

# Southern Air Systems Ltd

## Drugs and Alcohol Policy

Policy on commitment to ensuring a safe, healthy, and substance-free workplace environment across all Southern Air Systems Ltd Employees, Customers and Suppliers

### 1. Policy Statement

Southern Air Systems Ltd is committed to providing a safe, healthy and productive working environment for all employees, contractors and visitors. The misuse of drugs and alcohol can impair judgement, increase health and safety risks, and negatively impact performance. This policy outlines our zero-tolerance approach to the inappropriate use of drugs and alcohol in the workplace.

### 2. Scope of Application

This policy applies to: 'Employees' defined as:

- Anyone employed by Southern Air Systems Ltd, including permanent, temporary, agency, and contract staff
- Company directors and officers
- Suppliers, subcontractors, and service providers
- Any third party acting on behalf of Southern Air Systems Ltd

Compliance with this policy is a condition of employment and engagement.

### 3. Definitions of Modern Slavery

- Alcohol Misuse: Consumption of alcohol that impairs an individual's ability to perform their duties safely and effectively.
- Drug Misuse: Use of illegal substances or improper use of prescription/over-the-counter medication.
- Workplace: Any location where company business is conducted, including vehicles, customer sites and remote working environments.

### 4. Company Expectations

Southern Air Systems Ltd expects all individuals to report for work free from the influence of drugs or alcohol. Being unfit for work due to intoxication or impairment is strictly prohibited. Employees must not consume alcohol or drugs during working hours, including breaks, unless expressly authorised.

### **5. Prescription and Over-The-Counter Medication**

Employees taking medication that may affect their ability to work safely must inform their line manager confidentially. The company may carry out risk assessments or temporary duty adjustments where required.

### **6. Testing and Monitoring**

Southern Air Systems Ltd reserves the right to conduct drug and alcohol testing where legally permissible, including cases of reasonable suspicion, accidents, or for safety-critical roles.

### **6. Reporting Concerns**

If you suspect that an 'Employee' may be under the influence – while acting on behalf of Southern Air Systems Ltd, or our customers, you must report it immediately.

- Reports can be made to your line manager, the Human Resources department, or through the company's whistleblowing process
- All reports will be treated seriously and investigated immediately, and thoroughly
- We guarantee that no employee will suffer any form of retaliation or detrimental treatment for reporting concerns in good faith

We encourage openness and will support anyone who raises genuine concerns under this policy.

### **8. Support for Employees**

Employees with drug or alcohol-related problems are encouraged to seek help early from a qualified healthcare professional, or a member of HR. Southern Air Systems Ltd will provide confidential support wherever appropriate, including administrative leave to allow the employee time to seek treatment or participate in assessment programs.

### **7. Training and Awareness**

Southern Air Systems Ltd will also ensure appropriate training to maintain awareness of risks and responsibilities, to promote early intervention, reduce risk, and support employee wellbeing while ensuring workplace safety and operational integrity.



Please complete the following questionnaire to confirm you have read and understand this policy and agree with our terms of service.

To open, please click the below link or scan the QR code.

[https://forms.office.com/Pages/ResponsePage.aspx?id=CDny9uioj0uzx\\_fzqq4Cwxq\\_e3YoinVVLqi-eMGcY9gVUQk4xNTQyRUQ1VUNPTDBIV1JPWTBMMFo3TS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=CDny9uioj0uzx_fzqq4Cwxq_e3YoinVVLqi-eMGcY9gVUQk4xNTQyRUQ1VUNPTDBIV1JPWTBMMFo3TS4u)