

ALCOHOL AND DRUG POLICY

The policy applies to all employed consultants in all Academic Works companies. The policy is available to all employees under My Employment.

Abuse of alcohol and drugs cannot be reconciled with work. Substance abuse problems have a negative effect on work performance, attendance, risk of accidents and well-being at work. Our policy with goals and action programs is part of Academic Works' total work environment work.

Academic Work's activities shall be alcohol- and drug-free to prevent ill health, accidents, and incidents at work so that everyone can feel safe and secure at their workplace.

The starting point is that we as fellow human beings and colleagues do not accept when colleagues abuse alcohol or use drugs. Instead, we should all actively contribute to ensuring that he/she receives support and help as early as possible. There is no clear limit when alcohol use turns into abuse and dependence, so it is important to act already when you see and hear warning signs that make you suspect abuse or hazardous use (alcohol use that carries an increased risk of harmful physical, psychological, and social consequences). Talk to the person concerned or contact their manager.

In the event of established abuse, the individual employee will have opportunities for good rehabilitation and return to work. The goal in the rehabilitation of addicts is that the abuse should be removed, and the employee should remain.

Academic Works Goals

- That our employees stay in an alcohol- and drug-free work environment. It is therefore not allowed to come under the influence to the workplace or to use alcohol or drugs. Alcohol refers to any beverage that exceeds one light beer. Drugs are equated with all narcotics, doping substances and non-prescribed drugs.
- That all employees do not consume alcohol in their free time in the amount that may result in the work suffering or the ability to perform their duties
- That all employees, both in their free time and during working hours, refrain from all use of controlled drugs (except prescribed drugs) and anabolic steroids. Possession of such preparations constitutes a crime under Swedish law and is therefore not accepted in any form.
 - That all employees are good representatives for Academic Work. At events at customers' or consultancy evenings at Academic Work, alcohol may not be consumed in such a way that it harms the employee in question and/or the company's interests.
 - Combating exclusion from work as a result of alcohol and drug abuse through early action.

Drug and alcohol testing policy

- Academic Work has the right to alcohol test and/or drug test staff if it is suspected that the employee is under the influence of alcohol or drugs or in the event of an accident/incident where the employee's behavior or way of acting is suspected to have contributed to the accident/incident. The consultant manager at Academic Work or the supervisor at the customer, together with the safety representative, is responsible for the employee undergoing alcohol or drug testing. Safety representatives from the trade union organization concerned must also be involved at an early stage. The drug tests are carried out by the occupational health service Feelgood, or another procured and quality-assured partner.
- For preventive purposes, random drug tests and drug tests in connection with new employment may occur on certain customer assignments where drug tests are part of the customer's work environment and/or safety work. In these cases, the client company takes care of the drug testing. Academic Work ensures that the customer's routines and testing tools maintain good quality.
- If alcohol influence is suspected, alcohol tests can be carried out using a breathalyzer. The result must be alcohol-free (maximum 0.2 per mille). If there is a supervisor at the customer with the competence to oversee a breathalyzer, he / she has the right to test our staff after agreement with the consultant manager. The customer's safety representative or relevant trade union shop steward must also participate.
- Refusal to undergo a drug or alcohol test is to be considered equal as to be with the influence of drugs.

Measures in case of alcohol or drug abuse

An employee who appears under the influence of alcohol or other drugs at the workplace poses a work environment risk and should therefore be sent home. The supervisor at the customer has the right to assess whether the consultant should be sent home. If an employee denies any influence, a breathalyzer or drug test must be offered through Feelgood or another quality-assured actor. The customer's safety representative and/or relevant union representative may also be present at this assessment. Of course, the consultant manager should also be involved as soon as possible.

In the event of a refusal, Academic Work assumes that the employee has tested positive and assesses in each individual case how such an issue should be resolved.

If alcohol and/or drug influence is found during testing or if the employee has admitted to the influence, no salary will be paid in connection with being sent home from work. The following day or as soon as possible, the consultant manager and the employee should discuss appropriate measures at a meeting. A safety representative, if there is one, or a union shop steward should, if the employee so wishes, participate in the meeting, and be involved in decisions on measures. At

the meeting, this alcohol and drug policy is reviewed to highlight Academic Work's view of alcohol and drugs once again. Drug influence is classified as misconduct and can lead to dismissal.

If Academic Work together with the Occupational Health Service determines that alcohol abuse exists, or if the employee exposes his or her alcohol abuse, a rehabilitation plan and associated treatment contract must be drawn up. As a support in this work, there is a developed rehabilitation policy that applies in case of illness. If the employee refuses to participate in agreed rehabilitation efforts, he/she may risk losing his/her employment.