

## HUBER CAR PARK SYSTEMS UK LTD. DRUG AND ALCOHOL ABUSE POLICY

- Huber car park systems UK Ltd. recognises that alcohol and drug abuse related problems are an area of health and social concern. It also recognises that a member of staff with such problems needs help and support from his/her employer.
- The Company also recognises that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour. The Company has a responsibility to its employees and customers to ensure that this risk is minimised.
- Accordingly, Company policy involves two approaches:
  - Providing reasonable assistance to the member of staff with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem.
  - Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work, and where either (1) an alcohol or drug dependency problem does not exist or (2) where treatment is not possible or has not succeeded.
- The Company does not have the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are provided by GPs, hospitals and other agencies. Through this policy the Company will seek both to assist a member of staff in obtaining such specialist help, and to protect his/her employment.

### Disciplinary Action

1. In line with the Company's disciplinary rules, the following will be regarded as serious misconduct:
  - a) Attending work and/or carrying out duties under the influence of alcohol or drugs.
  - b) Consumption of alcohol or drugs whilst on duty (other than where prescribed or approval has been given).

Breach of these rules will normally result in summary dismissal, and only in exceptional cases will either notice or the reduced disciplinary action of a final written warning be applied.

2. Where a breach of these rules occurs, but it is established that an alcohol or drug abuse related problem exists, and the member of staff is willing to co-operate in referral to an appropriate service and subsequent treatment, the Company will **suspend** application of the Disciplinary Procedure and provide assistance as described above. Staff who do not comply with the treatment suggested or continue to abuse alcohol or drugs will be subjected to the application of the Disciplinary Procedure.

Langley, January 2021

Handwritten signature of Markus Lauble in blue ink.

**Markus Lauble**  
Managing Director

Handwritten signature of Tomer Meirum in orange ink.

**Tomer Meirum**  
Managing Director

Handwritten signature of Valentin Rüter in blue ink.

**Valentin Rüter**  
Managing Director

Handwritten signature of Arno Geis in blue ink.

**Arno Geis**  
Managing Director