

Drug and Alcohol Policy

Effective Date	01 ST JANUARY 2023
Responsible Position	General Manager
Policy Applies to	All KutMor Business Groups, Functions and Subsidiaries
Exclusions	NONE

Policy Statement

In compliance with the PNG Dangerous Drugs Act 1952 and the PNG Controlled Substance Act 2021, KutMor has a long-standing commitment to provide a safe, quality-oriented, and productive work environment. Alcohol and drug misuse poses a threat to the health and safety of KutMor employees and to the security of the company's equipment and facilities. For these reasons, KutMor is committed to the elimination of drug and alcohol use and misuse in the workplace.

Purpose

The purpose of the Drug and Alcohol Policy is to ensure that all staff and contractors engaged in KutMor activity are aware that:

- Whilst working, operating any KutMor vehicle, present on KutMor premises or conducting company-related work offsite, employees are prohibited from using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia).
 - Being under the influence of alcohol or an illegal drug.
 - Possessing or consuming alcohol.
 - Consuming betel nut (buai).
 - The presence of any detectable amount of any illegal drug, illegal controlled substance, or alcohol in an employee's body system, while performing company business or while in a company facility, is prohibited.
- KutMor will not allow employees to perform their duties while taking prescribed drugs that are adversely affecting their ability to perform their job duties safely and effectively. Prescribed medication must be carried in a container labelled by a licensed pharmacist and employees must be prepared to produce the container if asked.
- Management will turn over any illegal drugs or drug paraphernalia to an appropriate law enforcement agency.
- If attending a KutMor sponsored function or representing KutMor at functions where alcohol is available staff are to ensure the responsible consumption of alcohol such that it does not lead to poor behaviour or impact KutMor's reputation.
- When working for Clients KutMor staff must, as a minimum, comply with the KutMor Drug and Alcohol Policy. Should any component of the Client's Drug and Alcohol Policy stipulate stricter requirements then KutMor staff must comply with the Client's stricter requirements.
- KutMor General Manager is the only person authorised to allow possession or consumption of alcohol on KutMor premises.

Accountability and Responsibility

The Drug and Alcohol Process, Procedure and Tools are documented in the Human Resource and the Health, Safety, Environment, Security & Quality (HSES&Q) Manual. Adherence to these procedures is mandatory. The Human Resource Function is accountable for monitoring the implementation of the Drug and Alcohol Policy with Line Managers responsible for ensuring compliance.

Approved on behalf of the KutMor Board of Directors

Chairperson – Board of Directors

Sakai Kei

Independent Director

Glenn Darnley-Stuart