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|  | Document Title | Document Number | Issue Date |
| | Alcohol and Drug Free Workplace | | 11/04/2015 |
| | | Version Number | Revision Date |
| POLICY | APPROVED | #1 | 11/04/2018 |
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| DEPARTMENT | Organizational <input checked="" type="checkbox"/> Departmental <input type="checkbox"/> |
| TITLE | Alcohol And Drug Free Workplace |
| PURPOSE | <ul style="list-style-type: none"> • Demonstrate Sidra's commitment and responsibility to ensure a safe and healthy workplace for all staff • Ensure staff at Sidra can work in an environment free of alcohol and drug use or abuse • Outline Sidra's expectations and requirements for creating and maintaining an alcohol and drug free work environment, and for dealing with substance abuse in the workplace |
| APPLICABLE TO | All people employed by or working in Sidra in any capacity. |
| DEFINITIONS | <p>Prohibited Substances: Includes any drugs considered illegal under Qatar law, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.</p> <p>For Cause Testing: Drug and/or alcohol testing when there is reasonable suspicion that an employee may be impaired due to the effects of drugs and/or alcohol.</p> |
| EXPECTED OUTCOME | To have a clearly defined policy on the alcohol and drugfree workplace communicated to all employees. |
| POLICY STATEMENT | <ol style="list-style-type: none"> 1. The use, possession, production of, solicitation for, or sale of prohibited substances in the workplace is prohibited. Sidra reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of desks, lockers, filing cabinets, bags, packages, etc. Any prohibited substances found as a result of such a search will be confiscated and the owner or user of the item searched will be subject to for-cause testing and disciplinary action, up to and including termination of employment. 2. All individuals working at Sidra are expected to report physically and mentally fit for duty and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illegal drugs, non-prescription drugs, or prescribed medications or any other substance. All staff members must maintain their physical and mental fitness at work at all times.. 3. It is the responsibility of all staff to identify concerns about an individual's immediate ability to perform their job. Where necessary, a staff member will advise a manager who will arrange to have the staff member, suspected of breaching the policy, moved to a place of safety. |

