



## ALCOHOL & DRUGS MISUSE AT WORK POLICY STATEMENT

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Air 3 Limited is committed to maintaining a safe, healthy, and productive work environment for all employees. The misuse of alcohol and drugs can have a detrimental impact on workplace safety, employee well-being, and overall performance.

Therefore, Air 3 Limited has implemented this Alcohol and Drugs Misuse at Work Policy to ensure a secure and efficient workplace.

### **Scope**

This policy applies to all employees, contractors, visitors, and anyone else who enters Air 3 Limited premises or conducts business on behalf of the organization.

### **Prohibited Substances**

The use, possession, distribution, sale, or being under the influence of illegal drugs or unauthorized prescription drugs is strictly prohibited on Air 3 Limited premises or during working hours. Additionally, the consumption of alcohol during working hours or reporting to work under the influence of alcohol is strictly forbidden.

### **Prescription Medication**

Employees taking prescription medications that may impair their ability to perform their job safely are required to inform their supervisor. Air 3 Limited will consider reasonable accommodations whenever possible.

### **Drug and Alcohol Testing**

Air 3 Limited reserves the right to conduct drug and alcohol testing in accordance with applicable laws. Such testing may be conducted as part of pre-employment screening, random testing, reasonable suspicion, post-accident testing, or as required by law.

### **Consequences of Violation**

Violation of this policy may result in disciplinary action, up to and including termination of employment. In addition, legal action may be taken if an employee is found to be in violation of applicable laws.

### **Confidentiality**

All information related to drug and alcohol testing will be kept confidential to the extent permitted by law.

### **Employee Assistance Program (EAP)**

Air 3 Limited encourages employees to seek assistance if they are struggling with alcohol or drug-related issues. The organization provides access to an Employee Assistance Program (EAP) to support employees in addressing these challenges.



### Review and Updates

This policy will be regularly reviewed and updated to ensure its effectiveness and compliance with applicable laws.

By adhering to this Alcohol and Drugs Misuse at Work Policy, Air 3 Limited aims to create a safe and healthy work environment for everyone. Employees are expected to read, understand, and comply with the guidelines outlined in this policy.

Signed:  \_\_\_\_\_

Date: January 2024

For and on behalf of Air3 Limited  
Peter Morgan - Managing Director

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