



ALCOHOL & DRUGS POLICY

The Company endeavours to ensure that employees' use of either alcohol or drugs does not impair the safe and efficient running of the organisation or the health of its employees.

Prohibition on alcohol and drug consumption in the workplace

No alcohol or drugs should be brought onto or consumed on Company premises at any time. Employees representing the Company at business/client functions or conferences or attending Company organised social events outside normal working hours are expected to be moderate if drinking alcohol and to take specific action to ensure they are well within the legal limits if they are driving. They are prohibited from taking drugs on these occasions.

Alcohol and drug related misconduct

Even a small amount of alcohol can affect work performance and if an employee is found under the influence of alcohol whilst at work, there could be serious health and safety consequences. If you come to work suffering with a hangover and your work performance/the health and safety of you and your colleagues is jeopardised, you may be subject to disciplinary proceedings. The same applies to being under the influence of drugs. Incapacity or misconduct caused by alcohol or drugs at work is a potential gross misconduct offence. This also applies to any employee believed to be buying or selling drugs or in possession of or taking drugs on the Company's premises.

The Company reserves the right in any of these circumstances to arrange for the employee to be escorted from the Company's premises immediately and sent home. Alternatively, you may be required to remain at work to sober up (on an unpaid basis) initially.

Alcohol and drug testing

On the grounds of health and safety and where necessary to achieve a legitimate business aim, the Company and their clients reserve the right to carry out random alcohol and drug screening tests on employees in the workplace or on site. If an employee receives a positive test result, this may be viewed as a potential gross misconduct offence. Unreasonable refusal to submit to an alcohol or drug-screening test will also be dealt with through the disciplinary procedure.

A handwritten signature in black ink, appearing to read "David Baldock", is written over a faint, light-colored circular stamp or watermark.

David Baldock
Managing Director

January 2018