

ALCOHOL, ILLEGAL and PRESCRIPTION DRUG POLICY FLEXFAMILY

Developed in cooperation with



Be-Responsible
Alcohol- en drugsvrij werken

Alcohol, Illegal and Prescription Drug Policy



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Alcohol, Illegal and Prescription Drug Policy



1 Alcohol, illegal and prescription drugs

1.1 Introduction

As Flexfamily, we feel and, indeed, are responsible for a safe work environment. For that reason, we aim to contribute to a healthy working climate and the long-term employability of our employees. We think that a healthy and safe working climate and a long-term employability also include the responsible use of substances (for example alcohol, drugs and/or medication). Abuse or excessive use of substances may cause risks or have adverse effects on the work safety and health of our employees and their environment. For this reason, we have drawn up this Alcohol, Illegal and Prescription Drug Policy (AIPD policy). The policy describes what we expect and accept from each other, which rules we use in certain situations and what the consequences may be when they are violated, but also how we can offer help and support to those in need of help with their dependence problems. In the context of the long-term employability of our employees and out of social responsibility, Flexfamily has an active support policy for employees with an alcohol or drug problem.

This policy applies to everyone employed by Flexfamily. The policy also applies to temporary workers, self-employed workers and other persons carrying out work for Flexfamily. Flexfamily is understood to include: Seesing Flex, Vast., Fides, Flexfactory, Aelbers, Marquette, 2Work, Maqqie, Koers Oost, Vitaal! and any other (future) affiliated companies (also referred to as operating companies or OpCos).

A major responsibility for enforcement lies with our managers and they are accountable for it. However, as an employee you are of course also responsible for your own performance and can be called to account for it. This policy also serves to guarantee the offer of assistance to those colleagues in permanent employment or with an agency contract without a temporary employment clause who have dependence problems.

1.2 Objectives

The objectives of this Alcohol, Illegal and Prescription Drug Policy are the following:

- To establish clear regulations and procedures.
- To ensure safety for all employees.
- To secure the right to assistance for an employee having dependence problems.
- To pass on knowledge about the health risks of (excessive) use of substances by providing information to our employees and training and/or informing our managers.
- To prevent problematic use of substances and/or dependency as much as possible.
- To combat as far as possible an impaired performance as a result of excessive use of substances.
- To create support and ownership to always work free from alcohol and drugs.
- Preventive effect in the recruitment process for new employees.

We aim to achieve these objectives by pursuing an active prevention policy.

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2 Alcohol, Illegal and Prescription Drug Policy

2.1 Zero policy

Our organisation has a zero-alcohol policy. This means we do not accept anyone being under the influence of substances during work.

There are also several other reasons to have a zero policy: case law and advisory documents recommend a zero policy at work. In addition, a zero policy is more manageable, workable and communicable. Zero means exactly what it says: none. There can be no discussion about it.

In concrete terms, it means that no alcohol may be found in your body during work.

Drugs are subject to limit values. Limit values are used because drugs are broken down very slowly. These limit values have been determined and laid down by research and in legislation. Below these limit values the drugs may still be detectable, but according to these studies they no longer affect your performance. At or above these limit values you are still under the influence of these drugs.

Substance	Limit Value
Alcohol	0.0 per mille
THC	25 ng/mL
Cocaine	20 ng/mL
Opiates	20 ng/mL
Amphetamines	50 ng/mL
Methamphetamines	50 ng/mL
Benzodiazepine	15 ng/mL
Ketamine	300 ng/mL

The above means that no alcohol may be found in your body during work and that no substances affecting your consciousness may be found at or above the set limit values. Consequently, you are not allowed to use during work, but you will also have to bear these values in mind when you use such substances in your private time.

If you meet these conditions, you will be 'Fit for Work', as it is called.

