

3. DRUG & ALCOHOL PROCEDURES

3.1 Description

Procedure on alcohol and drug control and consumption of alcohol.

3.2 Responsibilities

The Master is responsible for enforcement of the *Alcohol and Drug Policy* and for ensuring that all Crewmembers are aware of this policy.

3.3 General

Consuming alcohol during working hours is strictly prohibited. Alcohol is strictly forbidden in navigation, machinery and workshop spaces. Likewise, to be in possession of or the consumption of drugs on board is strictly prohibited. Breaking this rule will result in dismissal without notice.

The Company's policy on the use of drug and alcohol, guidance for alcohol distribution and consumption and testing for drug and alcohol and relevant procedures are given in the [Alcohol and Drug Policy](#).

3.4 Procedure

Every seafarer shall before every signing on be tested for drugs and alcohol.

Prior to joining their ship, each crewmember should receive with their joining instructions two copies the [Declaration of understanding of Company's Policies](#) and the relevant attachments confirming that he/she shall obey the Policy. One copy of the Declaration should be retained by HRS or manning agent and the second should be given to the Chief Purser on board upon boarding. If the crewmember is appointed at short notice and was unable to sign the acknowledgement he/she shall sign it onboard and the copy would be sent to HRS or manning agent.

The consumption of alcohol onboard may not exceed the quantities given in the Policy.

Drug and alcohol testing will be performed whenever it is deemed prudent or required.

Every positive result shall be immediately reported to the HRS and proceed as described in the Policy.

The Company's *Alcohol and Drug Policy* shall be conspicuously displayed in the officers and rating messrooms onboard the ship.

3.5 Records and Filing

The *Crewmember's Acknowledgement of Company's Policies* shall be retained on the crewmember's shipboard file until signing off.

The drug and alcohol tests are kept at file J.6 D&A.
