

The following policy forms an essential part of your contract of employment.

The company is committed to maintaining healthy, safe and productive working conditions for all employees. The company recognises the impact that both drugs and alcohol may have, and as such, aims to ensure a working environment free from the inappropriate use of substances where you are able to carry out your duties in a safe and efficient manner. The company also recognises that it has a duty to protect your colleagues, customers, suppliers and/or members of the public from any potential danger posed by an employee under the influence of alcohol or drugs.

Due to the nature of the business, the company requires that you attend your work free from any influence of alcohol or drugs. Accordingly, the company adopts a zero tolerance policy to alcohol or drug use, and the company's disciplinary rules on these matters are outlined below:

- a. Failure to adhere to any of this policy or reasonable suspicion of failing to adhere to this policy may be grounds for disciplinary action up to and including dismissal. Paramount in any disciplinary decision taken will be consideration of the health and safety of you, your colleagues, customers, suppliers and/or members of the public
- b. For the purposes of this policy, company premises are regarded as the company's own premises, company vehicles, as well as customer, supplier and/or client sites
- c. If you are found to be covering for a colleague who has failed to adhere or is reasonably suspected to have failed to adhere to this policy, this may also be grounds for disciplinary action up to and including dismissal
- d. If you have failed to adhere to this policy or are reasonably suspected of failing to adhere to this policy, you will be required to undertake a test and/or you may be sent home without pay (for example, if you are unfit for work) or you may be suspended on full pay pending further investigation or a formal disciplinary hearing. In addition, you will also be required to undertake a test where you had have had involvement in a workplace accident or an incident has caused or could have caused a danger to health and safety of yourself and/or others

ALCOHOL

- a. All employees should adhere to a 'zero' consumption of alcohol. The following is not permitted on company premises (as defined above)
 - i. Reporting for duty under (or appearing to be under) the influence of alcohol
 - ii. Consumption of alcohol whilst at work (whether working or not)
 - iii. Selling of alcohol for profit
- b. Distributing alcohol is only permitted in exceptional circumstances, for example as gifts at Christmas or special occasions
- c. There may be exceptional circumstances where your line manager will authorise you to consume alcohol or attend an event where alcohol will be served during the course of your duties, for example, a company or client function. If you are in any doubt or if your line manager has not expressly advised whether you are permitted to consume alcohol, you should seek clarification before consuming alcohol at such an event. In addition, you are reminded that if you are consuming alcohol at an event, you are expected to do so in moderation as any unacceptable conduct as a result of consuming an excessive amount of alcohol, disruptive

behaviour or conduct likely to bring the company into disrepute will be grounds for disciplinary action up to and including dismissal

DRUGS

- a. Drugs in this policy include the following:
 - i. Substances covered by the Misuse of Drugs Act 1971 (referred to as “controlled drugs” below)
 - ii. Solvents and any other substances which may impact on your normal behaviour, judgement or ability to carry out your job safely or effectively
- b. All employees should adhere to a ‘zero’ consumption of drugs. The following is not permitted on company premises
 - i. Reporting for duty under (or appearing to be under) the influence of controlled drugs
 - ii. Consumption of controlled drugs during working hours (whether working or not)
 - iii. Distributing, possessing or selling controlled drugs
- c. In relation to over the counter or prescribed medication:
 - i. You may consume and possess over the counter or prescribed medication on company premises
 - ii. Where over the counter or prescribed medication may adversely affect your performance you are required to declare this to your line manager in order to discuss whether any adjustments are required to your role
 - iii. The distribution of over the counter medication to colleagues/clients on company premises (e.g. aspirin, ibuprofen) is at your discretion, but you should leave the decision to take such over the counter medication to the person you are distributing this to. Please note, it is not acceptable to distribute prescribed medication

RANDOM TESTING

- a. The company reserves the right to subject you to random drug and alcohol testing to ensure that the company maintains the health and safety of its employees and members of the public alike
- b. It is a condition of your employment that you consent to such tests taking place and any refusal or failure to attend such testing will be treated as though you have failed that test
- c. Should the test result in a positive outcome for either drugs or alcohol, this will be grounds for disciplinary action up to and including dismissal
- d. The company reserves the right to search you, or your property held on the company premises, at any time that your line manager reasonably suspects that there has been a failure to adhere to the policy in relation to the consumption of drugs or alcohol as outlined above
- e. Failure to give consent, refusal to be tested, or refusal to comply with the search procedure will also be grounds for disciplinary action up to and including dismissal

FURTHER ACTION

- a. The company may ask you to undergo a specified course of treatment/counselling. This may involve sick leave with Statutory Sick Pay for the duration of the course of the treatment
- b. On return to work after effective treatment, conditions as to future conduct may be attached and you may be allocated to alternative duties. If the treatment is unsuccessful, or if you fail to take up treatment, your employment may be terminated
- c. Depending on the progress made by you on this course of treatment, any disciplinary action may be dropped, suspended for a specified period, or continued with your willingness to undergo the treatment being taken into account in determining any penalty
- d. The dropping or suspension of disciplinary action, the agreement to allow you to undergo appropriate treatment and the possibility of sick leave with Statutory Sick Pay for the duration of the course of treatment is entirely dependent on the circumstances of the case and, as such is wholly at the discretion of management following a thorough investigation of the facts available

RESPONSIBILITIES OF EMPLOYEES AND MANAGERS

Both employees and managers are reminded that they have a number of responsibilities with regards to this policy and its enforcement. The consumption of certain drugs may be a criminal offence. If any manager believes that a criminal offence has occurred on company premises (as defined above), the police may be informed.

All employees have a responsibility for their own health and safety in the workplace. You must take personal responsibility in relation to the consumption of alcohol and over the counter medication or prescribed medication.

Managers also have responsibility for monitoring health and safety in the workplace. This means that neither they nor the company can afford to ignore drugs/alcohol issues which come to light. The paramount concern must be the need to protect all employees and members of the public from an accident as a result of drugs/alcohol problems.

FURTHER HELP

Further assistance is available from local agencies if you feel you have a problem with drugs/alcohol. You are encouraged to make contact with your local agency. Requests for time off to attend meetings with these organisations will be treated sympathetically and confidentially by the company.

Signature: *R Easton*

Date: 14th April 2016

Name: R Easton

Position: Joint Managing Director