



1.0 Policy Statement

OOPC is committed to providing a safe and healthy drug, alcohol and substance free workplace that enables OOPC staff, contractors, sub-contractors and third party contractors (defined as stakeholders) to perform at their most productive levels. Consistent with that commitment, the company has developed this policy statement regarding drug and alcohol use, and the testing thereof, to minimise its effects in the workplace.

2.0 Objective

The policy is designed to maintain a work place free from drugs and alcohol. The drug and alcohol policy covers illegal or illicit drugs, alcohol and other controlled substances. These will be referred to as prohibited substances on OOPC's premises. The goal is to establish and maintain a work environment that is free from all drugs, alcohol and/or other controlled substances.

3.0 Scope

This policy is applicable to all stakeholders doing business with, or who are on the premises of OOPC at all times.

Stakeholders shall be obliged to undergo random drug/alcohol tests at any time that OOPC requests them to do so. Refusal to undergo any test will lead to the immediate termination or loss of contract by the stakeholder(s) concerned.

4.0 Definitions

4.1 **Alcohol Dependence** is defined as: The habitual drinking of intoxicating liquor by a stakeholder, whereby the stakeholder's ability to perform his/her duties are impaired, and/or his/her attendance at work is negatively affected, and/or they endangers the safety of others.

4.2 **Drug Dependence** is defined as: The habitual taking of drugs by a stakeholder other than a drug prescribed as medication, resulting in a stakeholder's ability to perform his/her duties being impaired, and/or their attendance at work is negatively affected, and/or they endangers the safety of others.

5.0 Guidelines

Any stakeholder, who violates this policy, may be subjected to one or all of the following measures:

- Disciplinary action, including termination of employment or contract.
- Violation by contractors or third party contractors will result in their removal from the workplace and their contract terminated.
- In the absence of a contractor's written policy, OOPC will administer appropriate elements of this policy as deemed necessary.
- This policy will be communicated to all stakeholders involved in any way with OOPC, as per OOPC Communication Procedure-GP 10.

6.0 Record of Approval

Task	Name/signature	Job title	Date
Approved by	Dr. Graham Hefer	Managing Director	16 NOV 2015

