

GORDON'S BAY SECURITY (Pty) Ltd

01/09/2026

ALCOHOL AND DRUG-FREE WORKPLACE POLICY

1. ZERO-TOLERANCE POLICY

1.1. The Employee acknowledges and agrees that the Company maintains a zero-tolerance policy regarding the unauthorised use, possession, distribution or presence of alcohol, illegal drugs, recreational drugs or other intoxicating substances in the workplace or while on duty.

1.2. This policy applies to all employees, irrespective of their position, department, division or nature of duties, and applies at all Company premises, client premises, operational sites, vehicles, off-site work locations and any other location where the Employee is performing duties on behalf of the Company.

2. PROHIBITION ON ALCOHOL AND DRUG USE

2.1. The Employee shall not report for duty, commence work or remain on duty while under the influence of alcohol, illegal drugs, recreational drugs or any other intoxicating substance to an extent that may impair, or reasonably be expected to impair, their ability to perform their duties safely and effectively.

2.2. The Employee is strictly prohibited from consuming, using or being under the influence of alcohol or illegal or recreational drugs before commencing duty where such consumption or use results in the Employee being impaired or otherwise unfit to perform their duties safely.

2.3. The Employee shall not consume, use, distribute, sell, supply or otherwise deal in alcohol, illegal drugs or recreational drugs while on duty, except where expressly authorised in writing by the Company for a legitimate business purpose.

3. PROHIBITION ON POSSESSION

3.1. The Employee shall not, while on duty or present at any Company workplace or operational site, have in their possession, on their person, in their clothing, personal belongings, locker, workstation or vehicle used for Company business, any alcohol, illegal drugs, recreational drugs or unauthorised intoxicating substances.

3.2. The Employee shall not bring, store, distribute, sell, supply or permit the presence of such substances on Company premises or at any location where the Employee is performing duties on behalf of the Company.

3.3. Any exception to this prohibition must be expressly authorised in writing by the Company and shall be subject to applicable law and Company policy.

4. MEDICATION AND LAWFUL MEDICAL TREATMENT

4.1. Nothing in this clause is intended to prohibit the lawful use or possession of prescribed medication or over-the-counter medication used in accordance with appropriate medical instructions.

4.2. The Employee shall notify the Company, through the appropriate confidential channel, if medication may materially affect their ability to perform their duties safely, particularly where the Employee operates machinery, drives vehicles, works at heights or performs safety-sensitive functions.

4.3. The Company may, where reasonably necessary and lawful, assess whether temporary adjustments, alternative duties or other appropriate safety measures are required.

4.4. The Employee shall not be required to disclose unnecessary medical information, and any information provided shall be handled confidentially in accordance with applicable legislation.

5. RANDOM AND REASONABLE-SUSPICION TESTING

5.1. The Employee acknowledges and agrees that the Company may require alcohol and/or drug testing as part of its workplace health and safety procedures, subject to applicable legislation, lawful procedures and the protection of the Employee's rights.

5.2. Such testing may include:

- a) Random testing conducted in accordance with a fair, consistently applied and lawful testing procedure;
- b) Testing where the Company has reasonable grounds to suspect that the Employee may be under the influence of alcohol, drugs or another intoxicating substance;
- c) Testing following a workplace accident, safety incident, near miss or another relevant event, where reasonably justified and lawful;
- d) Testing required by applicable law or a legitimate safety requirement.

5.3. The Employee agrees to cooperate with any lawful testing procedure implemented by the Company, including following reasonable instructions relating to the testing process.

5.4. Testing shall be conducted in a manner that respects the Employee's dignity, privacy and applicable legal rights. The Company shall ensure that testing procedures are appropriate, reasonably reliable and administered by suitably qualified or authorised persons where required.

5.5. Where a screening test produces a positive, inconclusive or disputed result, the Company may require appropriate confirmatory testing, subject to applicable law and the relevant testing procedure.

5.6. The Employee shall be informed of the applicable testing procedure and any relevant rights, including the procedure for raising concerns regarding the accuracy or handling of a test result.

6. REFUSAL TO UNDERGO TESTING

6.1. The Employee acknowledges that an unreasonable refusal to comply with a lawful and reasonable testing instruction may constitute a breach of Company policy and may result in disciplinary action.

6.2. Any refusal shall be assessed in the circumstances, including whether the instruction was lawful and reasonable, whether the testing procedure was properly explained, and whether the Employee had a legitimate reason for refusing or being unable to participate.

6.3. A refusal to undergo testing shall not automatically be treated as conclusive proof that the Employee was under the influence.

7. SAFETY AND REMOVAL FROM DUTY

7.1. Where the Company reasonably believes that the Employee may be impaired or unfit to perform their duties safely, the Company may temporarily remove the Employee from safety-sensitive duties or the workplace while the matter is assessed.

7.2. Any such action shall be taken in accordance with applicable law and Company procedures and shall not automatically constitute a finding of misconduct.

7.3. The Company may take reasonable steps to prevent an employee who may be impaired from driving a vehicle, operating machinery or undertaking any activity that may endanger themselves or others.

8. BREACH AND DISCIPLINARY ACTION

8.1. Any breach of this policy, including the unauthorised use, possession, distribution or sale of prohibited substances, reporting for duty while impaired, or unreasonable refusal to comply with a lawful testing instruction, may constitute misconduct.

8.2. Depending on the nature and seriousness of the alleged misconduct, the Company may institute disciplinary proceedings in accordance with its disciplinary code, applicable employment legislation and the principles of procedural and substantive fairness.

8.3. Disciplinary action may include a warning, suspension where lawfully justified, or dismissal where warranted by the circumstances and permitted by applicable law.

8.4. No disciplinary sanction, including dismissal, shall be imposed automatically solely because of an allegation or an unconfirmed test result. The relevant facts, reliability of the evidence, applicable policies and the Employee's response shall be considered in accordance with a fair procedure.

9. EMPLOYEE ACKNOWLEDGEMENT

9.1. The Employee confirms that they have read, understood and accepted the Company's Alcohol and Drug-Free Workplace Policy as set out in this clause.

9.2. The Employee acknowledges that compliance with this policy is a condition of employment and that the policy is intended to protect the health, safety, security and well-being of employees, customers, contractors and other persons affected by the Company's operations.

9.3. The Employee agrees to comply with this policy and any lawful and reasonable procedures introduced by the Company to implement it.

9.4. The Employee acknowledges that this clause applies throughout all relevant departments, divisions, business units and operational activities of the Company.

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