2.2 Rules

Every policy has rules, which we believe everyone working at (or for) an Opco within Flexfamily should abide by. With respect to the Alcohol, Illegal and Prescription Drug Policy, we have drawn up the following rules:

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- Possessing, using, trading or being under the influence of alcohol or drugs, or abusing prescribed drugs at the workplace is prohibited.
- When you start work, you must not be under the influence of alcohol or drugs. We expect you to be 'Fit for Work' and to bear that in mind in your private time.
- Outward signs of the use of alcohol and/or drugs may justify a concrete suspicion and be a reason for a test and for possible measures as stipulated in these rules (as an aid, see Annex 1; alert list).
- To substantiate a concrete suspicion, two persons - preferably two managers - must confirm the suspicion. This will lead to a well-founded suspicion.
- If a manager has a well-founded suspicion that you are under the influence of alcohol and/or drugs, he will be entitled to search your workplace and/or your personal belongings. The search must however be executed discreetly, so that your privacy will be protected as much as possible.
- We want to help employees who have problems, and therefore we will actively contribute to their referrals to appropriate assistance.
But we expect you to make your actual or suspected alcohol or drugs problem known to the company medical officer and/or discuss it with your manager or HR.
- If you suspect or know that a colleague is under the influence of alcohol or drugs while at work, you will have to discuss it with this colleague or report it to your immediate superior or to HR to ensure your own and your colleagues' safety. (This duty of care is laid down in S11(e) of the Working Conditions Act under the General Obligations of Employees).
- Buying alcohol and/or drugs while dressed in work clothes or with a company car of one of the organisations within Flexfamily gives a bad image of the organisation and may seriously harm our reputation. For this reason, it is not allowed.
- If you drive a car or a lease car or ride a bicycle for work, you will not be allowed to use alcohol or drugs or abuse medication before or during doing so. This applies both to business and commuting traffic.

Exceptions:

- On special occasions and festivities emanating from our organisations and outside our workplace, alcoholic beverages may be made available in limited and appropriate quantities. Everyone must make sure to use alcohol in a responsible manner.
- Attending a business dinner, drink or any other business activity outside the workplace, you must at all times be responsible and restrained in your alcohol consumption. When you return to work, we expect you to be 'Fit for Work'.
- Of course, even in the exceptional situations, you must also make sure not to participate in traffic under the influence. That is and will continue to be unacceptable.
- If you receive an alcoholic business gift or a gift for the staff, we expect you to take it home unopened as soon as possible.

Prescribed drugs:

- Also in the event you need medication prescribed by a physician, there are a number of things we expect from you:
 - you are not to exceed the dose as prescribed by the physician and you are to follow up the instructions for use that come with the medication;
 - in addition, you are to know the possible effects of the medication on your ability to perform your work tasks, and in particular to drive vehicles, operate machinery and carry

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out work activities in a safe manner (for example, medication with a 'yellow sticker'). Always check with your doctor, pharmacist or the company doctor.

- If the prescribed medication has or may have a negative impact on your ability to perform your work safely, you will have to seek advice from your company doctor. The company doctor may then recommend for you not to be deployed or to be deployed elsewhere, or to perform other than the usual work. We expect you to take a flexible stance.

2.3 Prevention

We think a broad as possible support for the Alcohol, Illegal and Prescription Drug policy important in our organisation, and believe we must all do our part to ensure a responsible use of alcohol, illegal and prescription drugs. To achieve this, a number of measures are desirable. These include the following:

- Everyone will be informed (digitally) about the AIPD policy.
- Our working conditions service Vitaal! will be informed about the AIPD policy.
- You can always turn to your manager, HR or our company doctor for a confidential consultation and together find a strategy that can best help you solve your problem.
- An annual training course is organised for all new managers and other responsible persons, who may have to deal with alcohol, illegal and prescription drug problems. The course will tackle the following issues:
 - The different phases of use and dependency.
 - Basic information on substances and their effects.
 - Recognition and identification of alcohol, drug and/or dependence problems.
 - Making the alcohol, drugs and/or dependence problems subject of discussion.
 - The procedures and regulations within the organisation.
 - Entitlement to assistance.

In addition, biannual refresher training courses will be organised for all managers and other persons responsible for the alcohol, illegal and prescription drug problems.

- An annual plan will be drawn up by our HR manager to decide how alcohol- and drug-free working will remain in the limelight. This way, we want to ensure that prevention and evaluation are and will remain secured within the organisation.

