

# Alcohol and drug policy

## *Group-wide guidelines for how to deal with alcohol and drugs in the workplace*

### **DEFINITION**

A company's alcohol and drug policy is about showing that the employer protects its employees through an alcohol-free and drug-free work environment. The company's attitude is also important from a social perspective, because it contributes to counteracting reduced work capacity and exclusion from work life, and it promotes a drug-free society.

### **BACKGROUND**

As an employer, Ramudden are obliged to maintain a good work environment that promotes physical and mental well-being. A good environment is not compatible with use of alcohol and other drugs or substances that are hazardous to health. Consequently, these must not be present or used in the workplace. The same applies to our business partners and cooperating partners.

Having an open attitude and a serious approach – combined with personal responsibility – is a prerequisite for being able to prevent alcohol- and drug-related problems.

### **AIM**

Ramudden's alcohol and drug policy aims to avoid poor health, incidents, and accidents and create a wholesome environment for all employees. The goal is a safe, pleasant workplace with well-functioning employees.

Alcohol and drug guidelines give our employees, partners, suppliers, customers, and other stakeholders clear messages regarding how we act in various situations and which rules and regulations apply. These guidelines aim to make every individual a good citizen and to strengthen Ramudden as a company. And each employee can feel secure regarding what applies.

### **ALCOHOL AND DRUGS USE GUIDELINES**

Ramudden follow alcohol and drug laws and regulations that apply in every country in which it operates. By following these guidelines, we strive to minimise abuse:

- **All employees should be sober and drug-free in the workplace.** During work hours, employees or others working at the company may not use or be affected by alcohol or other drugs.
- **Drug possession is a crime; Ramudden do not accept this.** The company requires staff and others at the company to abstain from all drug-classified substances during working hours and leisure time.

*Guidelines continued on next page . . .*



**Principles** in this document are aligned with Ramudden's other policies and values.



**Not sure what's applicable?** On the detail level, rules, guidelines, and procedures might vary among countries.

If you're not sure what applies, contact your immediate manager, your CEO, or read more in country-specific documents.



**The Ramudden spirit** We all adhere to the Ramudden spirit, i.e., we focus on customers, prioritise our employees' health and safety, and strive to be the best at what we do. This spirit also permeates professional encounters with everyone we meet.

Consequently, all employees must at all times follow the laws and guidelines to which our business is subject – in every assignment and in every encounter – inside and outside the office.

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- **A person who is under the influence will be sent home.** Anyone affected by alcohol or drugs during working hours – or in the workplace – must be sent home immediately and in a safe way.
- **Suspicion of abuse.** Contact the person's immediate supervisor/manager or the personnel department if someone within the company is suspected of taking or is taking alcohol or other drugs during working hours. Consult the national action plans for advice on further action.
- **Non-alcoholic alternatives** should always be offered. Use good judgement when alcohol is served in conjunction with entertaining or staff parties. Always offer non-alcoholic options for those who wish.

### **RESPONSIBILITY**

All employees are obliged to comply with the laws, regulations, regulatory requirements and guidelines that are associated with alcohol and drugs.

Noncompliance can lead to disciplinary sanctions.

Ultimately, Ramudden's managers are responsible for ensuring that the guidelines have been communicated to employees and to relevant external parties to promote broader knowledge and use of the guidelines.

→ Do you suspect that Ramudden somehow violates these guidelines? If so, please contact your immediate manager, your CEO, or the personnel department.



**Show respect** for persons who choose to abstain from alcohol. No one should feel compelled to drink alcohol or explain why they abstain.



**We're vigilant about signals** that could imply risk or abuse. We intervene early when we see signals such as regular absence in connection with weekends or holidays, impaired work efficiency, or unwillingness to cooperate.