



Drugs and Alcohol Policy

For

ASN contracted personnel

Document Change History

Edition Number	Reason and Description of Change	Affected Pages	Effective Date
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1 Definition

The term “**Substance**” is used throughout this policy to cover or describe, any legal or illegal substance that has the potential to cause impairment, such as alcohol, prescription medication, and/or illicit drugs.

The term “**ASN Contact Point**” is the person in direct contact with Alcatel Submarine Networks (ASN) contracted company or individual.

ASN contracted personnel include:

- External Agency Workers,
- Subcontracted personnel working on ASN sites or project operations worldwide and more generally, any non ASN person involved in ASN project operations or activities, regardless of the location.

2 Scope

ASN is fully committed to providing a healthy and safe work environment to all ASN employees, contracted personnel and more generally to those affected by ASN operations and activities.

This policy applies to all ASN contracted personnel.

The policy sets out the principles by which ASN intends to reduce the risks resulting from impairment through the use and/or abuse of Substances within the workplace, whether the location is an ASN site, ASN customer premise, during business activities and/or business travel.

Any person contracted by ASN, visiting or working at ASN worksites shall be made aware of this policy and will have to fully comply with these principles.

For ASN offices and manufacturing sites, additional procedures and rules may apply and will be communicated at the time of the site HSE induction.

ASN contracted personnel’s health conditions should not be altered by the use of any Substance which has the potential to cause impairment.

3 Roles and Responsibilities

Every contracted personnel must:

- Act to prevent incidents that may result from use or abuse of any Substance;
- Be capable of carrying out their duties in a safe manner and shall not be impaired by any Substance when at work;
- Report any unsafe work practices and report any suspicion of impairment to ASN Contact Point;
- Notify the Site Occupational Health Personnel and/or ASN Contact Point prior to start working if prescription medication could affect their ability to perform their normal activities safely;
- Abide by applicable country-specific procedures, and ASN policy and site procedures relating to substance use/abuse;
- Do not bring, hold, store, produce, sell, distribute or consume any Substance within ASN sites, onboard any ASN vessel or within any other work site like customer premise, during business activities and/or business travel.

ASN contracted line supervisors (if any) must:

- Ensure the principles of this policy are fully applied by the ASN contracted personnel that he/she manages,
- Request an individual stop performing any activity that is being conducted in an unsafe manner, or which may cause an accident or injury to the individual or those around them,
- Immediately report to ASN any suspicion of impairment due to substance use,
- Comply with the individual rights to confidentiality, privacy and dignity.

In case of non-respect of the above, ASN appropriate consequence management process shall apply in compliance with this ASN policy and the applicable local regulations and laws, including termination of contract.

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