2.4 Assistance and Guidance

As indicated before in this policy, we believe it important that you can always turn to your manager, someone in HR or directly to your company doctor if you have dependency issues. Together we will then try to find for the best way to support you and provide appropriate care. If necessary, we make use of our external support.

Of course, you may not yet have taken the step to discuss your issues, while your manager or your colleagues suspect that you perform less well as a result of your alcohol or drug abuse. In that case, this suspicion will be discussed with you. If you recognise and acknowledge the problem, you will naturally be offered help and (external) guidance.

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Should you deny the substance abuse, but there is evidence of impaired performance, an improvement plan will be made and we will attempt to support you in this way. In the absence of improvement or the event of a (repeated) violation, we will be forced to take measures under employment law that may have serious consequences for your employment, including possible termination. We will do our best to avoid this, but expect you to do the same.

Besides a dependency on substances, there are other dependencies that may adversely affect the employee's work and private life. Examples include gambling, gaming and/or social media, sex and eating disorders (process dependencies). These dependencies, too, can affect the health of our employees and safety in the company. This AIPD policy focuses on the use of substances, but we also offer help with process dependencies.

2.5 Supervision and Enforcement

In fact, you are the one who needs to recognise that you are 'under the influence' of alcohol, illegal or prescription drugs, and you should discuss it with your manager. But it can also be observed by others, for example your managers, colleagues, clients (see Annex for recognition of the relevant signals)

We are committed to preventing the use of alcohol or drugs at work from causing safety risks. We have a zero policy, which means that it is prohibited. If there is a well-founded suspicion that you are under the influence, you may have to take a test to find out for sure. This is drastic, but your safety and that of your colleagues cannot and must not be compromised. Therefore, this means that in enforcing our AIPD policy there is a tension between two fundamental rights: the right to a safe working environment for all and the right to privacy of the employees. Because of the great safety risks involved in working under the influence, we believe that the right to a safe working environment prevails. Our AIPD policy is designed in such a way as to safeguard everyone's privacy as much as possible.

This may include the following situations:

- A test in connection with the manager's well-founded suspicion that you are not 'Fit for Work' as a result of substance use;
- If you are involved in an accident or an incident and there is a well-founded suspicion of alcohol or drug use;
- If you are in a 'follow-up programme' because of a previous positive alcohol or drug test;
- If you want to clear yourself in case of a concrete suspicion.

The managers in our organisation are trained to recognise any signs of alcohol or drug use and impaired performance due to dosage or dependence problems. Your manager will determine if there is a well-founded suspicion. This always requires the opinion of a second manager.

If there is a well-founded suspicion, the following applies:

- You may be requested to cooperate in an alcohol and/or drug test;
- The test will be discreetly taken, so that your privacy will be optimally protected;
- You will be asked if you have alcohol or drugs in your possession. If you deny, your manager may search your personal belongings as well as your workplace (car, locker, workspace, wardrobe). This search will be discreetly made, so that your privacy will be optimally protected;

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- Whether or not after taking a test, you will no longer be admitted to your workplace. If you are denied access to your workplace, it will be for your own account. You will be offered transportation home, but any costs will be at your own expense.
- The next working day, your manager will engage with you about the situation that has arisen.
- We reserve the right to take appropriate measures under employment law at any time.

Alcohol test:

- Testing always takes place on a voluntary basis. So you can refuse.
- A calibrated alcohol tester is used to test for the amount of alcohol in the air blown out.
- If traces are visible in the measuring equipment, the breath test is positive.
- When the test is positive, you are entitled to a countercheck if you so wish. You have to request the countercheck immediately and a repeat test will be carried out immediately on another device.

Drug test:

- Testing always takes place on a voluntary basis. So you can refuse.
- The drug test will be carried out with Securetec, Dräger or qualitatively similar cheek swabs.
- If traces are visible in the measuring equipment, the drug test is positive.
- When the test is positive, you are entitled to a countercheck if you so wish. You have to request the countercheck immediately and a second cheek swab will be tested immediately.
- The saliva test will be destroyed anonymously or you may take it with you.

