

Purpose The purpose of this policy is to:

- Show the Company's responsibility and commitment to ensure a Safe and Healthy Workplace for all Workers
- Ensure that Workers at Focus Digital Security Solutions Ltd can work in an environment free of alcohol and drug use or abuse.
- Outline the company's expectations and requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse in the workplace.
- Provide an opportunity to Workers with a substance use problem to keep other Workers safe and to get well rather than provide grounds to terminate their employment.

Scope: This policy applies, at the workplace (within the dominion of New Zealand), to all Workers of Focus Digital Security Solutions Ltd (referred as "the Company") and visitors and subcontractors inside and outside of normal scheduled working hours.

All Workers at the Company are expected to report fit for duty for scheduled work and be able to perform assigned duties safely and acceptable without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, or prescribed medications or any other substance which may affect the ability of the Worker to perform their duties in a Safe manner.

Off the job and on the job involvements with alcohol or drugs can create many adverse effects upon the workplace and the Company, examples:-

- The integrity and reputation of the Company.
- The safe performance of the company products.
- The safety of other Workers and the subsequent wellbeing of their families.
- Preventing the Company from maintaining its policy and goal of an Alcohol and Drug free work place at all times.

The Company therefore wants to emphasise that it has **Zero Tolerance** for Workers who arrive to work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs on Company property.

The Company also strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of illegal drugs on company property.

Alcohol whilst at work is only at the Directors discretion.

To this end, the Company reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of filing cabinets, desks, packages etc which are on Company property or in a Company vehicle. Any drugs or alcohol found as a result of such searches will be confiscated and the owner or user of the object searched will be subject to disciplinary action, up to and including reporting to any Authority and termination of employment.

Roles and responsibilities: It is the responsibility of all Workers to identify and report concerns about an individual's immediate inability to perform their job, and take appropriate steps to address the concern. Where necessary, the Worker will advise their Manager who will remove any Worker suspected of breaching this policy from the Company or customer premises for investigation and decision on appropriate consequences including potential disciplinary action.

This policy will be administered using the following procedures; however, not every situation can be predicted:

1. If a Worker, visitor or contractor arrives on company or customer property within the dominion of New Zealand, and there is reasonable cause to suspect the Worker is under the influence of alcohol or drugs, the Manager shall immediately remove the Worker from the work place. If there is any doubt about whether the Worker is or is not impaired, the Manager will err on the side of caution and continue to remove the Worker from the work place.
2. Unexpected circumstances can arise when an off-duty Worker is requested to work. It is the Workers responsibility to refuse the request and ask that the request be directed to another person if the Worker feels unfit due to the influence of alcohol drugs or any other substance.

3. Workers who are taking prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on their job performance. They are required to report to the Company if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment. The Worker is required to provide the Company appropriate Medical verification for any restrictions in the performance of their duties.
4. If a Worker or Contractor believes a Worker in a more senior position is in violation of this policy, they are encouraged to get a second opinion where possible and notify their Manager or a Director immediately.
5. In support of those who may have developed and/or who are developing a condition of chemical dependency, Workers and Contractors are required to report this occurrence to the Company. Any Worker, Contractor or Manager not complying with this request is potentially enabling the dependency to Breach this Policy and allowing such dependency to create serious Health and Safety concerns for the company, the addicted individual and workers and others around the workplace.

Disciplinary Procedure The Disciplinary procedure will follow that as outlined in each Individual Worker's Contract or Sub-Contractor Agreement

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