



## DRUGS AND ALCOHOL POLICY OVERVIEW

This policy sets out the Company's position on the use of drugs, alcohol and other substance abuse at work.

Whilst people's habits and actions in their own time are their own affair, when those actions affect work, the work environment and fellow employees, the Company has a duty of diligence under the Health and Safety at Work etc. Act of 1974 to take action to minimise or cancel out all risks.

The misuse of drugs and alcohol or other substances can seriously damage the physical, mental and sound well-being of an individual. It can also have an adverse effect on attitudes to risks, health and safety, work performance, attendance, conduct and relationships at work.

### SCOPE

This policy applies to all employees of the Company.

### POLICY

The Company believes it is important and essential that employees are in full control of themselves and all their faculties throughout the working day.

The taking of medicinal drugs on a regular basis must be notified to a Line Manager or supervisor and will be recorded accordingly.

Employees will be suspended from work, without pay, if they are unfit to work as a result of taking drugs or consuming alcohol. They will be allowed to return to duties with permission of The Personnel Department. Disciplinary action may follow.

Within the Policy, the Company reserves the right to gather information, conduct interviews and, if appropriate, carry out drug or alcohol tests randomly or when it is suspected that incidences of abuse have occurred. The Company will carry out "For Cause" testing as a mandatory part of accident, injury, incident or near miss investigations. Refusing to take the tests will be treated as a positive test result and will be dealt with accordingly. Alcohol limits will be 35mcg/ml for all employees, consumption of alcohol during the working day will not be permitted if you are involved in factory, yard or site work activities. Drug limits will be zero for all employees. Substances tested for include but not limited to Amphetamines, Benzodiazepines, Buprenorphine, Cocaine, Ketamine, Methadone, Methamphetamine, Morphine, Opiates, Cannabis and chemicals contained in so called "Legal Highs". Line Managers and Supervisors will be watchful for signs of problems and must be proactive in consulting with the employee and advising the employee to seek assistance. In appropriate cases, employees may be requested to attend rehabilitation programmes. Follow up tests will be mandatory as part of these programmes.

Some instances of wilful alcohol and drug misuse which impact on an employee's ability to either attend work or safely perform their duties will be treated as gross misconduct.

If an employee is found in possession of what may be non-medicinal drugs or upon receiving information of the same, the Company will immediately notify the Police.

Lee Cowen  
Managing Director

Date: December 2023

A handwritten signature in black ink, appearing to read "Lee Cowen".