Refusing the test:

Refusing a test is a personal right. However, if you refuse to participate in a test, or manipulate the test, it cannot be established whether you are 'Fit for Work'. This means that safety for you, the organisation and your colleagues can no longer be guaranteed. In this case, you will be denied access to the workplace.

2.6 Measures for Third Parties

This AIPD policy also applies to anyone who is not an employee (Third Party) and seeks access to one of our workplaces.

Access will be denied to a Third Party, if there is a well-founded suspicion he is under the influence of alcohol or drugs. In principle, access will be denied permanently. However, the client may request that the person be granted access again.

2.7 Violation of this Policy

Anyone working within or for one of the Flexfamily organisations must comply with this AIPD policy at all times. If an employee violates the policy, disciplinary actions will be taken. The disciplinary action or combination of measures will depend on the circumstances and the seriousness of the violation. In serious or repeated cases, dismissal may be considered.

Temporary employees, including contractors, who have violated this policy will have their contract with our organisation terminated or not renewed.

In situations where the employee's behaviour and/or activities is/are not in line with Dutch law, and with foreign and international laws which Flexfamily has to comply with, or it is suspected that this

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is the case, we have the right to inform the police or other competent authorities of this behaviour and/or activities.

Disciplinary measures

1. In the event of a **first** detection and/or well-founded suspicion (by two signalling persons) that an employee is not 'Fit for Work' (in the event of a refusal to test or positive test):

In case of an employee with a phase A | B or C contract

- an interview with a warning character and explanation of the dangers for yourself and others, in which the possible request for help is also discussed;
- proper recording of the interview and a written confirmation;
- possible agreement with the employee to repeat the test.

2. In the event of a **second** detection and/or well-founded suspicion (by two signalling persons) that an employee is not 'Fit for Work' (in the event of a refusal to test or positive test):

In case of an employee with a phase A contract

- an interview resulting in dismissal with immediate effect.

In case of an employee with a phase B | C contract

- an interview with a final warning;
- written record with clear description of the consequences under employment law in case of another violation.

3. In the event of a **third** detection and/or well-founded suspicion (by two signalling persons) that an employee is not 'Fit for Work' (in the event of a refusal to test or positive test):

In case of an employee with a phase B | C contract

- an interview resulting in dismissal with immediate effect, including a written record.

Removal from the workplace | Unpaid leave

If you are not 'Fit for Work', you will be denied access to the workplace immediately. This day will not be paid and will be considered unpaid leave. No leave balance will therefore be paid for this day.

Refusal of the test

If you refuse to participate in a test, or manipulate the test, it cannot be established whether you are 'Fit for Work'. This means that safety for you, the organisation and your colleagues can no longer be guaranteed. In this case, you will be denied access to the workplace and the same disciplinary measures as mentioned above will apply.

Therefore, a refused test will be treated as a positive test. It is clearly recorded that an employee is not considered 'Fit for Work' by two signalling persons.

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3 General Articles and Annexes

3.1 General Terms And Conditions

- Where this policy document refers to *us*, *we* or *the organisation*, it refers to all units and opcos that are part of the Flexfamily.
- Where this policy document refers to the male form, it refers to both the male and female form.
- When this policy document mentions alcohol and/or drugs, it may also refer to other substances of which it is known or generally assumed that (excessive) use adversely affects the ability to act and/or the judgement, such as excessive use of medication.
- Deviations from this policy will only be accepted after prior consultations with management.

3.2 Definitions

Alcohol: Alcoholic beverage(s).

Drugs: hallucinogenics and stimulants which affect responsiveness. These include cannabis (THC/marijuana/hashish), (meth)amphetamines, cocaine (crack) and opiates (heroin/morphine) and other substances listed in the Opium Act.

Prescribed drugs: Prescription drugs which affect responsiveness (yellow or red sticker medication).

Prescription drug abuse: using medication outside a prescription in the name of the employee or exceeding the prescribed dosage.

Workplace: All areas and sites in which the organisation operates. This includes: parking areas, owned or rented equipment, storage facilities, means of transport etc.

Employee: The natural person who works for the employer under an employment contract, a contract for services or a temporary employment contract.

