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Policy on alcohol and drugs

IM's position

Misuse of alcohol and drugs such as narcotics, drugs classified as narcotics and anabolic steroids brings about harmful consequences for the individual, the working environment and the quality of work. It also represents a safety risk.

IM does not accept employees under the influence of drugs or alcohol in the workplace.

IM is not satisfied until all employees have received adequate information to be able to contribute to the guidelines and objectives laid down in this policy.

We want to fight the addiction, not the individual!

Guidelines

- Employees must not be under the influence of alcohol or drugs during work hours.
- Any employee who is found to be under the influence of alcohol or drugs during work hours shall immediately be escorted from the site in a safe and secure manner. Responsibility for this decision rests with the employee's immediate manager.
- During receptions and representation, alcohol may be served, but this must be restricted and non-alcoholic alternatives must always be offered.
- Outside of working hours, for example, at staff social activities, any alcohol consumption is at each individual's expense, and should be moderate. The employer must always offer non-alcoholic alternatives.
- No one should be made to feel awkward for not drinking alcohol.

- We tackle the problem. It is the employee we want to protect, not the addiction.

What should you do if you suspect that a colleague has a problem with alcohol or drugs or is under the influence during work hours?

1. Contact the person's immediate manager, IM's HR Director or IM's work environment representative at once. If a safety risk exists, take immediate necessary action.
2. The person will be taken care of by the immediate manager, who is the one responsible for deciding if he/she needs to be escorted home.
3. When the person is back in the workplace, the employer is responsible for taking the initiative to arrange a private discussion regarding a potential rehabilitation plan. It is extremely important that these efforts are documented and followed up.

Responsibility

The employer

The employer has a responsibility to investigate. This means that as part of work environment management the employer must investigate any indications that an employee needs help in addressing their relationship with alcohol or drugs. After that suspicions must be dismissed or clarified and a plan of action devised.

The employee

Every employee is responsible for contributing to a good work environment and helping to ensure that work results, safety and job satisfaction are not jeopardised through an employee's harmful relationship with alcohol or drugs.