

DRUG AND ALCOHOL POLICY

Purpose

The purpose of Vector's Drug and Alcohol Policy (the Policy) is to ensure that all Vector people (employees and contingent workers) are safe from the risks to safety, productivity and business reputation, arising from drug and/ or alcohol affected individuals at work.

Guiding principles

- Vector carries out drug and alcohol testing in four circumstances:
 - **Pre-employment testing** – all Vector people must successfully complete drug and alcohol testing before starting work at Vector.
 - **Random testing** – 35% of Vector people are required to undergo drug and alcohol testing on a random basis (i.e. without prior notification) per year.
 - **Justifiable cause testing** – is required where Vector people are reasonably believed to be under the influence of drugs and/ or alcohol at work.
 - **Post-incident testing** – drug and alcohol testing is required after a workplace incident resulting in: serious harm, a lost-time injury, medical treatment more than precautionary, serious property damage; or where the incident is “major” (e.g. serious near miss) or where a Vector person's driving has been reported as dangerous.
- The Policy also applies outside of standard work hours when Vector people are paid to be on call or standby. In other situations when asked to perform work outside of normal working hours and Vector people believe they may be impaired by drugs and/ or alcohol, they must advise their manager and/ or withdraw their services.
- A not-negative result or refusal to consent to testing may result in suspension from work.
- Positive results for drug and/ or alcohol and or non-compliance with this Policy may result in disciplinary action and/ or required participation in a rehabilitation programme.
- Functions held on Vector premises can include alcohol after **4.30pm**, with the approval of an Executive team member.

All Vector people are responsible for:

- Familiarising themselves with this Policy and the associated Drug and Alcohol Policy Guidelines.
- Reporting for scheduled and unscheduled work free from the influence of alcohol and/ or performance altering drugs.
- Notifying their manager, or other relevant person, of any concerns they have regarding their fitness for work (including the effects of prescription medication they are taking).
- Actively participating in Vector's drug and alcohol testing programme, training and/ or rehabilitation (where required).
- Notifying their manager or the Group Manager HR of any breach of this Policy.

Please review the Drug and Alcohol Policy Guidelines available on Vector Connect or contact your HR or HSE representative for detailed information about the application of this Policy.



Simon Mackenzie
Group Chief Executive



Alison Paterson
Chair