



Drug and Alcohol Policy

GQS (Global Quality Services) and its business units supports its Customers in their opposition to Drugs and Alcohol within the workplace and to this end GQS stringently enforces its Drugs and Alcohol Policy. Any deviation from this policy will be regarded as a disciplinary matter. Managers are expected to rigorously impose the provisions of the policy.

ALCOHOL

GQS has a firm policy that it strongly discourages any consumption of alcohol during working hours. The influence of alcohol can be damaging in terms of employees' ability to perform their duties satisfactorily, and all persons under the control of GQS should be aware of the dangers of alcohol abuse. The consumption and/or possession of alcohol and/or drugs is expressly forbidden for all persons when working offshore and any person under the control of GQS breaching this condition will be subject to disciplinary action. This also applies to persons who are subject to random testing at check-in points and test positive. No alcohol is allowed in any GQS office without the express approval of the Senior Manager. Such approval will only be given at certain social events (e.g. retirement parties, etc.).

ALCOHOL TESTING

GQS may, at any time, undertake random breath testing. It is a condition of the terms of engagement that all persons under the control of GQS co-operate with GQS and our Customer's random tests and provide breath samples as required. Any positive test will result in the individual's immediate removal from their place of work. GQS reserves the right to direct any person under their control to undertake breath testing if they have reasonable suspicion that he/she is under the influence of alcohol.

DRUGS

Persons under the control of GQS shall not consume or be in possession of drugs, other than those prescribed by a Medical Practitioner or purchased over-the-counter, at any time during their employment with GQS. If an individual has been prescribed any drug by a Medical Practitioner, they should advise their Manager or Medic if working offshore. GQS may, at any time, undertake searches of such areas as offices, work sites, crew change points, vehicles, etc., and all persons under the control of GQS will be required to co-operate with such searches at all times.



DRUG TESTING

GQS may, at any time, undertake random drug testing. Such tests are normally by urinalysis screening. Every care is taken with such analysis in order that legitimate medication is excluded, and persons under the control of GQS will be given the opportunity to declare any current medications (prescribed or over-the-counter) prior to the test. It is a condition of your terms of engagement that you co-operate with both GQS and its Customer's random tests and provide samples as required. Any positive test will result in the individual's immediate removal from an office or worksite. GQS reserves the right to direct persons under its control to undertake drug screening if it has reasonable suspicion that he/she has been taking unauthorised drugs. Any person who refuses to submit to a Drug (or Alcohol) test will be regarded as providing a positive result, and GQS will follow the relevant disciplinary procedure for a positive result.

WITH-CAUSE TESTING

Any person under the control of GQS involved in any incident or near-miss whilst engaged by GQS may be requested to undergo with-cause drug and/or alcohol testing.

DRINK DRIVING

Any person under the control of GQS convicted of drink driving whilst utilising a company vehicle will be subject to disciplinary action.

COUNSELLING

Notwithstanding the rules above, GQS is always prepared to consider offering professional counselling to individuals who approach the Company for help if they are suffering from alcohol/drug addiction.

All persons under the control of the GQS are required to co-operate fully with implementing this policy, not only for the protection of yourself, but GQS and others who may be affected by your actions.

A handwritten signature in black ink, appearing to read 'David Cross'.

David Cross
Managing Director,
GQS