Employer: The legal person employing employees and managers, or the company contracting of the employees.

Manager: Anyone who manages employees on behalf of the company.

Third parties: Persons wishing to access the workplace, who do not have an employment contract etc. with Flexfamily. For example: Self-employed workers, drivers, suppliers, etc.

Zero policy: Policy that aims at a working environment completely free from alcohol and drugs.

Well-founded suspicion: If there is a concrete suspicion that an employee is under the influence, two persons (preferably two managers) must confirm this. This leads to a well-founded suspicion.

Fit for Work: Being fully employable for the tasks assigned. No residual effects or traces of use will be tolerated.

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3.3 Privacy

We respect your privacy and apply the legal framework as described in the General Data Protection Regulation (Implementation) Act. If you enter into treatment and/or accept a coaching process with regard to dosage and/or dependence problems, the organisation will seek to guarantee your privacy as much as possible.

3.4 Complaints procedure

If you feel that any provision in this AIPD policy is not being complied with, you can turn to our confidential adviser or your director. The complaint will then be handled with due care.

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Annex 2 Third Party Access to Information

Alcohol and drug policy - Access for external parties

Our organisation is responsible for securing the safety of our employees and anyone entering our workplaces. Being under the influence of alcohol or drugs is a major risk to affect safety. It may lead, for example, to unpredictable and irresponsible behaviour, reduced responsiveness, impaired concentration, loss of production and quality or accidents.

It is for this reason that we have an active alcohol, illegal and prescription drug policy. This policy applies to our employees, but also to third parties (persons who wish to access the workplace, who do not have an employment contract etc. with the employer. For example: self-employed workers, drivers, suppliers, etc.)

The suspicion that a third party is under the influence of alcohol or drugs may lead to permanent removal from the workplace. The client will be informed.

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Annex 3 Questions and Answers

Alcohol, drugs and work do not go together. We all know that. This is why we have a preventive alcohol and drug policy. We have put down on paper a number of questions and answers that may be helpful to you. If you have any further questions, please ask your manager or HR.

What does this policy mean for you?

The organisation has set itself the goal of actively and preventively implementing 'alcohol- and drug-free working'. This means you are not allowed to work under the influence or with residual traces in your system. Therefore, you should bear this in mind with any alcohol and drug consumption in your private time.

If someone has a problem with their use of alcohol or drugs, we offer help.

What am I allowed to do in private?

In your private time you still fully make your own choices. You just have to make sure that you take into account the so-called breakdown times of alcohol and drugs. If you live at one of our residential locations, you will have to abide by the rules that apply there.

How long does it take for one glass of alcohol to break down?

There is no exact rule. But 1 unit of alcohol breaks down in your body in about 1 to 1.5 hours. This depends on your gender, build, metabolism and the frequency and amount you drink. Other stimulants or medicines can also make the alcohol break down more slowly.

A colleague smells of alcohol, what should I do?

Every employee has a duty to ensure his own safety and that of others at work. This means that if you see an unsafe situation, you have a responsibility to do something about it. This also applies to a colleague under the influence. It is a safety risk, which you as a colleague should act upon. You can talk to your colleague, but you can also go to a manager and report your suspicions.

What does the offer of assistance include in the case of an alcohol or drug problem?

There are different possibilities for assistance. They range from an information session on alcohol and drugs to admission into a addiction treatment centre in case of dependence problems. In general, in the event of dependence care is insured under the basic health insurance.

What happens if I am under the influence of alcohol or drugs?

If there is a well-founded suspicion that you are under the influence, the manager can decide that you are not 'Fit for Work'. The manager can deny you access to the workplace. You will then be taken home. The next working day, your manager will engage with you.

Suppose I have a training, a reception or a team outing. Can I use alcohol?

If there is still work to be done after the training, reception or team outing, no alcohol may be consumed. After all, we work alcohol- and drug-free. If it is an informal meeting, or after the end of a training, and there is no need to work afterwards, alcohol may be taken. Every employee must make sure he uses alcohol responsibly. This also means that you have to take care that you get home safely afterwards. Participating in traffic while under the influence is and will continue to be unacceptable.

