

Policy against Alcohol and Drugs

Nova Åkeri AB view on alcohol, drugs, and other drugs in working life.

Abuse of alcohol, narcotics, and other drugs is a major problem in society. These problems also affect working life. It is estimated that about one in ten people have alcohol problems in their working life. Nova Åkeri AB shall work towards preventing illness and occupational accidents, create a good, healthy working environment and thus increase traffic safety.

Our policy with goals and action program is part of the company total work environment, and traffic safety.

Nova Åkeri AB work regarding alcohol and drug issues has as objective:

- To by various prevention measures, prevent use and abuse of alcohol and drugs on the workplace.
- To prevent the affected drivers from operating vehicles.
- To prevent reduction in employees' ability to work due to substance abuse problems.
- To counteract elimination from working life because of alcohol and drug abuse.
- To raise awareness and motivate individuals who are addicted to seek care and to be treated.
- To increase all employees' knowledge of alcohol and drugs and its effect as early one's sign with themselves and others.
- To provide information about the possibilities for help that exist within the Company and in society.
- To integrate prevention in the work against addiction in the overall work environment.

Policy

- Our business shall be alcohol-and drug-free.
- Nova Åkeri AB requires from its coworkers to completely refrain from any involvement with drugs as well on working hours as on free time. Working in the influence of narcotics constitutes a crime according to Swedish law and is not accepted in any form by the company.
- Nova Åkeri AB requires to all coworkers to refrain completely from alcohol consumption during and in immediate connection to work shift.
- Nova Åkeri AB has zero tolerance also regarding purchase of alcohol in connection with work shifts. It is, in other words, prohibited to have alcohol in our vehicles during working hours. If this rule should not be respected, it would lead to union negotiation and termination of contract.

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- All within Nova Åkeri AB are responsible for creating an alcohol and drug-free working environment.
- If a driver is found to be under the influence of alcohol while on duty, action will be taken in accordance with the action plan below. The employee may be dismissed if suitable redeployment cannot be arranged. This applies both if the driver's license has been revoked and if the violation is confirmed through alcolock analysis.

To ensure sober drivers in the traffic

- Vehicle-mounted alcohol interlocks (alcolocks) are installed in selected vehicles. This is to increase traffic safety and minimize the risk of substance abuse.
- Reports from these alcohol locks are taken out and checked regularly.
- These reports are analyzed to ensure compliance with our policy against alcohol and drugs.
- Any discovered deviations in the reports will be further investigated to rule out who has abused of our policy and thus act in accordance with our action plan.
- It is absolutely prohibited to allow someone else to provide a breath sample to "blow start" the car. If discovered, a written warning will be issued to the person who has blown and the one who could not start their assigned vehicle is considered to have violated our alcohol policy.
- Coworkers of Nova Åkeri AB have the responsibility to report suspicion related to the above to create a good working environment and increase traffic safety.
- Coworkers of Nova Åkeri AB have the responsibility to immediately report to the manager about problems or bursts that may occur on the alcohol lock.

One of our most important stakes for a good coworking policy and a safe working environment, as well as ensuring traffic safety is to try to prevent misuse of substances as soon as possible and immediately intervene in active cases of alcohol and drug abuse.

Action Program

- The supervisor coworker is attentive to potential substance abuse problems within the group. In case of suspicion or discovered abuse, the supervisor must immediately act and address the situation with those involved.
- The worker who is suspected of being under the influence shall be sent home in a safe and responsible manner. Someone shall accompany the employee home if necessary. The absence will not be paid on a salary basis.

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- In case of suspicion that one coworker is alcohol or drug affected, the nearest responsible manager must be notified immediately. The employee may, if necessary, be required to undergo an alcohol and/or drug test.
- The employee will be asked to come back unaffected the next working day. If the employee is absent and cannot be reached by phone, the manager is immediately responsible for the employee being contacted.
- Coworkers who violate Nova Åkeri AB's Policy will receive a written warning. The matter may lead to union negotiations and could possibly be followed by dismissal.
- The manager shall have a conversation with the affected driver/s the following day to determine whether the incident was an isolated occurrence or indicates a more serious substance abuse problem.
- A coworker who is addicted to alcohol or drugs should always be offered support and help in the form of motivating, treating and aftercare stakes.
- The eventual possibility of relocation may be discussed.
- All actions shall be taken in consultation with the concerned coworker. Expectations and requirements must be clearly communicated. One treatment contract can be written between the company and the employee.

Rehabilitation

Our goal for the rehabilitation of addicts is that the addiction must vanish, and the employee can continue working.

At the same time, as it is important for those responsible to provide support, it is equally important to set clear expectations and requirements. It is important that the one who needs help is seen and treated as a person who decides their own actions. It is also important that as a manager, one does not appear too nurturing and overprotective, but that it is emphasized that support is provided, professionally, that the one who needs help complies and follows the agreement.

The treatment contract is an agreement between the employer and the employee. Through this agreement, the employee commits to participating in the treatment program offered by the designated resource group.

If the employee, after being presented with a written warning re-violates Nova Åkeri AB's Policy and does not want to participate in treatment program, interrupts the treatment or continues substance abuse, the employee will be dismissed.

This **Policy against alcohol and drugs** must be distributed to every coworker and to the nearest relative/next of kin.