



Substance Abuse Policy (Alcohol and Drugs)

1. Scope

This policy applies to all employees of CJA Telecommunications (Pty) Ltd and will be used in conjunction with the disciplinary code.

2. Objectives of the policy

2.1 As the use of alcohol and drugs in the workplace cannot be allowed or condoned, the objective of this policy is to prohibit substance abuse and to develop a substance abuse program within CJA Telecommunications (Pty) Ltd with the primary focus on the following:

- 2.1.1 To eliminate the abuse and dependence on alcohol and/or drugs amongst employees and to assist, where possible, in the rehabilitation of those who have an alcohol and/or drug problem.
2.1.2 To enhance employee well-being, safety, health and productivity in the workplace (and at home).
2.1.3 To comply with the applicable national and provincial legislation.

3. Definitions for purposes of this alcohol and drug abuse policy

- 3.1 "Abuse" use to bad effect or for a bad purpose.
3.2 "Alcohol" a substance taken / drank to infuse drunkenness.
3.3 "Drugs" medicinal, chemical or natural substance causing addiction.
3.4 "Dependence" unable to work continuously in the normal working sense without the intoxicating substance (in this instance alcohol or drugs).
3.5 "Drunkenness" when rendered incapable by alcohol / drug substance.
3.6 "Employee" any person, excluding an independent contractor, who works for CJA Telecommunications (Pty) Ltd.
3.7 "Influence" adversely affecting the bodily or mental functioning / faculties because of the intoxicating effects of the alcohol / drugs.
3.8 "Machinery" means any article or combination of articles assembled, arranged or connected and which is used or intended to be used for converting any form of energy to perform work, or which is used, whether incidental thereto or not, for developing, receiving, storing, containing, confining, transforming, transmitting, transferring or controlling any form of energy.
3.9 "Premises" includes any building, site or vehicle where CJA Telecommunications (Pty) Ltd performs work for the company whether on its own premises or at the premises or sites of its clients.
3.10 "Rehabilitation" Restore to normal life by treatment after dependency.
3.11 "Workplace" means any premises, site or place where a person performs work during his employment.

Table with 8 columns: Rev. No., Date Created, Review Date, Changes, Prepared by, Reviewer, Approval CEO, CJA Telecommunications (Pty) Ltd. Row 1: 2, 13/08/2020, 08/2021, Revised, M. Croukamp, P. Harrison, Z. Janssen. Row 2: Signatures, [Signatures]



4. Policy

4.1 The consumption of and the possession without permission of any intoxicating substance, including prescription medication and then only when certified by a medical practitioner, is prohibited by the provisions of this policy.

4.2 CJA Telecommunications (Pty) Ltd shall only allow employees taking such medicines to perform duties at the workplace if the side effects of such medicines do not constitute a threat to the health and safety of the employee concerned or other persons at such a workplace or site.

4.3 Subject to provisions of this policy, no employee with a blood alcohol concentration above 0,00 millilitres alcohol per 100 millilitres blood, shall be allowed to commence or continue with his work.

4.4 No employee shall be allowed to drive any CJA Telecommunications (Pty) Ltd vehicle, operate any machinery, maintain/repair vehicles and/or machinery or perform any duty after consumption of any intoxicating substance.

4.5 No drugs shall be allowed on the premises or sites of CJA Telecommunications (Pty) Ltd. The only exception is where the medicines were supplied to the employee on prescription by a registered medical practitioner and are taken in accordance with the prescription.

4.6 Any employee found to be under the influence of alcohol or drugs may not enter or remain on the premises of CJA Telecommunications (Pty) Ltd and shall be subject to disciplinary action.

5. Testing for intoxicating substances and searches

5.1 Where there is a reasonable suspicion that an employee is under the influence of alcohol and/ or drugs a test may be carried out. Should an employee be found to be intoxicated such employee shall be instructed to leave the workplace / premises and the disciplinary process shall be invoked.

5.2 Unreasonable refusal to be tested is an offence in terms of this policy.

5.3 Before an employee is tested, an explanation shall be given as to why the testing needs to be done and the consequences of a positive test shall be explained.

5.4 Searches





5.4.1 Searches may be conducted when there is a suspicion and / or a situation of disputed possession of a substance of abuse. No consent is necessary for a specific search. Any substance of abuse found on the employee shall be confiscated and be submitted as proof of possession. Bodily searches shall be conducted on such employee by a person of the same gender.

6. Helping employees to help themselves

6.1 CJA Telecommunications (Pty) Ltd is committed to helping those who seek help in terms of this policy.

6.2 All employees who believe they may have a substance abuse problem are required to come forward and seek help and support.

6.3 Employees should request assistance through their project manager, human resources department or family doctor.


Rev. No.	Date Created	Review Date	Changes	Prepared by	Reviewer	Approval CEO	CJA Telecommunications (Pty) Ltd
2	13/08/2020	08/2021	Revised	M. Croukamp	P. Harrison	Z. Janssen	
Signatures							



7. Authority

Formulation of substance abuse policy: Health & safety management

Authorization of this policy: CEO of CJA Telecommunications (Pty) Ltd

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