

The CIS Group is committed to maintaining a safe, healthy and productive work environment free of the misuse of drugs, alcohol, solvents and related substances. Abuse of these substances not only impairs an employee's health and performance but can also create unsafe working conditions for other employees. Therefore, no service or activity *shall* be undertaken to the detriment of the health and safety of anyone.

The CIS Group is committed to providing all its employees with safe and healthy working conditions. In return, no employee from the CIS Group *shall*:

1. report or try to report for work when considered unfit due to alcohol or drugs (whether illegal or not) abuse;
2. be in possession of alcohol or illegal drugs in the workplace;
3. supply others with illegal drugs in the workplace;
4. supply others with alcohol in the workplace, except during work duties. For example, serving customers drinks at the bar;
5. consume alcohol or illegal drugs or abuse any substance whilst at work.

In addition, CIS employees *shall*:

1. ensure they are aware of the side effects of any prescription drugs;
2. advise their line manager or a member of the management team immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others.

The concerned CIS Group Organisation may take disciplinary action for any breach of these rules, which may include summary dismissal.

When there is reasonable belief that an individual is under the influence of alcohol or drugs on reporting for work or during the course of work, (for example if there was a strong smell of alcohol on the person's breath), they must be sent home immediately. A search may also be carried out in line with Customer's policies. In addition, possession of or dealing in illegal drugs on CIS or customer premises *shall*, without exception, be reported to the Police authorities.

The CIS Group endeavours to ensure that advice and help are made available to any employee who feels he/she has a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their general practitioner. It may occasionally be necessary to request that the employee refrains from work temporarily or undertakes restricted duties to ensure his/her own safety and that of others. The concerned CIS Group Organisation may also allow additional time off (normally unpaid) for employees to obtain treatment or attend supporting groups.

Any employee who seeks the assistance of any CIS Group Organisation in finding treatment for a drugs or alcohol problem has the Group's complete assurance of confidentiality.

Yannick Morillon, CEO