

SW Global Resourcing Ltd. has considered relevant European and UK Legislation and applicable Industry Standards and has set in place a policy of maintaining a drug and alcohol-free workplace.

It is a SWGR Group requirement that any employee, sponsored individual or officer of the company:

- Must not come to work in an unfit state through drugs or alcohol or any other substance which may affect performance.
- Must not consume any alcohol whilst at work (SWGR operates a zero-alcohol tolerance)
- Must not use, possess, or supply any drug of abuse whilst at work.
- Must not discontinue an agreed course of treatment for a drug and alcohol related problem without informing your line manager or the HR or SQE Department.
- Must tell their supervisor or manager if they are taking any medication (whether prescribed or 'over-the-counter') which may affect their ability to work safely.
- Must tell their supervisor, Manager or Human Resources department if they believe they have or may have a drug and alcohol related problem.
- Must undergo testing for drugs and/or alcohol when requested to do so.
- We commit to meet Client and Infrastructure Manager Requirements.

The Company will not tolerate any deviation from these rules and will take the appropriate disciplinary action in the event of any infringement. The company has a policy of assistance with the rehabilitation of staff who voluntarily seek help for alcohol or drug related problems. Such staff, however, must seek assistance at the earliest possible opportunity- subsequent discovery or disclosure prompted by impending discipline or drugs and alcohol screening will not be acceptable.

A programme of screening has been put in place. This includes procedures to:

- Detect the use of alcohol and drugs both for existing and potential employees.
- Detect the use of alcohol and drugs by any person(s) involved in a Safety Critical Incident where there are grounds to suspect that the action of the persons(s) led to the incident.
- Detect the use of alcohol and or drugs where abnormalities of behaviour prompt managerial intervention (which may include a request for screening)
- commitment to unannounced random testing of a minimum 5% of sponsored staff within the next 12month period.

Failure to attend a scheduled screening or refusal to provide a sample will be treated as a positive result and will lead to suspension of the individuals Sentinel card for up to 5 years.

Further details of the procedure for ensuring compliance with the above are contained in SWGR/SQE/SPr/001 Drugs and Alcohol Procedure.

**Signed:**



**Raj Sinha**  
**Group Managing Director**

SW Global Resourcing Ltd.