

Narcotic testing policy and procedure statement for NAVIC cloud user

Policy

A Narcotic screen test will be required on an Applicant / Employee or user of NAVIC CLOUD information without prior notice.

If a test result indicates the presence of an illegal or prohibited narcotic or substance the Applicant / Employee / User of NAVIC CLOUD access to the NAVIC CLOUD system will be suspended with immediate effect.

Procedure

- This application to NAVIC CLOUD information includes a Drug Testing Consent form which must be signed prior to the time of any access to the NAVIC CLOUD.
- Refusal to consent to and participate in such drug testing will automatically disqualify the Employee / user selected for employment/ use of NAVIC CLOUD from further consideration/ access.
- Applicants / Employee /Users testing positive for the presence of Narcotics in their bodies will automatically be disqualified from further access to NAVIC CLOUD.
- All information from an Applicant / Employee's or User drug and alcohol test is confidential and may only be disclosed to direct chain of command. Test results may also be communicated at any judicial or administrative proceeding. The result of a positive test shall not be released to the Personnel Department until the results have been confirmed.

Full Names and Surname:

ID Number:

Signature:

Navic drug test

Drug testing consent form

I understand that NAVIC (PTY) Ltd requires narcotics testing as a part of its selection and hiring process and is required of all applicants selected for employment / Employee's or User's. I also understand that such drug testing will consist of the collection of urine or any other medically recognized test designed to detect traceable amounts of drugs in the body. I further understand that if such testing indicates the presence of illegal drugs in my body in detectable amounts, I will be disqualified from further access to NAVIC CLOUD information. I understand that refusal to consent to and participate in such drug testing will automatically disqualify me from further access to NAVIC CLOUD information with immediate effect. I hereby give my consent to NAVIC (PTY) Ltd to administer any or all drug testing procedures to me, and to use the results of such testing in further determining my access to NAVIC CLOUD information.

I further understand that as a user of NAVIC CLOUD, I will be subject to Random, Reasonable Cause and/or Post-accident drug/alcohol testing at any time during my access to the NAVIC CLOUD system. Refusal to consent to and participate in such drug/alcohol testing will automatically subject me to termination of access to NAVIC CLOUD Information with immediate effect.

Drug/Alcohol testing policy - Purpose

I recognize that certain chemical substances are being consumed throughout the nation as part of the contemporary way of life. Many of these substances are considered contraband in and of themselves, which means that it is a violation of the law to possess or distribute them. In developing this policy, NAVI (PTY) Ltd always recognizes the need for its Employee's and User's to comply fully with the law in their conduct of NAVIC CLOUD. It is also recognized that alcohol and drug abuse ranks as one of the major health problems in the world. NAVIC(PTY) Ltd is especially concerned with those situations where the use of drugs or alcohol interferes with the health and safety of its employees/user's, is considered to be detrimental to NAVIC CLOUD operations.

Policy statement - Pre-employment screening

NAVIC (PTY) Ltd will maintain randomly pre-access to NAVIC CLOUD screening practices designed to prevent individuals who use illegal drugs* or individuals whose use of legal drugs* indicates a potential for impaired or unsafe access to NAVIC CLOUD.

• "Illegal drugs" means: any drug

Which is not legally obtainable; or

a. Which is legally obtainable but has not been legally acquired

The term includes prescription drugs not being used for prescribed purposes. It also includes marijuana.

* "Legal drugs" include:

a. Unauthorized prescription drugs and over-the-counter medications which may prevent employees / user's from performing their normal job duties at a safe and acceptable level of performance.

b. Unauthorized alcoholic beverages

Full Names and Surname:

ID Number:

Signature: