with a doctor to determine if a prescription or over-the-counter drug may create a risk if you use it on the job. The company may change your work duties or restrict you from working while you are using a prescription or over-the-counter drug that creates such a risk.
  - e. You may not use machinery while taking prescription or over-the-counter drugs that impair your ability to work safely. This includes vehicles.

You must cooperate with any investigations into substance abuse. An investigation may include tests to detect the use of alcohol, drugs, or inhalants.

Testing may involve breathalyzer tests.

Signed:

Bernard Turkson (Managing Director)

Date:

