

# **Skanska Sweden's Alcohol and Drug Policy**

For suppliers

Skanska provides innovative and sustainable solutions in building and construction, infrastructure, residential and commercial premises. Based on our strong values, we develop our activities, employees and our customer offer. **Together, we build a better society.**

## Purpose and scope

We care for each other here at Skanska Sweden. We're committed to creating a safe and healthy working environment together with our colleagues to safeguard them and ourselves. Our vision is to create a workplace where health and physical as well as mental well-being are in focus. Clearly dissociating from alcohol and drugs is an important part of that work.

Preventing alcohol abuse and the use of drugs\* concerns all of us. We have a shared responsibility for achieving good health and a safe and secure working environment. No one should be under the influence of alcohol or drugs at work. This applies to all Skanska's workplaces within the Swedish business area.

## Values

We act in accordance with our values and Code of Conduct.

## Objective

- A safe and drug-free workplace.
- We are early to act and react.
- Employees with problems should feel they can seek support and help.

## Rules

No one can be under the influence of alcohol or drugs at work. A person who is under the influence or hung over can pose a risk to themselves and their colleagues and must be safely removed from the workplace.

## Follow-up

In order to ensure that no-one is under the influence of alcohol or drugs while at work, alcohol and drug tests are used. Skanska adheres to a negotiating procedure and is collaborating with trade unions when carrying out alcohol and drug tests. Everyone who works at Skanska Sweden's workplaces must be prepared to undergo alcohol and drug tests.

## Liability

Company management and managers are responsible for providing information about our policy, and that it is enforced.

Approved by: Skanska Sweden's management team

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As a supplier to Skanska, you as an employer are responsible for ensuring that our policy is known and complied with by everyone who performs work on your behalf at Skanska's workplaces.

All employees at Skanska's workplaces have a responsibility to comply with our policy, and to react and report if anyone shows signs of hangover or substance abuse. The person's manager has the ultimate responsibility.

**We react and act because we care!**

*\*Drugs, in addition to alcohol, are defined as all non-medical use of medicinal products, all use of narcotics and anabolic androgenic steroids, as well as substances which may endanger a person's life or health, and/or used or can be presumed to be used to achieve intoxication or other forms of influence.*

The above principles are in line with Skanska Sweden other policies, and our values. These, along with our various working methods, are gathered in our management system, Vsaa (Vårt sätt att arbeta).

## **Appendix 2, Action plan for Skanska Sweden's Alcohol and Drug Policy**

Procedures in case of suspected abuse and/or positive results of alcohol and/or drug use among hired consultants, employees hired by subcontractors or staffing companies who carry out assignments at Skanska Sweden's workplaces. Contractual partners of Skanska, customers and other people who visit/spend time in Skanska's workplaces are also covered. All personnel who perform services directly or indirectly for Skanska Sweden are covered by Skanska's alcohol and drug policy.

### **Suspicion that an employee is under the influence of alcohol or drugs**

- Upon suspicion, the responsible Skanska Sweden manager shall be informed. If necessary, HR, trade union and the occupational health service will also be contacted.
- If the employee is under the influence or deemed unfit for service, the employee shall immediately be removed from service and directed to a safe location. If necessary, the person will be safely expelled from the workplace.
- The responsible Skanska manager shall inform the manager at the employee's company immediately. If necessary, HR, trade union and occupational health care at the employee's employer will also be contacted.
- The employee's employer shall in consultation with Skanska decide whether tests should be carried out, and if so, they can be carried out immediately. For tests involving a breathalyser, the limit is  $\geq 0.2$  permille. Testing can be carried out with the help of the occupational health service or public health service.
- The employee's employer ensures that the employee leaves the workplace under safe conditions, alternatively ensures that the employee is taken to a medical facility.
- If the employee's manager is unable to arrange for an expulsion from the workplace, this is then conducted by the responsible Skanska manager, possibly with the support of HR.
- The responsible Skanska manager will make a decision regarding possibly suspending the employee from working at Skanska's-workplaces.
- The responsible Skanska manager shall immediately summon the employee's manager for a follow-up meeting. At this meeting, it shall be ensured that the employee is receiving sufficient support/treatment/rehabilitation for possible substance abuse by their employer. Before the employee can return to working at a Skanska Sweden workplace, a decision on the matter shall be made by Skanska Sweden. Skanska will notify the company in question.

## Term definitions

### Substance abuse

All forms of harmful use of alcohol and all forms of drug use.

### Drugs

Drugs are defined as all non-medical use of medicinal products (legally prescribed substances in a specified amount), narcotics and anabolic androgenic steroids, as well as the use of substances which may endanger a person's life or health, and which is used or can be presumed to be used to achieve intoxication or other forms of influence.

## Conducting alcohol and drug tests

Skanska Sweden's Alcohol and Drug Policy includes the following:

- In order to ensure compliance with our policy, alcohol and drug tests may be conducted in accordance with Skanskas way of working.
- During decision-making and negotiations in accordance with the current decision and negotiating procedure, everyone working at Skanska Sweden's workplaces must be prepared to take an alcohol and drug test.
- This means that hired consultants, employees employed by sub-contractors or staffing companies who carry out work for Skanska Sweden may also be affected by the above decision.

### Positive alcohol and drug tests

(tests containing traces of narcotics or drugs)

- Skanska has specific rules for handling positive alcohol and drug tests.
- Consultants, employees, sub-contractors or staffing companies hired by Skanska can also have rules regarding how positive alcohol and drug tests shall be handled and needs to be adhered to.
- It is the responsible Skanska manager's duty to ensure that the relevant actors/employers are coordinated in handling alcohol and drug tests at our workplaces.

### Other situations where alcohol and drug tests may be carried out

- In cases of incident/near-accidents or work-related accidents. In cases of serious near-accidents\* and serious occupational injury\*\* (accident), all involved parties may be tested.
- Alcohol and drug tests may also be used in cases of incidents involving vehicles.
- Employees can request alcohol and drug tests themselves to prove their innocence.
- The occupational health service with the employee's employer should primarily be used for alcohol and drug tests. If necessary, Skanska's occupational health service with national agreement may also be used.

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\*) serious undesired incident that could have resulted in injury

\*\*\*) someone is seriously injured, or several people are injured at once.

## **Rules concerning alcohol in our workplaces**

Consuming alcohol is not allowed in our workplaces. A workplace refers to, for example, the area in which the project is carried out, along with any associated workplace offices, accommodations, changing rooms and other shared spaces, such as break rooms. The workplace also encompasses our fixed facilities, such as offices, industries and laboratories.

**We react and act because we care!**