



SHIP MANAGEMENT GROUP



WE MANAGE SHIPS SAFELY

Drug & Alcohol Policy (Shore based)

Application of Policy

ASP Ship Management Group (ASP) is committed to the health, safety and wellbeing of all employees and has legal obligations relating to the health and safety of employees and workplace participants.

This Policy applies to shore based employees but not onboard employees. Contravention of this Policy may result in disciplinary action including termination of employment.

In this Policy, the term "impaired by" means impaired by or under the influence of drugs or alcohol such that the employee is unable to safely carry out all of their duties and responsibilities or conducts themselves in such a manner as to expose ASP to commercial or reputational damage or any workplace participant to risk.

ASP reserves the right to require an employee to submit to drug and/or alcohol testing if it appears to ASP that the employee is impaired by drugs and/or alcohol. Refusal to submit to testing may result in disciplinary action including termination of employment. Any employee impaired by drugs or alcohol may be safely removed from the workplace.

Where ASP considers it appropriate, ASP may provide confidential assistance and support to employees where required or requested, in relation to drug and/or alcohol consumption related issues.

Drugs

It is ASP's policy that employees must not be impaired by prohibited drugs or prescription drugs used other than as directed whilst at work, when performing work duties, attending work related events or functions, whilst representing ASP or otherwise during work hours.

Drugs have the ability to affect human behaviour and hinder a person's ability to work, and may lead to physical and mental deterioration.

The manufacture, distribution, carriage, selling or possession at work of any drugs (other than possession of prescription medication or over the counter drugs) is strictly prohibited.

Alcohol

Except as set out above, it is ASP's policy that employees must not be impaired by alcohol whilst at work, when performing work duties, attending work related events or functions, whilst representing ASP or otherwise during work hours.

Moderate and responsible consumption of alcohol is permitted at appropriate work related events or functions. If returning to work after an event or function, employees must ensure they are not impaired by alcohol on return to work.

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