



ALCOHOL, TABACCO AND ILLEGAL DRUGS

All parties are expected to be able to function at an acceptable level of performance. No person engaged by AMS is to be under the influence of, impaired by, or to consume alcohol at any worksite or office.

Smoking is prohibited in all workplaces, in accordance with local laws. In addition, smoking is prohibited in all AMS offices, site locations, vehicles, leased accommodation, etc. regardless of local laws.

Possession or use of illegal drugs is prohibited at all AMS offices, site location, in vehicles or leased accommodation. All AMS engaged persons are to submit to all screening and drug testing, either by AMS, statutory authorities, and clients, when requested or under their jurisdiction.

Any suspected illegal activity will be reported to local judicial authorities.

Poor performance caused by alcohol or drug use, or impairment that causes a safety risk may amount to misconduct.

At all Times:

- Report for work in a state of fitness and readiness, to carry out assigned work.
- Be aware of yourself and others. Take appropriate action if signs of dependency are recognised.
- In accordance with personal privacy, treat all matters with confidentiality and notify the relevant manager or human resources representative.
- If you are working in a location or on a task that is safety sensitive, and if you are taking prescription medication, or receiving medical treatment for any dependency issues, notify your manager. Additional advice can be sought if necessary. All notifications are to remain confidential.
- Co-operate with ALL company drug testing programs.
- AMS personnel may request have an independent witness or representative present during testing.

Do Not:

- Conduct any work, or drive a vehicle, when under the influence of any substance.
- Consume any substance, while engaged by AMS, this includes transfers, flights and taxis.
- Consume, or offer for consumption any substance at any AMS site, office, function, transfer site, while you may be considered to be under a duty of care by AMS.
- Hold in possession, use, or deliver any illegal substances on any company premises or events.
- Ignore or tolerate any substance abuse, if witnessed by you, or reported (for managers).