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Better
Every Day

ALCOHOL TESTING PROCEDURE

Montego
—Pet Nutrition—

Document Change History

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1. PURPOSE

The purpose of this testing procedure document is to provide clear guidelines on procedure to follow in conducting alcohol testing on employees at Montego Pet Nutrition.

This procedure should be applied in conjunction with Montego Pet Nutrition's formal **Drug and Alcohol Zero Tolerance Policy** which has been developed in line with the Employment Equity Act (EEA), the Occupational Health and Safety Act (OHSA) and Labour Relations Act (LRA) as well as the relevant laws of the country.

2. DRUG AND ALCOHOL ZERO TOLERANCE POLICY

- 2.1 The Montego Pet Nutrition Drug and Alcohol Zero Tolerance Policy describe the process; from who gets tested, what drugs to test for and what the consequences are of a non-negative (positive) alcohol test. The policy also spells out what the consequences are of refusing to have a drug and/or alcohol test, or if a urine sample has been altered or tampered with.
- 2.2 Montego Pet Nutrition has a **ZERO (0) TOLERANCE** approach to intoxication by alcohol and other substances.
- 2.3 Being under the influence of alcohol, or any other substance, can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries occurring. The aim of the Drug and Alcohol Zero Tolerance Policy is to ensure the safety of all employees, workers, and visitors by having clear rules in place regarding the use and possession of alcohol and to support those employees who suffer from alcohol dependence.
- 2.4 Montego Pet Nutrition is committed to providing outstanding value and service to its clients, as well as a safe and stimulating work environment for its employees.
- 2.5 Recognising the potential negative effects of alcohol and drugs on the organisation, in particular the hazards that those individuals who abuse alcohol pose to themselves, their co-workers, and the general public, Montego Pet Nutrition has implemented this Policy.
- 2.6 We fully acknowledge the obligation in terms of the OHSA to take all reasonable steps to ensure the health and safety of all employees, contractors, and visitors.
- 2.7 As an employee you are responsible for reading up and understanding the policy, as well as complying with it and reporting non-compliance to this Policy. The full policy may be accessed through the Employee Manual.

3. ALCOHOL TESTING

- 3.1 In the interest of safety and the objective of ensuring a work environment free of impairment by, alcohol, or any intoxicating substance, employees, potential employees and contractors are required to submit to tests for alcohol.
- 3.2 Such tests may include but are not limited to breath analysis, urinalysis or any other test(s) considered appropriate.
- 3.3 Any alcohol testing tool which has been authorised by the OHS Manager may be used.

- 3.4 Testing will be done randomly, at any occasion and at a Montego Pet Nutrition location, which is selected by the OHS Manager.
- 3.5 Employees who have not been tested and appear to be under the influence of alcohol should be reported to their immediate Supervisor or Manager and a request should be made for the employee to be tested.

4. BREATHALYSER TEST

The use of a Breathalyser test is a tool to determine whether an employee is under the influence or not.

The Breathalyser test is done by a trained Security Officer, Security Supervisor or any authorised Manager.

The Breathalyser will be calibrated as often as required.

4.1 Testing process – Breathalyser (Tool 1)

- Testing will occur by instruction of the OHS Manager.
- Employees should be tested in an area covered by the camera footage.
- Security Officers / Supervisors must be present when the test is done.
- An employee or contractor will be requested to blow in the breathalyser test.
- Any reading above zero (0) confirms the existence of alcohol.
- An employee may not be allowed to enter the work premises if the reading is above zero (0).

4.2 Re-testing

- If the breathalyser test reading is below 0.05, an employee may be allowed to test again in fifteen (15) minutes and if the second reading is above zero (0), it confirms the existence of alcohol and therefore employee must leave the premises.
- If an employee claims that he/she has taken prescribed medication or has taken food that may contribute to the existence of alcohol, the employee may be allowed a re-testing in fifteen (15) minutes.
- If the second test is zero (0) the employee may be allowed to enter the work premises and the last result will be taken up.

5. REFUSING TO BE TESTED

- 5.1 The employee has agreed to the alcohol testing in their signed Contract of Employment. An employee who refuses to be tested for alcohol should not be allowed to enter the premises.
- 5.2 An employee who refuses to be tested should be reported to Human Resources (HR) and the applicable disciplinary action will be taken.

6. TEST REPORTS

- 6.1 The reading must be recorded on the Alcohol Test Report form which is kept on file at the Security Office.
- 6.2 Both Security Officers who were present must sign on the test report.
- 6.3 All positive readings (above zero (0)) must be reported to HR and the OHS Manager as stipulated in the format below.
- 6.4 **An email must be sent to the applicable HR Officer and OHS Manager including the following information:**
 - Name & surname and employee number of the employee.
 - The reading of the result.
 - The reading of the second result (if applicable).
 - The time and date when testing occurred.
 - Any other relevant information.

7. CIRCUMSTANTIAL EVIDENCE / OBSERVATIONS

In some cases, and not all, employees may have:

- Bloodshot eyes
- Slurred speech
- Smell of alcohol on the breath
- Unsteadiness
- Dishevelled appearance
- Aggressive or abusive or arrogant or out-of-character behaviour

In these cases, an employee **MUST** be tested.

All observations must be noted on the Alcohol Test Report.

8. NON-COMPLIANCE

Any non-compliance to this Policy and Procedure will be dealt with through the Disciplinary Code.

Employees, Supervisors, and Managers have an obligation to report any non-compliances with this policy.

Failing to report employees who appear to be under the influence of alcohol is a disciplinary offence.

Employees who test positive for alcohol will be charged according to the Disciplinary Code of Montego Pet Nutrition.