

*Our rules of conduct are the result of a collective discussion at the company.....*

*We have agreed on the following rules:*

1. Social events arranged outside working hours must be inclusive. Alcohol consumption is never the main activity at our social events. Whenever alcohol is being served, a non-alcoholic alternative will also be provided.
2. Our company has a zero tolerance policy with regard to *intoxication* at work. This includes the use of both alcohol and illegal drugs.
3. Our position is that employee use of illegal substances, including recreational use, is unacceptable.
4. Employees who must use medication that may affect their work performance are encouraged to discuss this with their immediate supervisor.
5. Gambling, computer games and use of social media must never be allowed to affect regular work tasks in terms of fatigue, inattention or amount of time spent on these activities.
6. On business trips, at client meetings, when entertaining clients and in other work-related situations, we expect employees to show moderation, as they are acting as company representatives.
7. All employees living in portable housing must have the opportunity for rest and sleep. Specific rules apply in this situation. Make sure you are informed of these rules and that you comply with them.
8. It is not permitted for an employee to turn up for work with a hangover and/or smelling of alcohol. If this occurs, the immediate supervisor will determine whether or not to send them home.
9. In the event of concerns, suspicions or breach of these rules of conduct, the immediate supervisor will be responsible for speaking with, and following up the employee in question.
10. The company will go to great lengths to help an employee who has a problem with drug or alcohol dependency. We adhere to the Akan principles regarding supportive measures for employees with such problems.

Date:

Employee representative

Manager

