

Alcohol and Drug Policy

TABLE OF CONTENTS

1. INTRODUCTION	2
2. RESPONSIBILITIES AND AUTHORITIES	2
2.1. Standards	2
3. SCOPE	2
4. PROCEEDINGS	2
5. RESPONSIBILITY	2
5.1. Manager Responsibility	2
5.2. HR-department Responsibility	3
5.3. Employee Responsibility	3
6. FREE ALCOHOL OFFERS	3
7. ACTIONS	3
8. DOCUMENT CONTROL	3

1. Introduction

The purpose of this document is to establish and document the Company's alcohol and drug policy. This document is a guide line towards a work environment free from alcohol and drugs.

2. Responsibilities and Authorities

The President of the Company is responsible for the Company policies.

- It can be updated by the President, or by a member of the board of the company.
- Following the procedure – everyone working for the Company, as employee of hired in, shall follow the Policies defined in this document.
- Deciding what to do if necessary to deviate from the procedure – if anyone working for the Company finds himself/herself in conflict with a Policy or in a situation not covered by these Policy, they shall inform their closest manager for guidance and/or escalation to the Company's President (or a member of the Board).

2.1. Standards

We are using ISO 9001

3. Scope

Every employee within Cross Disciplinary Engineers Stockholm AB is affected by the Alcohol and Drug policy.

4. Proceedings

Working environment shall be sober and drug-free to prevent illness, incidents and accidents at work. It is not allowed to be influenced or affected by drugs or alcohol at working environment, customers, suppliers or other places where you are representing Cross Disciplinary Engineers Stockholm AB.

It shall be noted when abuse of alcohol and drugs are suspected and handled by means of an individually designed rehabilitation plan if the abuse is confirmed.

Cross Disciplinary Engineers Stockholm AB target and goals is to treat the abuse, so the person can stay as an employee of the company.

Cross Disciplinary Engineers Stockholm AB wants to act against co-worker's exclusion from working places because of alcohol and drug abuse.

5. Responsibility

Company and employees has a responsibility to help and support those whom have an addiction to alcohol or using drugs.

5.1. Manager Responsibility

It's the closest managers responsibility at working places to suspect any abuse of alcohol and drugs and to make sure the alcohol and drug policy is applied.

För detaljerad information, se bilaga "Praktisk tillämpning av Alkohol- och drogpolicy".

5.2. HR-department Responsibility

HR-department has a responsibility to design an individually rehabilitation plan and to support co-worker's and managers.

5.3. Employee Responsibility

Employees of Cross Disciplinary Engineers Stockholm AB has a responsibility towards the company policies, to make sure these are followed and applied at daily work. Employees also have a responsibility to participate in rehabilitation if necessary.

The best way to support a co-worker is to contact the manager or HR-department at any suspicious abuse.

6. Free Alcohol Offers

Cross Disciplinary Engineers Stockholm AB normally does not offer alcohol. However, representation, course completion, staff party, celebrations or similar can motivate alcoholic beverages. In those cases, the persons whom are responsible for the arrangements shall make sure that serving of alcohol takes place in moderate amounts and that good alcohol-free options are available.

7. Actions

Those who are in the influence of alcohol or drugs during working hours are not allowed to stay at the working place. It's the managers responsibility to make sure the employee gets home safely. An employee within Cross Disciplinary Engineers Stockholm AB, with incipient or serious abuse problems, can be offered help to get out if their addiction. A prerequisite is however that the employee is willing to receive help and to actively participate in any rehabilitation plan that is provided by the company. It is the manager and HR-department's responsibility to make sure there's an action plan.

New employments shall receive information about Cross Disciplinary Engineers Stockholm AB alcohol and drug policy in conjunction with the introduction program for new employments.

Targets and goals of the rehabilitation plan is to eliminate the abuse and addiction, so the person can keep the employment within the company. The requirement is that the person need to actively participate in the process.

8. Document control

How is this document updated, revised, approved, etc.

This document shall undergo annual management review by the President together with the Board of Directors.

This procedure, and all its changes, shall be communicated to all employees and hired personnel:

- on recruitment
- be readily available through our IT system for all employees and hired personnel