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Introduction

Drug and Alcohol misuse is an ever-increasing problem within the workplace. Statistics show that employees who take Drugs and Alcohol are more likely to endanger their fellow workers, have accidents at work, be absent from work and be less efficient than colleagues who do not do so.

Aims of the policy

The employees of the Company are its most valuable assets. The Company recognises that, for several reasons, employees could develop Drug and Alcohol-related problems during the course of their employment. This policy applies predominantly to Drugs which are unlawful under the criminal law and not to prescribed medication. The aims of this policy are to:

Promote a responsible attitude to Drug and Alcohol within the Company by:

- Making known to employees the harmful effects of Drugs and Alcohol.
- Minimising problems and accidents at work arising from the misuse of Drugs and Alcohol.
- Promoting the well-being and health of employees.

Offer assistance and advice to employees who need it by:

- Identifying employees with potential problems relating to Drug and Alcohol misuse at an early stage.
- Offering guidance and, where required, actively encouraging employees with potential problems to seek appropriate help.
- Offering employees known to have Drug and Alcohol-related problems affecting their work referral to an appropriate agency for diagnosis.

Prohibition on Drugs and Alcohol in the workplace

If an employee is found under the influence of Drugs and Alcohol at work, there could be serious safety, work and personal consequences (see the section on misconduct).

No Drugs and Alcohol must be brought onto or consumed on Company premises at any time. Staff must not take Drugs and Alcohol if they are required to drive private or company vehicles on business. Staff must also not take Drugs and Alcohol when they are on operational standby or on call.

Any breach of these rules will result in disciplinary action being taken which is likely to result in summary dismissal on grounds of gross misconduct.

Advice and counselling

It is the Company's intention to deal constructively and sympathetically with an employee's Drug and Alcohol-related problems, such as Drug and Alcohol dependency. When it is known that an employee has a Drug and Alcohol problem, the Company will be able to provide advice and guidance on how to seek assessment of the problem and, if necessary suitable treatment. The primary objective of any discussions of this type will be to assist the employee with the problem in as compassionate and constructive way as possible.

Whilst certain personnel records will be necessary, any discussions of the nature of an employee's Drug and Alcohol problem and the records of any treatment will be strictly confidential unless the employee agrees otherwise.

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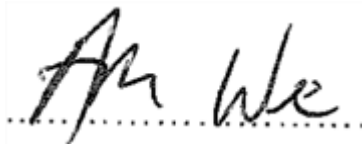
Drug and Alcohol-related misconduct

This policy, for assisting employees with Drug and Alcohol-related problems, is separate from the Company's disciplinary procedures. However, action will be taken under the disciplinary procedure if misconduct takes place at work as a result of taking Drugs and Alcohol or if an employee is found to be under the influence of Drugs and Alcohol whilst at work or is found to have brought Drugs and Alcohol on to or consumed Drugs and Alcohol on the Company's premises. If an employee is known to be, or strongly suspected of being, intoxicated by Drugs and Alcohol during working hours, arrangements will be made for the employee to be sent home for the rest of the day without pay.

Incapacity through Drugs and Alcohol at work, which have not been prescribed on medical grounds, is a potential gross misconduct offence under the disciplinary procedure and the employee is therefore liable to be summarily dismissed. This also applies to any employee believed to be buying or selling Drugs and Alcohol or in possession of Drugs and Alcohol on the Company's premises.

Where an employee with an identified Drug and Alcohol problem which affects conduct at work or performance at work refuses the opportunity to receive help, the matter will be referred for action through the disciplinary procedure as appropriate. Likewise, if after accepting counselling and assistance, and following review and evaluation, the conduct or work performance reverts to the problem level, the matter may also be dealt with through the disciplinary procedure.

Signed



Antony Weir, Director

Date 16-MAR-22