

ALCOHOL AND OTHER DRUGS

Drugs use and work do not mix. Since our place of work places particularly high demands on safety, no employees or temporary staff within the company may use or bring alcohol or drugs into the workplace.

Implementation of the policy

1. Influence of drugs/drug abuse

It is forbidden to be under the influence of drugs in any form in the workplace.

Drugs consist of alcohol, narcotics, hazardous substances and narcotic classed medication.

Drug abuse means the use or being under influence of such substances in the workplace when the substances are not prescribed by a doctor.

Use of drugs in leisure time also has an impact during working hours and therefore drug use is not accepted in any form.

It is important that there is an open attitude towards drug abuse in the workplace. Everyone has the right and obligation to react if they suspect someone is starting to show signs of having a drug problem.

2. Support

2.1 Company representation

No alcoholic beverages may be served at the facility.

Moderation of alcohol applies on the occasions when the company is responsible for ordering food and drink.

In situations where alcohol is served, there must always be an alcohol-free option available.

2.2 Medication

Users of medicine have the right to allow supervisors to assess the need for alternative work assignments temporarily. The assessment can be done in conjunction with occupational health.

2.3 Treatment

An employee with abuse problems must always be offered some form of treatment. The Alefors foundation is available as a resource.

3. Action

3.1 Possession of narcotics

The dealing and possession of narcotic classed substances will be reported to the police and lead to dismissal.

3.2 Drugs tests

Everyone who is considered for employment (also applies to all types of temporary positions) must be informed about the policy and be drugs tested. In the event of a positive outcome, or if job applicants refuse the drugs test, employment is not offered.

Upon reasonable suspicion that any employee or contractor is abusing alcohol, drugs, or similar substances, the company requires the suspect to undergo a drugs test. Refusal to participate in the testing ***is considered a positive test result, and entails a written warning for employees and suspension from access to the premises for contractors.***

3.3 Treatment

When abuse is identified, treatment must be implemented. The abuser must complete the treatment that the company provides. If not, continued employment is highly questionable.

4. Manager's responsibility

All managers must have sufficient training to deal with drugs problems. The immediate manager must:

- act when someone appears intoxicated or under the influence of drugs during working hours (see action plan, point 5)
- clarify the consequences if the limits are exceeded
- bring up the risks and problems associated with alcohol and other drugs at least once every other year (in team meetings or equivalent)

5. Action plans

5.1 Suspicion of alcohol or drug abuse

- Perform alcohol test (see 5.3) or drugs test (see 5.4).

[Positive result INOVYN employee](#)

- If the alcohol test shows a positive result, the employee must be sent home. The manager or any person delegated by the manager is then responsible for arranging transportation to the employee's home or care facility and asks the employee to come to work the next day sober.
- The immediate manager is responsible for a follow-up conversation when the person returns. During this conversation, the person will receive a written warning, printed out by the HR department. The received warning is acknowledged and stored at HR, which informs the union.
- ***At the meeting a follow-up plan/rehab plan shall be discussed.*** Occupational health, Alefors foundation, HR and the Work Environment engineer are available for assistance if necessary.

Positive result INOVYN contractor

- ***The contractor must be suspended from accessing the premises. The contractors contact at INOVYN contacts the company where the contractor is employed to inform of the situation and to agree on how the person should be transported home.***
- ***As this is a violation of INOVYN Life Saving Rules the contractor's keycard must be locked from accessing the premises.***
- ***The company where the contractor is employed shall be called to a meeting regarding INOVYN alcohol and drug policy and to agree on how to handle the specific case.***

5.2 **Suspicion of abuse problems**

- Immediate manager must initiate a conversation with the person in question. It is important to show respect for his/her dignity and not be judgmental. The conduct must never be construed as an explanation for incapacity.
- Go through the documented material that indicates abuse (absences, late arrival days, holidays in arrears, impaired work performance, mood swings, occasions when the person in question came to the workplace "the morning after").
- Ask who should be informed about the situation and participate in the solution to the problem.
- ***If necessary the company will offer rehabilitation***

5.3 **Alcohol test**

Each employee or contractor, who is suspected of being under the influence at work by the management, is required to carry out an alcohol test. The alcohol test gives an opportunity for clarification from the viewpoint of both parties.

The company has four breathalysers (one at logistics, one with the work environment engineer and two at gate security). These are the same type as used by the Police.

Performed as follows:

During **daytime** the manager can either use the breathalyser at the gate security or go to FHV (occupational health) reception on Gärdesvägen with the person concerned. It is appropriate that a third person participates in the test to verify the value. Highest permitted value is 0.0 promille. Refusal to participate in the testing is to be considered a positive test.

Outside **normal daytime working hours** or when occupational health is not staffed, the supervisor/manager and the person concerned go to the gate security to perform the alcohol test. The company emergency team carries out the test. The promille content is read off together.

In both cases, the promille content must be documented in writing, see form [Alcohol test](#). The document is held by **HR in the employee file**.

In the event of an alcohol content higher than 0.0 promille, the event must be registered in Synergy, under Stenungsund - jointly and with HSE&Q as the case handling department. The work environment engineer or HSE manager performs the registration:

Title: Positive alcohol test
Description: Employee/contractor has shown too high a value of alcohol/other drug after taking the alcohol test. Because it violates the company's safety regulations, the person concerned was immediately asked to leave the workplace, which also took place.
Action: Action plan according to **5.1**.

The alcohol detection equipment is serviced and calibrated according to the supplier's instructions and carried out by and documented by occupational health.

5.4 Drugs test

Using a random number generator, **10** percent of employees are selected annually by occupational health for checks for alcohol or drug abuse according to the following procedure:

- **if necessary** the company nurse informs the appropriate supervisor and then contacts the employee for a breathalyser test
- The saliva test is carried out according to specific quality assurances and analysed by an accredited laboratory and the analysis results go to the company doctor.
- In the event of a positive test, the company doctor first contacts the individual for a conversation.

- Together with the company (immediate manager, work environment engineer, HR) a plan is then established for rehabilitation and follow-up for the new case.
- In the event of a relapse, continued employment may be questioned.

The work environment engineer or HSE manager registers events such as incidents in Synergy, under Stenungsund - together with HSE&Q as case handling department:

Title: Positive drugs test
Description: Employee/contractor selected at random, has provided a sample for a drugs test. The test results were positive. The result is contrary to the company's safety and drug policy.
Action: Immediate manager follows the action plan according to HMSH-4.01-052.

On suspicion of drug abuse, testing is carried out for cannabis, amphetamine, heroin/ecstasy, morphine/cocaine, **benzo (opeates) text utgått** and alcohol.

5.5 **Non INOVYN drivers**

On suspicion that a contractor/driver is under the influence of alcohol or other drugs, testing must be carried out (see alcohol test/drugs test):

- Gate security/ head of dispatch at INOVYN, who permits entry, is responsible for ensuring that testing is carried out.
- Gate security/ head of dispatch performs the test with a witness.
- If the test shows an alcohol level of more than 0.2 promille, the person in question must be dismissed and the contractor's/driver's company must be contacted by the contact person at INOVYN or the Supply chain organisation.
- If tests show an alcohol level between 0-0.2 promille, the contractor/driver must wait until the results show 0 promille before entering the facility. The contractor's/driver's company must be informed by the contact person at INOVYN or the Supply chain organisation.
- If the contractor/driver drives off with the vehicle, the police must be contacted and the responsibility is passed to them.

If the driver refuses to comply with the company's requirements regarding drug testing, we reserve the right not to use the driver's services. The company's requirements include that the test results must be given to the driver's employer.