



# Use of alcohol and other intoxicating substances

## Directive

Scope	Units	Legal & Compliance
	Country	CH
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Content

<b>1</b>	<b>Purpose and objectives .....</b>	<b>3</b>
<b>2</b>	<b>Duties and responsibilities.....</b>	<b>3</b>
<b>3</b>	<b>Content of the Directive.....</b>	<b>3</b>
<b>4</b>	<b>Exceptions to the prohibition on serving, consuming and/or selling alcohol.....</b>	<b>3</b>
<b>5</b>	<b>Suspicion / measurement tests.....</b>	<b>4</b>
<b>6</b>	<b>Support measures.....</b>	<b>4</b>
<b>7</b>	<b>Version history .....</b>	<b>4</b>

## **1 Purpose and objectives**

The safety and health of our employees and third parties is our top priority. This Directive is intended to ensure good working conditions and to prevent injuries and accidents in the interests of our employees, the Company and third parties. Our commitment to health and safety applies to anyone working with Implenia. We are also committed to the health and safety of visitors to our premises and construction sites.

This Directive is based on the Global Directive on the Handling of Alcohol and Substance Consumption issued by Implenia's Executive Board.

This Directive governs the consumption and consequences of the consumption of alcohol, drugs and other intoxicating substances which may impair the ability of Implenia employees or third parties on Implenia's premises to work safely and effectively during working hours. Implenia is committed to a zero-tolerance policy towards alcohol, drugs and other intoxicating substances during working hours.

Working time is defined as the time during which the Employee must remain available to the Employer, with breaks also being considered working time no matter whether the Employee leaves the place of work during their breaks or not.

## **2 Duties and responsibilities**

The provisions of this Directive apply to all Implenia staff. They form an integral part of each individual employment contract between Implenia and an Employee. This Directive takes precedence over any other documents, e.g. house rules, operating regulations, addenda to the Company regulations, etc.

## **3 Content of the Directive**

Working under the influence of alcohol and/or drugs and/or other intoxicating substances is prohibited. Employees who are under the influence of (prescribed or unprescribed) medication that affects their performance, responsiveness, concentration and/or consciousness or state of alertness are not permitted to work. Employees who are under the influence of alcohol, drugs and/or other intoxicating substances are requested to immediately stop working and leave the place of work. Absence from work due to the consumption of alcohol, drugs and/or other intoxicating substances is considered an unpaid absence.

The serving, consumption and/or sale of alcoholic beverages, drugs and/or other intoxicating substances during working hours or on Implenia's premises or at its events is prohibited.

All violations, injuries, accidents or situations that could pose a risk to Implenia employees and/or third parties must be reported to the Executive Board immediately so that appropriate measures can be taken.

## **4 Exceptions to the prohibition on serving, consuming and/or selling alcohol**

Exceptions to the prohibition on serving and/or consuming and/or selling alcohol on Implenia's premises (including e.g. workshops, construction sites, warehouses and production sites) may be granted by the direct supervisor and only for special events (Christmas events, departmental events, etc.).

The conditions for granting an exemption, all of which must be met, are:

- Events involving alcoholic beverages shall be held after the end of work. Any subsequent work is forbidden.
- Alcohol may only be consumed in moderation.
- After the event, participants will have access to public transport, or organised transport will be available.
- Alcoholic beverages shall be kept under lock and key, and all empty containers shall be removed immediately after the event.

There is no guarantee that an exception to the prohibition on serving, consuming and/or selling alcohol during working hours will be granted.

## 5 Suspicion / measurement tests

If there is a reasonable suspicion that alcohol, drugs and/or other intoxicating substances have been consumed in violation of existing regulations, the supervisor must take action. This includes but is not limited to keeping the employee away from their place of work, preventing any further danger (e.g. transport to the employee's home at their expense), reporting the matter to their immediate superior and ordering support measures.

If an infringement is suspected, measurement tests may be conducted. Testing shall only be carried out by trained staff and only with the consent of the relevant employee/third party and thus on a voluntary basis. There is no obligation to conduct a test.

See also the [A&D Process](#) on procedure in case of suspicion of working under the influence of intoxicating substances.

## 6 Support measures

Supervisors shall address any addiction problems and, if possible, work together with the employee and the HR Business Partner to find a suitable measure to resolve the addiction problem. Additional internal or external specialists shall assist with this, as necessary.

## 7 Version history

Date	Version	Changed content	Approved by
19.02.2021	1.0	First issue	CEC Schweiz

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