**INTEGRATED MANAGEMENT SYSTEM**

(ISO 9001:2015, ISO 14001:2015, ISO 45001:2018)

Procedure for Substance abuse

Code: IMS/HSE/PROC06.25v0

MARCH, 2024

Amendment record
This QHSE-Substance abuse procedure is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

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# Approval

The signatures below certify that this procedure has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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|  | **Name** | **Signature** | **Position** | **Date** |
| Prepared By | Sergius Katushabe |  | Lead Implementor  | 15/03/2024 |
| Reviewed By | Christine Arupo-Maloba |  | Lead Implementor | 22/03/2024 |
| Approved By | Bernard Ongodia |  | Principal | 27/03/2024 |

1. **Purpose**

This **Substance Abuse policy** is tailored to UPIK’s needs. UPIK will safeguard against drug and alcohol abuse to ensure a safe and healthy working environment. **Substance abuse** imposes a burden on those caught up in possession of or use of any illicit or prohibited drugs.

To mitigate these risks, we have developed this substance abuse policy to prohibit the use, possession or sale of drugs at UPIK premises and strictly regulate the consumption of alcohol.

1. **Scope**

All job applicants, employees, contractors, part-time employees and students shall abide by the provisions of this policy.

1. **References**

ISO 9001:2015 – Quality Management Systems

ISO 14001:2015 – Environmental Management Systems

ISO 45001:2018 – OH&S Management Systems

 “Integrated Management System Manual”

1. **Policy elements**

Illegal drugs, inhalants and prescription as well as over-the-counter drugs fall into the “substances” category. We will also place restrictions on alcohol business and consumption.

While working or in class or in workshops and dormitories, you must not:

1. Possess, use or be under the influence of alcohol, inhalants or drugs. You can consume alcohol in moderation while in approved business meetings or social gatherings.
2. Sell, buy, transfer or distribute drugs within UPIK campus
3. Use prescription drugs (e.g. medical marijuana) while working or being on the institute’s premises.

To prevent accidents and productivity losses, we implement drug and alcohol tests for employees/candidates when:

1. We have made a formal job offer to the final candidate or when we are about to promote a current employee.
2. The circumstances surrounding a workplace accident are unclear and we want to ensure there was no substance abuse involved.
3. We want to test employees randomly (we will only use this practice if it’s legal under national law.)

Especially if you are doing a safety-sensitive job (e.g. [machine operator](https://resources.workable.com/machine-operator-job-description)), we reserve the right to withdraw our job offer, alter your job duties or send you home for the day if you’re under the influence of drugs (e.g. muscle relaxants.) We may also terminate your contract if your actions create safety risks. We will determine the best disciplinary action on a case-by-case basis.

Depending on the law, you may still clear a random drug test if you test positive for prescription drugs (e.g. medical marijuana.) If your job is safety-sensitive though, you must show that you can perform your duties without problems. Your supervisor will be responsible for spotting and reporting any impairment resulting from drug use.

1. **Disciplinary Consequences**

We may invoke disciplinary action up to termination, when you:

1. Test positive for hard drugs (e.g. cocaine.)
2. Sell, or attempt to sell, any form of substance.
3. Use any kind of drug on company premises.
4. Refuse to take company mandated drug test.

Management will decide on the appropriate disciplinary action depending on the circumstances.