

JET SUPPORT SERVICES DRUG AND ALCOHOL POLICY

a. Scope

Jet Support Services (JSS) is committed to maintaining a Safe, Healthy and Productive working environment for all personnel, clients and the public. We recognize that the **Misuse of Illicit drugs, Alcohol, Prescription Medications** or the **Problematic use of Psychoactive Substances** can adversely affect an individual's health, safety and performance, while jeopardizing the safety of our clients and the public.

As a safety-sensitive organisation, JSS is dedicated to:

- i. Promoting a **Healthy, Drug-free Workplace**.
- ii. Reducing risks associated with substance use through prevention, education and awareness.
- iii. Providing confidential and supportive rehabilitation options for individuals who voluntarily seek assistance.

b. Our Responsibilities

The responsibility for upholding a **Drug and Alcohol-free Workplace** is shared by all members of the organisation, including management. All individuals at JSS must:

- i. Comply with all relevant laws, regulations, company policies and procedures related to substance use.
- ii. Ensure they are not under the influence of, in possession of, distributing or purchasing illicit drugs, alcohol or misused prescription medications while on duty.
- iii. Avoid the misuse of prescription medications or the problematic use of psychoactive substances that could impair performance or judgment.

c. Testing

- i. Personnel in safety-sensitive roles-such as on-duty crew, operational staff, and engineers-will undergo **Random Drug and Alcohol Testing** at a frequency ranging from at least once per year to no more than twice annually. The program will target at least 40% of all individuals in these roles annually. Testing will be conducted by qualified medical professionals appointed by the company at designated locations.
- ii. Post-incident or post-accident testing will be conducted for individuals involved in any safety-related event to determine if substance use was a contributing factor.
- iii. All testing, including sample collection and result reporting, will adhere to standards set by the **Nigeria Civil Aviation Authority (NCAA)** and other applicable regulatory bodies.
- iv. Test results will remain confidential and will only be disclosed to the individual concerned in the case of a positive result.
- v. Anyone who tests positive will be immediately suspended pending a second verification test. If the second test is negative, the individual will be reinstated immediately. If the positive result is confirmed, disciplinary action, including dismissal, will follow, as per company policy.

d. Non-Compliance

- i. The use, possession, or abuse of illicit drugs, alcohol, prescription medications or any problematic use of psychoactive substances is strictly prohibited.
- ii. Anyone identified as engaging in the problematic use of psychoactive substances will be removed from operational functions immediately to safeguard safety and operational integrity.
- iii. Individuals confirmed to have engaged in substance abuse following testing will be removed from duties that pose safety or operational risks and may face **Disciplinary Measures**, including termination.
- iv. Anyone reporting for duty under the influence of drugs or alcohol or consuming alcohol while on duty, will be immediately suspended and subject to further disciplinary action in line with company policy.

e. Awareness and Education

JSS is committed to fostering a culture of awareness and prevention by:

- i. Implementing regular training and education programs to inform personnel of the dangers of substance abuse and its impact on health, safety and performance.
- ii. Encouraging a preventive approach to maintaining a healthy, drug- and alcohol-free workplace.
- iii. Providing resources and support for individuals seeking help to overcome substance use challenges, including referrals to counselling and rehabilitation programs.

For and on behalf of Jet Support Services,

Signed:



Agoro Kofoworola

Accountable Manager

Date: 01/10/2025

