

DRUGS, ALCOHOL AND SAFETY DO NOT MIX - MAKE SURE THEY DO NOT BECOME A PROBLEM

MODUTEC prohibits the consumption of alcohol by personnel under its control, in the workplace or on company business, other than reasonable drinking of alcohol in connection with social functions approved by Senior Management. Social Events organised by MODUTEC where alcohol is available will be treated separately from the workplace, and a culture of sensible and responsible consumption will be permissible at such events. Conduct which contravenes the standards and values of the company or undermines the company's reputation shall be reported to the Employee/Assignee's Line Manager and shall be managed through the MODUTEC Disciplinary procedures.

MODUTEC takes a Zero Tolerance approach to substance misuse and, if any such incidents take place at worksites under the control of MODUTEC, at worksites controlled by our Clients, in MODUTEC vehicles, facilities or at a company function, they shall be regarded as serious, shall be investigated by the organisations involved, and shall lead to disciplinary action. Any Employee or Assignee convicted of drink/driving whilst utilising a company vehicle will be subject to disciplinary action. Disciplinary action will involve a measured response up to, and including, dismissal, and reporting to the relevant authorities.

MODUTEC expressly prohibits the use of any illegal drugs or any prescription drugs that have not been prescribed for use by the User. Persons under the control of MODUTEC must report the use of prescription or over the counter medication, and changes to any such previously reported medication, to MODUTEC. Unauthorised drugs include, but are not limited to Cocaine, Cannabis, Heroin, Amphetamines and Barbiturates. If an Employee/Assignee has been prescribed any unusual drug by a Medical Practitioner, they should advise their Line Manager (and the Medic if working offshore). Those working offshore are required to declare all medication at check-in and must follow the guidelines for taking such substances offshore. Apart from illegal/unauthorised drugs, it may be a criminal offence to be in possession of, use, or distribute an illicit substance such as steroids, hormones or so-called 'legal' highs. Employees/Assignees working outside of their home country should also remember that medications authorised for use in their location may NOT be permissible in their destination country, and appropriate pre-mobilisation checks shall be made.

MODUTEC will conduct pre-employment, periodic, with-cause and random screening for substances dependent on business requirement and the situation. It is a condition of employment/assignment that Employees/Assignees co-operate with both MODUTEC and Customer's random / for-cause tests and provide samples as required. MODUTEC reserves the right to conduct tests which may include, but are not limited to: Breathalyser, Urinalysis, Blood analysis and analysis of Oral Fluid (saliva), on all persons under MODUTEC's control to confirm their substance-free status.

MODUTEC also reserves the right to conduct searches of individuals or any property held on MODUTEC or Client-controlled premises, work spaces or company vehicles at any time if there is a reasonable suspicion that there may be a problem with substance misuse.

Testing and searching are not intended to discriminate against or harass any individual or group of individuals, but rather as a measure to ensure a safe and productive working environment and that those persons under the control of MODUTEC are fit and competent to undertake the work. Tests may be conducted at any suitable premises stipulated by MODUTEC or our Client. All tests will be conducted by a suitably qualified person. Searches will be carried out with appropriate witnesses present or, in the event of their involvement, by the Police.

Should an initial screening test be positive, MODUTEC or our Client shall exercise their duty of care towards the individual - regardless of who the direct employer is - giving assistance and support as appropriate in the circumstances to enable them to return home safely following their removal from the worksite. This may include providing an escort to collect belongings, arranging onwards travel, ensuring that the person does not drive a vehicle etc. Except where the individual refuses to cooperate with such support, it will be provided no matter the circumstances of the test.

Where a person under the control of MODUTEC appears to have failed or refuses a test or search procedure, this shall be considered to be Gross Misconduct and shall be reported immediately to the HR Department for further action.

Notwithstanding the rules above, MODUTEC recognises that dependency on any substance is a condition requiring care and support and encourages those who may have developed such dependencies to seek help voluntarily. Any person under the control of MODUTEC coming forward and voluntarily seeking assistance in this way will be treated fairly, with discretion and confidentiality.



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