



FRØY

## Substance Abuse and Gambling Policy

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# Substance Abuse and Gambling Policy

**Approved by:** Chief Executive Officer

**Executive party:** Head of HR and Administration

## POLICY

### General

Frøy aims to promote a safe and responsible work environment, which substance abuse is not compatible during working hours. All use of alcohol and narcotics pose risks of damaging our health, a negative reputation, and uncomfortable events. Frøy wants to represent attitudes that contribute to an inclusive and caring culture, where the safety of our people, fish, and vessel always come first.

### Purpose:

In Frøy, we are to maintain a positive work environment.

All work we carry out in FRØY will have high quality and a professional standard, carried out with respect and humility for our customers, colleagues, and our general surroundings.

In FRØY, all coworkers care about each other. We are to talk *with* each other, not *about* each other.

### Rules:

Intoxication is under no circumstance compatible with work at sea. This with consideration of the safety of yourself and others. FRØY's stance is that it is unacceptable to be intoxicated by drugs during work hours. This applies to both alcohol and narcotics, as well as prescription drugs may affect performance in the daily work. Gambling and gaming are not to affect the execution of work tasks in terms of time consumption, tiredness, or distractedness.

If social events are arranged in correlation with work, these events are to be inclusive and safe for everyone. If alcohol is to be served at these events, in regulated quantities, there must always be an alcohol-free alternative available. All persons with responsibility for planning and hosting these events are responsible for the serving of alcohol is conscious of both the positive and negative sides of the use. All participants of such situations and events have in a similar manner a responsibility to act in a similar consciousness. All company events will therefore only serve a limited amount of units.

During representational work, traveling, and participation in conferences, courses and other work-related occasions, FRØY expects all employees to show temperance and a behavior that does not affect the reputation of the company.

In case of concern or suspicion that a coworker has a problematic relationship with usage of drugs, narcotics or alcohol, the line manager shall be notified. The HR/Crew department is also available for advice and counselling.

### Procedures:

- If a coworker arrives intoxicated to work, or a drug test reveals usage of narcotics, the person is to be removed from service by the line leader, and a personnel matter will be established. FRØY has a zero-tolerance policy towards the usage of any illegal narcotics. Breaking this rule will give serious work-related consequences, where dismissal can be a form of sanction. This applies to all offices and all vessels, of all size.
- Use of illegal narcotics during a work rotation is not allowed. Frøy can, in line with the applicable guidelines for drug control, carry out unannounced drug and/or blood alcohol tests.

Specific procedures for enforcement of the rules are to be found in the Shipping Companies' security systems or staff manual.

### **Responsibility:**

Coworkers:

- ✓• Be drug free at work,
- ✓• Bring up challenges and burdens related to drug issues in the work environment,
- ✓• Contribute to the achievement of the team and company's goals,
- ✓• Contribute to a safe and good working environment.

This means that all employees have an individual responsibility to convey the Group's drug policy and attitude towards drugs and work.

Leaders:

- ✓• All leaders have a special responsibility to promote a constructive drug culture through long-term planning and development of the organization.
- ✓• Responsibility that the Group's drug policy is made known and complied with, and that current agreements and guidelines are followed.
- ✓• Responsibility to talk to coworkers that show signs which give cause for worry, unrest, or concern.

It is important that leaders know their coworkers, so that they are able to catch signs of problems, dissatisfaction, and/or change of behavior at an early stage. Leaders are important role models for the work environment.

A coworker with a drug problem is responsible themselves to act and is encouraged to seek help. Line Manager and/or the HR/Crew departments in FRØY wishes to help coworkers with challenges, and through our agreement with the Follow-up Service who can locally work together to find better solutions.

All employees in FRØY can seek advice and help from the group's management. All participants of personnel matters have an obligation of confidentiality.