



## K.A KWANSA COMPANY LIMITED

### Drug and Alcohol Policy

The basic orientation of K.A. KWANSA COMPANY LIMITED is to be recognized for workplace safety in providing various service dealer as well as **AUTO PARTS** in the Western and Central Regions of Ghana. in the areas of: **Imports and sales, Services and Deliveries, Vehicle Rental Services and Truck Services.**

The Directors of K.A. KWANSA COMPANY LIMITED recognise that the day to day operations of the organisation can impact both directly and indirectly on it workforce. We aim to protect and where possible improve the workplace through good management and by adopting best practice whenever possible. We will work to integrate health and safety considerations into our business decisions and adopt an operation free harm alternative wherever possible, throughout our operations.

In order to meet the above objectives, we will:

- Absolutely prohibit the use of alcohol or non-prescribed drugs at the work place or while on company premises.
- The use, sale or possession of alcohol or non-prescription drugs while on the job, or on company property, may result in immediate suspension or termination.
- K.A. KWANSA COMPANY LIMITED reserves the right to demand a drug or alcohol test of any employee based upon reasonable suspicion.
- Reasonable suspicion includes, but is not limited to, physical evidence of use, involvement in an accident, or a substantial drop off in work performance.
- Failure to take a requested test may lead to discipline, including possible termination.
- You must inform your Supervisor prior to working under the influence of a prescribed or over the counter medication which may affect your performance.
- You may be suspended if the company concludes that you cannot perform your job properly or safely because of using over-the-counter or prescribed medication.
- K.A. KWANSA COMPANY LIMITED's drug and alcohol policy is to eliminate hazards in the workplace associated with personnel affected by drugs and alcohol.

This Drug and Alcohol Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all stakeholders.

OH&S Management Representative is responsible for communicating the Drug and Alcohol Policy to all persons working for or on behalf of the organization and making it available to interested parties.

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**Albert Kweku Kwansa (Mr.)**  
**Chief Executive Officer**  
**February, 2018**