



**Notes**

Visser & Smit Hanab is responsible for ensuring a safe workplace to prevent accidents and incidents. Alcohol, drugs (hereinafter: substances) and certain medicines counteract this. Apart from safety, their use can also lead to dependency, affect the body and lead to a loss in production, quality and image. We want to do everything in our power to create a safe workplace for our employees, and a ban on the use of substances during work time or travelling is part of that.

'Employee(s)' also include people who work with or for use, for example, independent employees and hired staff, etc.

The sanctions policy of Visser & Smit Hanab is defined as the policy of addressing and sanctioning behaviour.

**Article 1 Banned substances**

- Paragraph 1 The use, possession and selling of substances during work time and/or travelling are forbidden.
- Paragraph 2 It is not allowed to be under the influence of a substance during work time and/or travelling, also if the substance has been consumed outside of work time and/or travelling.

**Article 2 Use of medication**

- Paragraph 1 The use of medication that would have an effect on the performance of duties is only allowed under doctor's prescription.
- Paragraph 2 The individual employee is responsible for reading the enclosed information about medication so as to be aware of the possible side effects.
- Paragraph 3 In the event of a situation as described in paragraph 1 of this article, the employee involved must immediately inform his/her manager and Health & Safety Management.
- Paragraph 4 For the application of this article, the employee involved will be explicitly given or denied approval by his/her manager and Health & Safety to perform his/her own or adapted duties for the duration of the course of medication.
- Paragraph 5 The employee will explicitly abide by the stipulations of paragraph 4 of this article.

**Article 3 Under the influence during work time**

- Paragraph 1 If and when an employee is under the influence of a substance, he/she must report to his/her manager before commencement of the actual work.

**Article 4 Preventive substance test**

- Paragraph 1 Employees can be tested preventively for substance during work time and/or travelling time, at workplaces and/or clients (art. 10).
- Paragraph 2 Preventive testing can be done both incidentally and structurally of all the employees or done at random.

**Article 5 Suspicion**

- Paragraph 1 Anybody who suspects that a colleague, manager or other person is under the influence of a substance during work and/or travelling time should discuss this with this person, but in any case report it immediately to his/her (senior) manager.
- Paragraph 2 Anybody who suspects that a colleague, manager or other person possesses, sells or uses a banned substance should discuss it with this person, but in any case report it immediately to his/her (senior) manager.
- Paragraph 3 After a reported incident as referred to in Paragraph 1 and 2, the employee suspected of the transgression will fully cooperate to ensure that his/her manager and/or Health & Safety can make a proper assessment of seriousness of the suspicion.



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**Article 6 Denied workplace access**

- Paragraph 1 The employee who may (potentially) be under the influence of medication (art. 2), personally reported (art. 3) or suspected of possessing, using or selling substances (art. 5), will immediately be denied access to the workplace by his/her manager.
- Paragraph 2 In the event of article 3 and 5, the employee will be confronted by his/her manager during an interview with signals of his/her behaviour and be the sanctions be explained.
- Paragraph 3 After being denied access to the workplace, the manager and/or Health & Safety will decide for how long the employee will be denied access to his/her workplace or get assigned different duties.
- Paragraph 4 To guarantee safety at all times, the employee concerned will cooperate fully with the workplace access denial, also in the event of a false suspicion.
- Paragraph 5 Workplace access denial is unlawful absenteeism and salary will not be paid out for the duration.
- Paragraph 6 Unless there's an alternative, the employee will be taken home.

**Article 7 Confirmation of use or being under the influence**

- Paragraph 1 During a discussion of art. 6 paragraph 2, the employee confirms being under the influence of a substance or not during work and/or travelling time.
- Paragraph 2 If the employee confirms being under the influence, the ensuing sanctions (art. 11) will be explained and recorded in the personnel file.
- Paragraph 3 If the employee denies being under the influence, he/she will be tested (art. 10) for the use of a substance in order to prove innocence.
- Paragraph 4 The employee will in any case be denied access to the workplace until certainty has been obtained.

**Article 8 Confirmation of possessing and/or selling substances**

- Paragraph 1 During a discussion of art. 6 paragraph 2, the employee confirms whether or not he/she is in possession of and/or selling substances.
- Paragraph 2 If the employee confirms being in possession and/or selling substances during work and/or travelling time, the ensuing sanctions (art. 11) will be explained and recorded in the personnel file.
- Paragraph 3 If the employee denies being in possession and/or selling, his/her personal belongings present or the workplace may be searched and colleagues may be questioned.
- Paragraph 4 Should the search in paragraph 3 reveals that the employee is in possession of and/or has sold a substance, the ensuing sanctions (art. 11) will be explained.
- Paragraph 5 Should the research reveal that the employee is not in possession and/or has sold a substance, apologies will be offered and his/her name cleared.

**Article 9 Health & Safety Management**

- Paragraph 1 If an employee is found during work and/or travelling time to be under the influence, possesses, used and/or sold substances, an appointment will be arranged with health & Safety to discuss the situation and ascertain to what extent the employee has a dependency problem with the substance or substances.
- Paragraph 2 Depending on the outcome of the interview in paragraph 1, a treatment will be prepared for the employee.
- Paragraph 3 The employee will fully cooperate with the elaboration of the treatment plan.

**Article 10 Testing and results**

- Paragraph 1 Unless the employee personally confirms being under the influence (art. 7 paragraph 3), tests will be performed to ascertain whether the employee is or was under the influence.
- Paragraph 2 The testing procedures approved by V&SH are for:  
Sub a Alcohol: Breathalyser and urine tests or, when available in the future, a less invasive or better quality procedure.  
Sub b Drugs: Testing saliva or urine or mucous membrane sample or, when available in the future, a less invasive or better quality procedure.
- Paragraph 3 The tests are performed by an independent and licensed organisation, staff from the own organisation (KAM/GM), by an employee with a one-off mandate issued by the BU management or by a team of the client.
- Paragraph 4 The test data are obtained in the least invasive manner possible.



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- Paragraph 5 The information provided by the testing party to the organisation is whether or not the employee is/was fit to perform duties.
- Paragraph 6 If the information in paragraph 5 reveals that the employee is unfit to perform duties, then:
- a) An appointment will be arranged with Health & Safety (art. 9);
  - b) All the (test) costs incurred will be recouped from the employee; and
  - c) A sanction or combination of sanctions (art. 11) will be imposed.
- Paragraph 7 If the information in paragraph 5 reveals that the employee is fit to perform duties, then:
- a) Apologies will be offered;
  - b) The name of the relevant employee will be cleared;
  - c) The employee will be paid the due salary which was withheld because of unlawful absenteeism.
- Paragraph 8 If the test results are recorded by the testing organisation (Paragraph 3), they will be destroyed after a maximum of two weeks.
- Paragraph 9 The employee is entitled to get a second opinion, the result of which will first be shared with the relevant employee.
- Article 11 Sanctions**
- Paragraph 1 In the event of a breach of this scheme, an appropriate sanction, as included in the applicable sanctions policy of Visser & Smit Hanab, will be imposed.