



# PALM CHARTERS GROUP S.A.



## Palm Charters Quality Management System

### Drug and Alcohol Policy

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#### ADDRESS

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#### E-MAIL

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## Statement

The purpose of this policy is to ensure public safety and to maintain a safe, secure and productive work environment for all employees, contractors and guests by preventing accidents or other dangerous incidents that may result from drug or alcohol use.

We especially highlight our negative attitude towards the use of alcohol and drugs among our staff aboard and ashore (in the office). We see this as a prime human factor in accidents and even personnel death.

We have a **zero-tolerance policy** in respect of consumption of alcohol and drugs by Office workers during the working hours and by our crews at sea personnel during their entire service period.

This policy pertains to all staff, contractors and guests that are on our company vessel(s) and other properties.

## Prohibitions

The following applies to every person on board any of our vessels and/or on our company premises.

1. The possession, use or sale of alcohol on our vessels is strictly prohibited at all times
2. The possession, use or sale of illegal drugs is prohibited at any time
3. Employees ashore are prohibited from reporting to work under the influence of alcohol or drugs
4. An employee who is taking a prescription drug is required to present to the company a statement from the prescribing physician that the prescription drug will not impair his work performance
5. It is prohibited for the crew personnel to bring, preserve and consume alcohol or drugs at the hotels and on board the vessels
6. It is prohibited to consume alcohol during flights.

## Inspections

We will carry out inspections among our crew and guests concerning the use of alcohol and narcotic substances, as the circumstances require.

Every two months we conduct random Drug and Alcohol checks for at least 60% of the active crew personnel and 25% of the passengers/guests on board.

All personnel and crew going through or staying at our facilities and ships are subject to be searched at any time by our officers.

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## Compliance measures

- All employees and other people representing the Company are expected to comply with the requirements of this policy.
- Managers and crew members are responsible for ensuring and encouraging compliance with this policy to crew and guests.
- All employees are responsible for this policy and should propose any changes if they feel this is required.
- This policy forms part of the conditions under which our employees agree to work for the Company.
- The policy is introduced to every employee as a part of their contract.
- Any individual who has consumed alcohol or drugs during the service period can be sent home a.s.a.p. and should cover his own cost of his unexpected transportation /accommodation.
- Any breach of this policy may result cancellation of the Contract.



## Monitoring

The effectiveness of the policy will be assessed through:

- Feedback from employees;
- Feedback from our Clients; and,
- Any incidents involving drugs or alcohol.

In addition to all banned substances in your domicile country, we have outlined the substances on which we may test you on during your employment period. The list of banned substances is as follows:

- Amphetamines
- Cannabis
- Cocaine
- Opiates
- Barbiturates
- Benzodiazepine
- Alcohol

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