

Alcohol, Drug and Substance Abuse Policy

Alcohol, drug and substance abuse has a detrimental effect on health, influences work performance and staff relationships and can result in reduced efficiency and increased absence. In view of this, GeoForce Technical Services Ltd aims to operate a workplace free from the abuse of alcohol, drugs and substances, and as such prohibits their use, concealment, transportation, promotion, selling or consumption at any Company worksite.

The Company has a duty towards and is concerned about the health and welfare of all employees. It is therefore Company policy to:

- Promote a responsible attitude to the consumption of alcohol and the taking of drugs and substances to employees;
- Offer assistance to those employees who require it;
- Treat alcohol drug and/or substance abuse as a health problem and arrange for employees affected to seek professional assistance;
- Ensure Hire Personnel are made aware of the requirements for zero detectable levels of alcohol and/or illegal drugs;
- Ensure all employees are aware of, and comply to, applicable drink driving laws.

The Company will treat any absence due to alcohol, drug and substance abuse in the same way as sickness absence on condition that the employee obtains professional treatment and maintains regular contact with the appropriate management. All related discussions will be held in the strictest confidence.

This policy applies to all direct and indirect employees of the Company, as well as any contractors, suppliers and/or service providers when working at any Company site. Failure to comply with this policy could result in disciplinary action, or for contractors, suppliers and service providers, being escorted off site.

Any incident, which amounts to gross misconduct, would be considered a dismissible offence. The Company reserves the right to carry out random drug screening.

Signed: **K. S. Hunter**

Date: 5th December 2018

Ken Hunter
Managing Director