

# Stefanutti Stocks (Pty) Ltd

## Substance Abuse Policy Statement

Stefanutti Stocks (Pty) Ltd has a sincere interest in the health, safety and welfare of its employees and the performance standards and reputation of the Company is crucial, not only for the viability of the business, but also to the job security of the employees.

The Company can therefore not accept employees being under the influence of intoxicating substances during working hours or whilst on Company premises or during the course of performing their duties. We shall not tolerate employees dealing in or using / abusing intoxicating, illegal or addictive substances at work. It is against the law to allow employees who are under the influence to remain at work and they will therefore be sent home.

Non-compliance with this policy will be regarded as a serious misconduct and will be subject to disciplinary action. The Company acknowledges that there may be genuine alcoholism and drug addiction illnesses and accepts that it may need to facilitate treatment and / or assistance under special circumstances.

It is also the Company policy that;

- None of the above illnesses should be an excuse for intoxication and its consequences;
- Sick employees have a responsibility to ensure their speedy return to health and to work, adherence to performance standards, meeting of deadlines, proper conduct and protection of their employer and others from the consequences of their condition;
- Illness is not an automatic excuse for misconduct or poor performance;
- Not all substance abuse is necessarily a result of illness / addiction / alcoholism. Therefore, employees guilty of intoxication and / or unauthorised use of substances will not automatically be considered to be ill;
- Where such employees are proved to be an alcoholic or addict, the Company may grant normal sick leave for purposes of the employee's treatment and may consider further assistance, where the Company believes it is merited;
- However, employees who fail to respond to such treatment will continue to receive assistance subject to investigation, where merited and appropriate. They will also be subject to incapacity procedures, which if unsuccessful in resolving the issue, could lead to termination of the employee's employment;
- There are circumstances where the use of alcohol whilst at work may be authorised, for example, the authorised holding of social functions or entertainment of clients, where alcohol use has been approved. However, even in such cases the abuse of alcohol (or any substances) to the extent of intoxication or unacceptable behaviours shall not be tolerated;
- Employees, who breach the content or spirit of the policy, will be subject to disciplinary measures in terms of the Company's disciplinary policy and risk termination of their employment.

Alcohol and drug tests may be performed when an employee is suspected to be using or appears to be under the influence of intoxicating liquor or habit-forming drugs whilst on duty or when reporting for duty.

  
Russell Crawford  
Group Chief Executive Officer  
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