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Sometimes, I have a business lunch or dinner. Can I drink alcohol?

During a business lunch or dinner, you are allowed to drink alcohol moderately. If you have to work afterwards, for example after the lunch, you are not allowed to drink alcohol. You will always have to bear in mind the road traffic laws and take your own responsibility.

Suppose my manager calls me to ask if I can help because some colleagues have fallen ill, and have had a few beers?

You must always discuss the fact that you have been drinking with your manager or the person asking for your help. Your manager will then decide, in consultation with you, if and how you may play a role in that situation.

The AIPD policy stipulates that when there is a well-founded suspicion of the possession of alcohol or drugs, my personal belongings may be searched. Is that allowed?

It is, but only if there is a well-founded suspicion. A well-founded suspicion must be established by two persons. The organisation will then be entitled to take measures within the framework of safety at work.

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Annex 4 Substance Use Alert List

ALCOHOL

Uiterlijke kenmerken	
	Zichtbaar onder invloed, ruikt naar alcohol
	Trillende handen
	Steeds minder verzorgd uiterlijk
	Praten met dubbele tong
	Brabbelen
	Slecht articuleren
	Veel kauwgom-mint snoepjes eten
	Veel aftershave gebruiken
Gedrag	
	Te laat komen
	Wegkijken-Ontwijken
	Vergeetachtigheid
	Frequent kortdurend ziekteverzuim
	Depressieklachten
	Toenemend verzuim
	Extra lange pauzes
	Toename onbetrouwbaarheid en onvoorspelbaarheid
	Ontlopen van leidinggevende
	Heftige reacties op kritiek
	Slecht humeur
	Achterdochtig
	Slordig
	Onzorgvuldig
	Opeens weg wandelen
	Afwezig zonder toestemming
	Periodes met lage en hoge productiviteit
	Verminderde concentratie
	Meer vergissingen
Motoriek	
	Struikelen en misstappen
	Niet in rechte lijnen kunnen lopen
	Slechte oog-hand coördinatie
	Onveilig handelen
	Trillen
	Meer (bijna) ongelukken

