



ALCOHOL AND DRUG USE POLICY

INTRODUCTION.

ROCKLEDGE EAST AFRICA LIMITED is committed to a safe, healthy, and productive workplace for all its employees. The Company recognizes that alcohol, drug, or other substance abuse by employees may impair their ability to perform their duties properly and will have serious effects on the safety, efficiency and productivity of the user, other employees and the Company as a whole.

The misuse of legitimate drugs, or the use, possession, distribution or sale of illicit or unprescribed drugs on company business or premises, is strictly prohibited and is grounds for immediate termination. Being unfit for work because of drugs or alcohol abuse is strictly prohibited and warrants termination of employment.

Rockledge East Africa Ltd recognizes alcohol or drug dependency as a treatable condition. Employees who suspect they have alcohol or drug dependency are encouraged to seek advice and to follow appropriate treatment promptly before it results in job performance problems. The company will advise and assist in securing treatment where possible.

However, an employee who has had or is found to have a drug or alcohol abuse problem will not be permitted to work in designated positions identified by management as being critical to the safety and well-being of employees, the public, or the Company. The Company may conduct unannounced searches for drugs and alcohol on company businesses.

The Company expects all its staff performing numerous works either at the Company premises or in the field to comply with its Alcohol and Drug Use Policy. Failure to co-operate with the Company in this regard may result in removal from Company premises and ultimately termination of employment. In addition to the above policy, it is a requirement of the Company that all applicants accepting offers of regular employment must pass a drug test.

Reviewed & Endorsed by;

A handwritten signature in black ink, appearing to read "Kevin Maruti", written over a horizontal line.

Kevin Maruti (Mr.)

Dated. 02.01.2023

Technical & Operations Lead