

## Drugs and Alcohol Policy

It is the responsibility of the Company and its employees to provide a safe place of work, to work in a safe manner so as not to endanger others and to provide facilities and systems to enhance the well-being of all employees. Any employees who are under the influence of drugs and/or alcohol whilst at work, are directly failing in their duty of care to themselves and others at work.

The Company's policy is to employ a workforce free from the illegal use of drugs either on or off the job and the influence of alcohol while at work. If you are found to be in violation of this policy you will be liable to disciplinary action in accordance with the Company's disciplinary procedures, which may include termination of employment, even for a first offence.

You must not use illegal drugs or abuse legal substances or report for work while under the influence of alcohol. In particular, you must never operate any machinery or drive any Company vehicle or any vehicle on the Company's business while under the influence of drugs or alcohol or after having taken any prescription or non-prescription medication that may cause drowsiness.

The bringing of any illegal or unlawful drugs or controlled substances onto the Company's premises or property, having possession of, being under the influence of, engaging in the current use, selling, attempting to sell or transfer of such whilst on Company business or at any time during working hours is gross misconduct and you may be subject to disciplinary action in accordance with the Company's disciplinary procedures.

Reporting for work when under the influence of alcohol is misconduct. Reporting for work when or under the influence of any illegal drugs or seriously incapable through alcohol or driving any vehicle on the Company's business at any time having consumed such a quantity of alcohol that you are over the prescribed limit or under the influence of any illegal drugs is gross misconduct. You may be subject to disciplinary action in accordance with the Company's disciplinary and dismissal procedures.

The Company reserves the right to request you undergo professional medical screening for the abuse of drugs and/or alcohol.

The use of prescribed and over-the-counter drugs that may adversely affect your performance or behaviour must be reported to your manager upon reporting for work so that in the event of a reaction the medication may be taken into account.

Signature: 

Position: Director

Date: 30/04/2020

Review: 01/05/2021