

Substance Misuse Policy

At Zion Construction, we are committed to promoting a safe, healthy and productive work environment. Substance misuse, including alcohol, illegal drugs and prescription medication, can jeopardise the safety and well-being of our employees and negatively affect company performance. This Substance Misuse Policy sets out the guidelines for preventing and dealing with substance misuse in the workplace.

Objectives:

1. Prevent the Misuse of Substances: Prohibit the use, possession, distribution or sale of illicit substances, alcohol and prescription drugs in the workplace.
2. Promote Health and Safety: Ensure that all employees are aware of the risks associated with substance misuse and provide resources to support collaborator health and well-being.
3. Maintain a Productive Work Environment: Minimise the negative impacts of substance misuse on company performance and productivity.

Guidelines:

1. Prohibition of Substances:

- The use, possession, distribution or sale of illicit substances in the workplace or during working hours is strictly prohibited.
- Alcohol consumption is prohibited during working hours and at company-sponsored events, unless previously authorised by management.

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- The use of prescription medication must be reported to the supervisor if there is a risk of it affecting the collaborator's ability to work.

2. Substance Testing:

- The company reserves the right to carry out substance testing in justified circumstances, including suspected misuse, security incidents or as part of a random testing programme.

3. Support and Resources:

- The company will provide access to employee assistance programmes (EAPs) and other support resources for employees facing problems related to substance misuse.
- We encourage collaborators to seek help voluntarily if they are facing problems with substance misuse.

4. Discipline and Consequences:

- Any breach of this policy may result in disciplinary measures, including warnings, suspension or termination of employment, depending on the seriousness of the offence.
- Collaborators who voluntarily seek help for substance misuse problems will not be subject to disciplinary measures simply for asking for help, but they can still be held responsible for violations of company policies.

5. Education and Awareness:

- The company undertakes to provide ongoing training and resources to educate

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employees about the risks associated with substance misuse and to promote a safe and healthy working environment.

All Zion Construction collaborators have a responsibility to adhere to this policy and contribute to a safe, healthy working environment free from substance misuse. Management is responsible for implementing and monitoring compliance with this policy.

This policy will be reviewed regularly to ensure its effectiveness and compliance with applicable laws and regulations. Any changes will be communicated to collaborators in a timely manner.

Silmara Batista
Director