

Drug & Alcohol Policy

Our goal is a workplace free from substance abuse of any kind. Employees are expected to be fit for duty and capable of performing their assigned responsibilities in a safe and productive manner. The use of illegal substances, alcohol or the misuse of controlled substances in the workplace is inconsistent with this goal.

HCML is committed to creating a drug and alcohol free workplace to safely achieve its business objectives. This commitment:

- promotes employees' wellbeing, health and safety
- creates a work environment where employees feel safe
- recognizes the importance of satisfying the client and providing quality service
- improves business performance including management of business risk and associated costs
- supports the requirements to comply with Company's Drug & Alcohol Policy

The Drug & Alcohol Policy and Procedures will apply to all employees of HCML as well as sub-contractors.

HCML will support its staff in achieving this goal through the following initiatives:

- Education/ Training
The Drug & Alcohol Programme will be supported by educational material and managers training conducted by recognized specialists
- Pre-employment Testing
New appointments are contingent on applicants returning a negative drug test
- Post Accident/ Incident Testing
Employees may be tested for the presence of drugs and/or alcohol when they are involved in an incident or accident where their actions may have contributed to the event. Certain serious incidents will result in mandatory testing
- Reasonable Cause Testing
Employees may be tested for the presence of drugs and/or alcohol where their actions, appearance, behavior or conduct suggests drugs and/or alcohol may be impacting on their ability to work effectively and safely
- Random Testing
Employees will be subject to be randomly selected for testing for the presence of drugs and/or alcohol
- Serious Misconduct
Employees observed taking, selling, supplying or being in the possession of drugs and/or alcohol at work will be disciplined according to HCML's serious misconduct procedures. Employees refusing to consent to undertake drug/alcohol testing will also be disciplined as above
- Rehabilitation (optional)
HCML may assist with a Drug and Alcohol Rehabilitation Programme for employees either voluntarily asking for assistance or testing positive for drugs and/or alcohol for the first time under this policy

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Tilak Nithiyewaran
HCML General Manager