

DRUG AND ALCOHOL ABUSE POLICY

HUBER car park systems international GmbH

- HUBER car park systems international GmbH recognises that alcohol and drug abuse related problems are an area of health and social concern. As such, any member of staff with such problems merits help and support from their employer.
- HUBER further acknowledges that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour and consequently has a responsibility to its employees, clients and subcontractors to ensure that this risk is minimised.
- Accordingly, HUBER's company policy involves two approaches:
 - Providing reasonable assistance to any member of staff with an alcohol or drug abuse problem who is willing to accept 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 an alcohol or drug dependency problem does not exist, or where treatment is not possible or has not succeeded.
- HUBER 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. However, HUBER will assist any member of staff in obtaining such specialist help and will protect his/her employment whenever possible.

Disciplinary Action

1. In line with the Company's disciplinary rules, the following will be regarded as serious misconduct:
 - Attending work and/or carrying out duties under the influence of alcohol or drugs.
 - 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 above rules occurs, but it is established that an alcohol or drug abuse related problem exists, and provided the member of staff is willing to co-operate in referral to an appropriate service and subsequent treatment, HUBER 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 Policy.

Rheinbrohl, January 2022

Handwritten signature of Markus Lauble in blue ink.

Markus Lauble
Managing Director

Handwritten signature of Arno Geis in black ink.

Arno Geis
Managing Director