

DRUG AND ALCOHOL POLICY

The aim of this policy is to provide a sober and drug-free working environment within H&M Hennes & Mauritz.

Abuse of alcohol, narcotics and other such drugs cannot be accepted. In its work on the working environment H&M Hennes & Mauritz endeavours

- to ensure drug-free workplaces
- to prevent ill health, accidents and near-misses
- to discover any abuse at an early stage

This alcohol and drugs policy concerns every employee. Where applicable, this policy also concerns contractors, consultants and others when operating within H&M Hennes & Mauritz.

Guidelines and principles

To achieve the aim of providing a drug-free workplace the following guidelines and principles apply.

Employees shall not be under the influence of alcohol or drugs at work. The consumption of alcohol/drugs in the workplace is not permitted. Each member of staff has a duty not to jeopardise efficiency or reduce safety and well-being in the workplace through inappropriate alcohol/drugs habits.

Dealings with alcohol must be characterised by prudence and sound judgement. When alcohol is present in connection with official entertainment, staff parties and similar events, a restrictive attitude shall prevail.

In these guidelines alcohol and drugs means alcohol, narcotics, medicines, anabolic steroids as well as other doping agents and intoxicants. Medical drug abuse means all non-medical use of preparations classified as narcotics or anabolic steroids.

Any non-medical use, possession or sale of drugs is prohibited by law. Abuse also includes not following the dose prescribed by a doctor. The law bans the possession and sale of anabolic steroids.

Managerial responsibilities

Managers are responsible for ensuring that staff abide by this alcohol and drugs policy. A manager's duties includes taking measures if an employee is found to be under the influence of alcohol or other drugs. Together with colleagues and other members of staff, managers also have a responsibility to provide support and initiate the necessary rehabilitation.

If abuse is discovered the measures taken should aim to bring an end to the abuse while allowing the employee to remain working for the company, provided that the individual concerned actively contributes to his or her rehabilitation and takes responsibility for compliance with our policy.

Advice, support and rehabilitation

Naturally, all employees must be helped to find advice, support and rehabilitation irrespective of their position in the company or where they work, in accordance with the routines for alcohol and drug abuse. The integrity of members of staff shall be respected as far as possible.

No employee shall be at risk of losing his or her job because of an alcohol or drug problem, provided that the individual completes treatment and rehabilitation with a view to ending abuse.

The legislation in each country must be taken into account.

All employees must be familiarized with this policy.