



## Addendum to Employment Contract

### Right Click Media PTY LTD Alcohol Policy

**Right Click Media is a festive environment and while we do have alcoholic drinks on and off the premises we still advise for it to be used responsibly.**

**Under no circumstances may any employee drink during working hours or have a drink/s on the premises during working hours unless permission is given by the most senior person on the premises.**

**If drinks are brought on the premises by you, the above rule still applies.**

Should you become a bit tipsy and have a car accident on the way home, Right Click media will not be held responsible.

As an adult (over 18) you need to take responsibility of arranging transportation such as an Uber / cab or someone sober to drive your vehicle should you consider having more than the legal limit.

Right Click Media will happily arrange an Uber – arrangements can be made with your manager or the most senior person on the premises / at the event.

Right Click Media, as the employer, will not be held liable for damage caused to a third party by an intoxicated employee.

According to the AA of SA:

**In South Africa, the legal limit is a breath alcohol content of 0.24mg per 1,000ml, or a blood alcohol limit of 0.05g per 100ml.**

The rule of thumb is a **maximum of one unit of alcohol per hour**, which constitutes 10ml of pure alcohol, based on an adult weighing 68kg. Our bodies can process only one unit of alcohol each hour. However, it is important to be aware that if you weigh less than 68kg your body will need more time to process the same amount of alcohol.

As an employer or fellow employee, you are advised to ensure that after a function your peers have transportation home or confiscate keys or contact a manager to ensure they don't drive.

Should drinks be allowed casually in or out of the office environment, clients and current work flow are to be dealt with first. Slurred vocabulary or smell of alcohol on your breath is to be prevented should it become necessary for you to deal with a client.

Should Right Click Media management feel that your behaviour under the influence of alcohol is a danger to other employees or affects clients, we may at any stage prohibit you from the use of alcohol at Right Click Media functions or premises. This is to maintain safety to other employees and best interest to Right Click Media Clients.



You also reserve the right to refuse alcohol and by no means are obliged to follow suite with your peers or with clients.

Should you be absent from work the day after a function / festivity, your leave will be unpaid.

The above policy is drafted to ensure that employees take responsibility for their actions and ensure their safety.

Please sign that you have read the above and understand the above.

Please sign that you agree to the above policy.

I have read: \_\_\_\_\_

I agree: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_