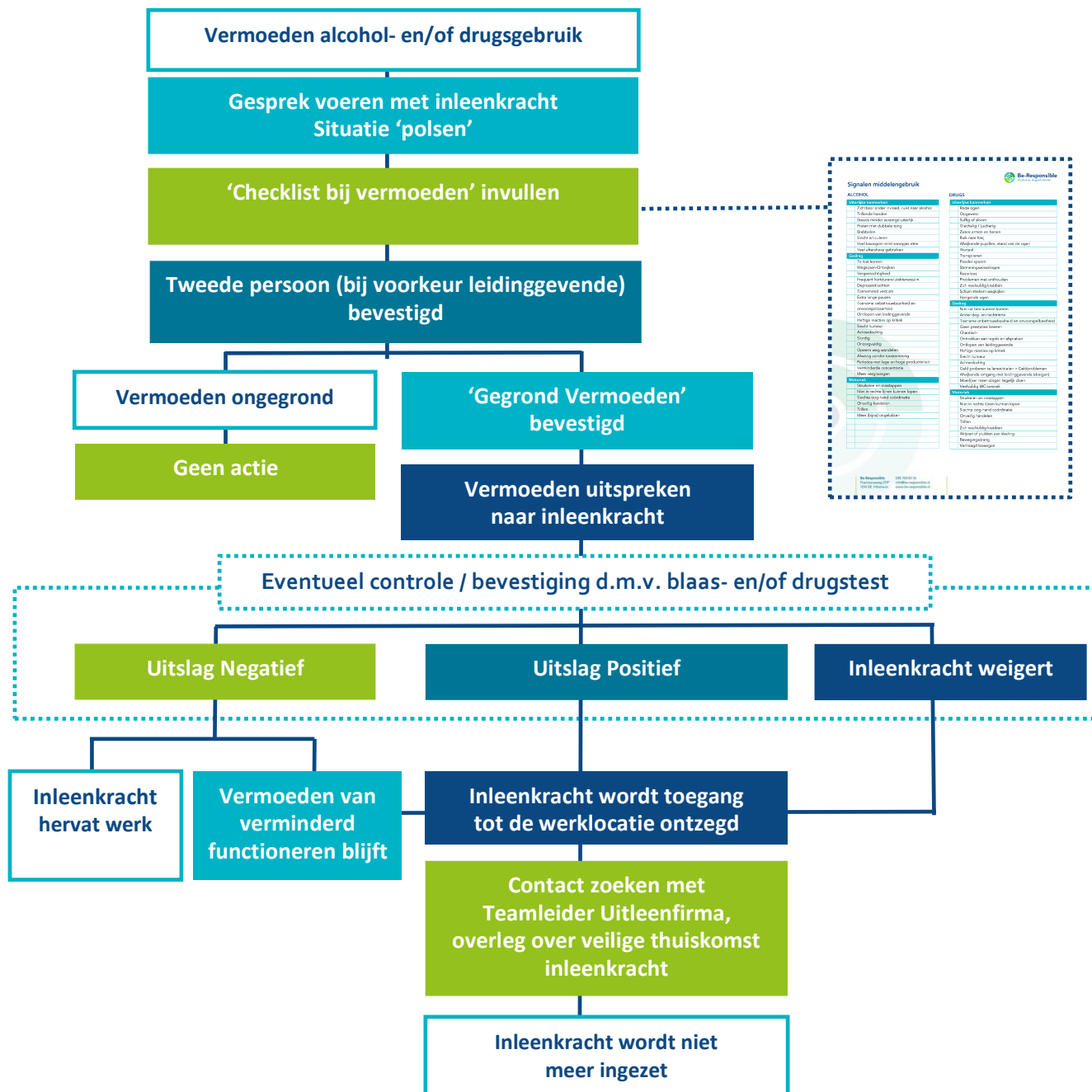
DRUGS

Uiterlijke kenmerken	
	Rode ogen
	Opgewekt
	Suffig of sloom
	Giechelig / Lacherig
	Zware armen en benen
	Ruik naar hasj
	Afwijkende pupillen, stand van de ogen
	Wartaal
	Transpireren
	Poeder sporen
	Stemmingswisselingen
	Rusteloos
	Problemen met onthouden
	Zich veelvuldig krabben
	Schuin stiekem wegkijken
	Hangende ogen
Gedrag	
	Niet uit bed kunnen komen
	Ander dag- en nachtritme
	Toename onbetrouwbaarheid en onvoorspelbaarheid
	Geen prestaties leveren
	Chaotisch
	Onttrekken aan regels en afspraken
	Ontlopen van leidinggevende
	Heftige reacties op kritiek
	Slecht humeur
	Achterdochtig
	Geld proberen te lenen/stelen > Geldproblemen
	Afwijkende omgang met leidinggevende (dreigen)
	Moeilijker meer dingen tegelijk doen
	Veelvuldig WC-bezoek
Motoriek	
	Struikelen en misstappen
	Niet in rechte lijnen kunnen lopen
	Slechte oog-hand coördinatie
	Onveilig handelen
	Trillen
	Zich veelvuldig krabben
	Wrijven of plukken aan kleding
	Bewegingsdrang
	Vertraagd bewegen

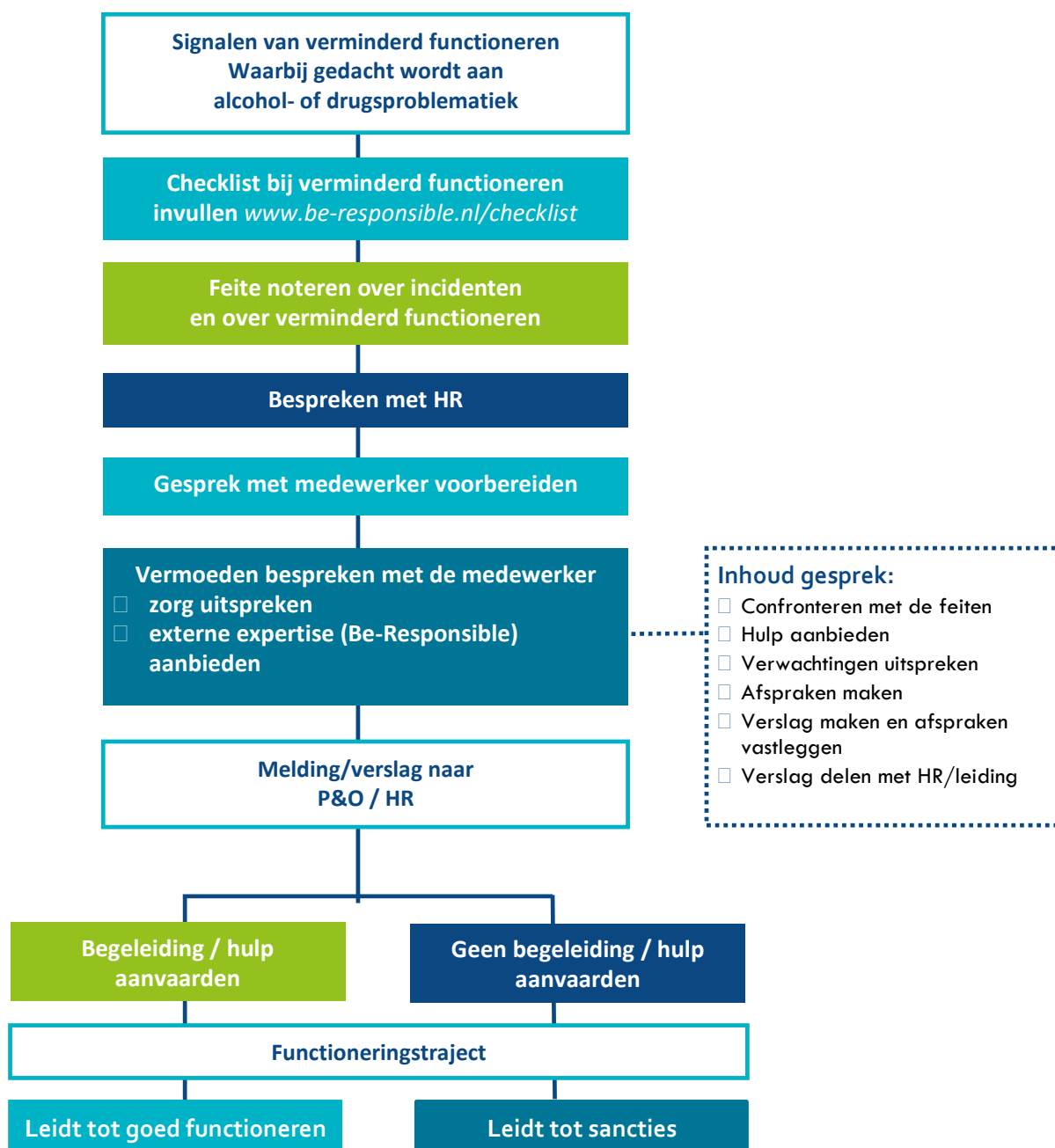
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Procedure vermoeden alcohol- en/of drugsgebruik Inleenkrachten



Procedure vermoeden problematisch alcohol- en/of drugsgebruik



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Annex 6

Do You Need Help?

Do you need help? For yourself, or for someone else?

What you can do:

Talk to your manager or the person responsible at HR

or

Contact Be Responsible

Be Responsible is our external assistance provider that assists with alcohol or drug problems

You can call 035 - 7505016 or email to info@be-responsible.nl

You can also find information on the website www.be-responsible.nl

or

Contact the case manager or the Vitaal! company doctor.

Call 0573-215051

or

Find (discreet) help outside the Flexfamily to

Step 1: get a referral from your family doctor

Step 2: call a mental health institution for addiction care

Step 3: get a no-obligation intake at the chosen mental health institution

Step 4: receive a recommended treatment plan from the mental health institution

Step 5: start treatment in consultation with the mental health institution

or

Find online help

www.minderdrinken.nl

www.ikstopnu.nl

www.jellinek.nl/zelfhulp

www.drugsenuitgaan.nl

YOU DON'T HAVE TO DO IT ALONE!