



# Drug and Alcohol Abuse Policy.

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# PURPOSE

At EJ's Solutions, we are committed to ensuring a healthy, safe, and productive work environment for all our employees, contractors, and business partners. The misuse of drugs and alcohol can impair performance, endanger the safety of our workforce, and negatively impact the reputation of our company. This policy is designed to eliminate the risks associated with drug and alcohol abuse in the workplace and outlines our standards for maintaining a drug- and alcohol-free environment.



**Prescription Medication:** Employees using prescription drugs that may impair their ability to work safely are required to notify their supervisor or HR department to discuss any necessary work accommodations.

## Access to the Workplace

**Restricted Access:** Employees, contractors, or external service providers found to be under the influence of drugs or alcohol will be denied access to EJ's Solutions' premises or any worksite.

**Immediate Removal:** Any individual exhibiting signs of intoxication or impairment due to drug or alcohol consumption will be immediately removed from the workplace. This policy applies equally to employees, contractors, and visitors.

**Reasonable Suspicion Testing:** If an employee displays behavior indicative of substance abuse (such as slurred speech, poor coordination, or erratic behavior), they may be required to undergo immediate testing.



**Post-Incident Testing:** Employees involved in workplace accidents or incidents may be subject to drug and alcohol testing to determine whether substance abuse was a contributing factor.



# Scope

This policy applies to all employees, contractors, and external service providers who perform services on behalf of EJ's Solutions, whether on company premises or while engaged in any company-related activities. Adherence to this policy is mandatory, and all personnel are responsible for complying with the guidelines set forth herein.

## Policy Statement

EJ's Solutions strictly prohibits the introduction, use, distribution, or sale of illegal drugs on company premises, during working hours, or while conducting any company-related activities. The consumption of alcohol is also regulated to ensure that no employee or contractor is under the influence of alcohol while performing work-related duties, unless in approved social settings such as company-sponsored events. Illegal drugs are categorically prohibited in all circumstances.

## Key Principles

Prohibition of Drug Use and Alcohol Consumption

### Prohibition of Drug Use and Alcohol Consumption

**Illegal Drugs:** The possession, use, distribution, or sale of illegal drugs on EJ's Solutions premises or while conducting any company business is strictly prohibited. Violation of this rule will result in immediate disciplinary action, up to and including termination of employment.

**Alcohol:** Consumption of alcohol during working hours or while performing company-related activities is prohibited, except in specific situations pre-approved by management (e.g., company events). Employees under the influence of alcohol while working or on company premises will face disciplinary action.



## Substance Abuse Testing

EJ's Solutions reserves the right to conduct alcohol and drug testing at any time, subject to local laws and company regulations. Testing may be conducted in the following circumstances:

**Pre-Employment Testing:** Potential employees may be required to undergo drug and alcohol screening as part of the hiring process.

## SUPPORT FOR EMPLOYEES

Ej's Solutions acknowledges that substance abuse can be a serious health issue, and we are committed to supporting employees who are dealing with drug or alcohol dependency.

**Employee Assistance:** Employees experiencing issues with drugs or alcohol are encouraged to seek help through Ej's Solutions' Employee Assistance Program (EAP) or other professional services. The company will provide confidential support and referrals to treatment programs as necessary.



**Medical Follow-Up:** Employees identified as having alcohol or drug dependence, particularly during medical examinations, may be required to undergo specific medical follow-up, including counseling or rehabilitation programs, as advised by relevant healthcare professionals.

**Non-Discriminatory Approach:** Employees who voluntarily seek help for substance abuse will not face disciplinary action solely for their disclosure. However, continued performance issues or violations of this policy will result in disciplinary action, up to and including termination.



## Preventive Measures

**Regular Awareness Campaigns:** Ej's Solutions is committed to conducting regular educational and preventive initiatives to raise awareness about the dangers of drug and alcohol abuse. These campaigns aim to foster a culture of responsibility and safety across the organization.

**Manager Accountability:** Managers at all levels are responsible for implementing this policy in their areas of responsibility and ensuring compliance by their teams. Managers are also required to address any observed or reported violations of this policy.

## Disciplinary Action

Violations of the Drug and Alcohol Abuse Policy will not be tolerated and may result in disciplinary actions, including but not limited to:

**Warnings:** Employees may receive verbal or written warnings for minor violations of this policy.

**Suspension:** Employees may be suspended without pay in cases where drug or alcohol abuse is observed in the workplace.

**Termination:** Serious or repeated violations, including the possession or sale of illegal drugs or reporting to work under the influence of alcohol or drugs, will result in immediate termination of employment

## Conclusion

The Drug and Alcohol Abuse Policy is a vital component of Ej's Solutions' commitment to maintaining a safe and productive work environment. By adhering to this policy, we aim to protect the health and safety of all employees, contractors, and visitors. Compliance with the rules outlined in this policy is mandatory, and we encourage all personnel to support our efforts to promote a drug- and alcohol-free workplace.

Ej's Solutions will regularly review and update this policy to ensure its relevance and effectiveness in safeguarding the well-being of our workforce.



## DOCUMENT AUTHORIZATION

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A handwritten signature in blue ink, appearing to be 'RH' or similar initials, scribbled over the name Rosemary Hanga.A handwritten signature in black ink, appearing to be 'PJ' or similar initials, scribbled over the name Peter Joshua.