JETREFUEL AVIATION	**JETREFUEL** **Energy Services Limited** RC No. 9889604	Doc. No. JESL-HR-POL-002 Issue On approval Version 0.7 Sheet 1 of 1

DRUG AND ALCOHOL POLICY

Everyone undertaking company work must be fit for duty. This policy covers employees, contractors, off-site work, driving and visitors on premises we control, supporting safety, fair treatment and confidential help.

Fitness for duty. Do not start or continue work while impaired by alcohol, drugs, inhalants or other substances. Drinking on duty and using, possessing or supplying illicit drugs on company business are prohibited. No alcohol in operational areas or company vehicles.

Medication. Lawful prescribed and over-the-counter medicines are not prohibited in themselves. Seek medical or pharmacy advice on safe work. Report work restrictions confidentially before safety-sensitive duties; diagnoses need not be disclosed to supervisors.

Immediate action. Report suspected impairment promptly. Supervisors must remove the person from safety-sensitive duties, record objective observations, arrange medical help where needed and safe transport to care or home. The person must not drive. Removal is protective, not a finding of misconduct.

Testing and searches. Follow lawful, proportionate written procedures, approved by management and explained beforehand. Use competent providers, reliable methods, secure handling and records, confirmation, confidential medical review and a right to challenge results. Distinguish drug screening from alcohol testing; screening alone does not prove impairment. Investigate refusals and reasons fairly.

Help and return to work. Encourage early help-seeking. Help-seeking alone will not lead to discipline; safety measures and fair investigation of separate alleged breaches may apply. The designated HR contact explains support. Return to safety-sensitive work requires an appropriate fitness assessment and agreed restrictions or follow-up.

Fair process and privacy. Investigate alleged breaches fairly, with a right to respond and appeal. Outcomes must be proportionate and consistent with law and employment terms. Restrict health and test information to authorised recipients; secure it and retain it only for documented lawful purposes.

Contractors and visitors. Contractors must apply equivalent fitness-for-duty standards. Anyone suspected unfit may be removed from work or refused access, with appropriate safety assistance.

Management will designate HR and occupational health contacts, consult workers on implementing procedures and train supervisors in consistent, confidential application.

Policy owner: management-appointed HR lead, supported by the health and safety lead. Review annually and after significant incidents or material change. Communicate at induction; make the approved policy available to interested parties.

SIGNED

MANAGEMENT