



ALCOHOL AND DRUGS POLICY

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QUALITECH acts responsibly and values life and people, with a primary focus on a healthy, safe, and fair work as well as on the environment protection.

The objective of this Alcohol and Drugs Policy for **QUALITECH** is to prevent the illegal and abusive use of alcohol and drugs, when not prescribed, we understand that the use of such substances interferes with the people's attention and ability and may also change their behavior leading to unsafe acts and risk to life.

1- EFFECTS OF DRUGS AND ALCOHOL

Psychotropic Substances: They are chemical substances acting primarily on the central nervous system by changing the brain functions and it also changes, temporarily, the perception, mood, behavior and consciousness, such substances may be classified into the following types.

Depressant Substances: They decrease the activity of the nervous system. For example, alcohol, thinner, morphine, heroin, inhalants in general and others.

Disturbing Substances: Their main characteristic is the change of perception in higher or lower level. For example, some species of mushrooms, marijuana, ecstasy and others.

Stimulant Substances: They cause the increase of pulmonary activity, reduce fatigue, and increase the perception, which stimulates the other senses. For example, cocaine, crack cocaine, amphetamines, and others.

Abusive Use: It means the use of a substance in excessive way, which may increase the risk of physical and/or psychological consequences.

Dependency: The addiction, whether physical, chemical, or mental, is the relationship between a person and the psychotropic substance. It is characterized by the compulsion to ingest drugs, continuously or caused by crises of abstinence to be manifested when the body feels the lack of drugs

Alcoholism: It is the alcohol addiction, which leads to mental disorders, physical and mental health disturbance interfering in individual relations requiring specialized clinical treatment.



The use of illicit drugs and the ingestion of alcoholic beverages by any employee or service provider on the premises of **QUALITECH**, its customers and other interested parties is prohibited.

At events sponsored by **QUALITECH**, outside working hours and even in private life, **QUALITECH** advises against the abusive use of alcohol or any psychotropic drug other than for therapeutic purposes, under medical supervision and guidance.

It is the duty of each employee to notify **QUALITECH's** health department if they use any medication, with or without a prescription, which may alter their behavioral state, impair the performance of their work duties and/or pose any risk.

All employees and service providers must sign a document acknowledging and accepting the Alcohol and Drugs Policy, or even an addendum to their employment contract, with its own clause on the subject, including those who were hired after the policy was published. The employee's adherence will imply the obligation to comply with the procedures established by **QUALITECH or its clients** regarding the verification (tests and clinical evaluations) of the use of alcohol and other psychotropic drugs.

Violation of the principles and criteria of the Alcohol and Drugs Policy may result in disciplinary action and/or dismissal of the employee or service provider, with their immediate removal from **QUALITECH's** premises. In addition, the suspicion of any criminal activity may result in a report to the competent authorities. Violations of these rules will be dealt with in accordance with the regulations in force.

At any time during an employee's or service provider's employment contract, they may be asked to take part in tests for psychotropic substances, which are carried out by the occupational health department of **QUALITECH or its clients** by means of a random draw and clinical assessments.

In the event of accidents occurring to employees or service providers during the course of their professional activities, regardless of location, or in other situations not provided for in the Alcohol and Drugs Policy, they will be analyzed on an ad hoc basis by the occupational health area and will be subject to investigation.

QUALITECH recognizes the importance of education in the treatment of addiction to psychotropic drugs and will offer training to help employees and managers identify signs of psychotropic drug use and encourage them to seek medical advice for treatment.

This Policy applies to all **QUALITECH** employees and their service providers.

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