



POL008 Alcohol and Drugs Misuse Policy Statement

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.

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

Procedure

Employees must **not** be under the influence of drugs or alcohol when reporting for work, driving a company vehicle, a private vehicle on company business or during working time.

If you are suspected to be under the influence of alcohol or drugs during working hours or on Company premises the Company reserves the right to send you home. If the company has reasonable grounds to believe that you were under the influence of drugs and/or alcohol at work you will not be paid for that day

- 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. If you come forward and seek help for an alcohol or drug problem you will be treated sympathetically and any discussions will remain confidential

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. However you must not be under the influence of alcohol or drugs at work throughout this time of support

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 drug & alcohol testing pre employment and random testing and screening for alcohol and drugs during employment. A refusal to co-operate or take any test will be regarded as a test fail

Further details in relation to this policy can be found in the company handbook.
The Company will communicate this policy throughout the business and will review it annually.

Managing Director
AMD Contract Services Ltd

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