

ALCOHOL AND DRUGS MISUSE POLICY

The purpose of the policy is to set out the Company's position on drug or alcohol misuse in the workplace, to protect the health and safety of workers and to comply with relevant legislation.

The Company will take all reasonable steps to prevent employees, agency workers and contractors carrying out work-related activities, if they are considered to be unfit or unsafe to undertake the work as a result of drug or alcohol consumption.

This policy applies to all our staff including senior managers and director, contractors and sub-contractors or anyone who is representing us.

Procedure

Employees must **not** be under the influence of drugs or alcohol when reporting for work or during working time.

If employees are suspected to be under the influence of alcohol or drugs during working hours or on Company premises:

- Breaches of the policy may be viewed as gross misconduct and may result in disciplinary action up to and including dismissal without notice.
- If taking medication or herbal remedies that may affect work performance of their safety, or others, employees must inform the Company as soon as possible of which medication they are taking and the possible side effects.

Employers Support for employees

- If employees have, or believe they may have an alcohol or drug problem, they should inform the Company and seek medical advice before it affects their performance or conduct at work.
- The Company will treat any absence due to drug and alcohol abuse in the same way as sickness absence on condition that they have obtained professional help and/or are receiving treatment.
- The use, possession, storage, transportation, promotion and/or sale of illegal drugs are forbidden in any situation connected to the Company. The Company reserves the right to involve the relevant authorities if it is deemed appropriate.
- Employees are also expected to comply with any third party site rules, policies and procedures.
- The Company reserves the right to carry out random testing and screening for alcohol and drugs.
- The Company endeavours to communicate this policy throughout the business and is committed to reviewing and modifying it annually.

Signed:  Date: 01/10/2019

Name: Mr Fraser W Dykes Position: Managing Director