



Drug and Alcohol Policy

The purpose of this policy is to ensure public safety and to maintain a safe, and work environment for all employees by preventing accidents or other dangerous incidents that may result from drug and alcohol use.

This policy is applicable to all IGTC – Chubb Fire Qatar MIC services personnel both on and off duty inclusive at company provided camp accommodation and whilst in vehicle to or from work.

Alcohol & Drugs

IGTC – Chubb Fire Qatar is concerned by factors affecting an employee's ability to safely and effectively to their work to a satisfactory standard. The business recognizes alcohol or other drug abuse can impair short-term or long-term work performance and is an occupational health and safety risk.

Personnel who are on prescribed medication, which may impair their ability to perform their work and travelling tasks safely, MUST inform immediate their manager in writing.

IGTC – Chubb Fire Qatar will do its utmost to create and maintain a safe, health and productive workplace for all employees. IGTC – Chubb Fire Qatar has zero tolerance policy in regards to the use of illicit drugs on their premises or the attending of other business related premises (e.g. clients) while under the influence of illicit drugs. Contravening either of these points may lead to instant dismissal

IGTC – Chubb Fire Qatar does not tolerate attending work or driving at any time a company vehicle while under the influence of alcohol. Such action by the employee will result in performance improvement action or dismissal from the company.

Smoking

- Smoking is only allowed in designated areas
- Smoking is not allowed in company or client vehicles
- Shisha smoking is banned in all locations
- Smoking during Ramadan is only allowed in provided locations not in view of employees that are fasting

Approved and Authorized by:

A handwritten signature in blue ink, appearing to read 'TAHER OBAR', written over a horizontal line.

**TAHER OBAR
(Acting General Manager)**

Date: **25-10-2021**