

## **ALCOHOL AND DRUGS POLICY**

### **What this policy covers**

The purpose of this policy is to set out the Company's position on drug or alcohol misuse in the workplace, to protect the health and safety of workers and to comply with relevant legislation.

Breaches of the policy may be viewed as gross misconduct and may result in disciplinary action up to and including dismissal without notice.

### **Your responsibilities**

You must not be under the influence of drugs or alcohol when you report for work or during working time.

If you are taking medicine or herbal remedies that may affect your work performance, or the safety of yourself or others, you must inform the Company as soon as possible of which medication you are taking and the possible side effects.

### **Support for employees with alcohol or drug problems**

If you have, or believe you may have, an alcohol or drug problem you should inform the Company and seek medical advice before it affects your performance or conduct at work. If you come forward and seek help for an alcohol or drug problem, you will be treated sympathetically, and any discussions will remain confidential.

The Company will treat any absence due to drug and alcohol abuse in the same way as sickness absence, on condition that you have obtained professional help and / or are receiving treatment. However, you must not be under the influence of alcohol or drugs at work throughout this time.

The use, possession, storage, transportation, promotion and / or sale of illegal drugs is forbidden in any situation connected to the Company. The Company reserves the right to involve the relevant authorities if it is deemed appropriate.

You are also expected to comply with any third-party site rules, policies and procedures.

### **Procedure**

The Company will take all reasonable steps to prevent employees, agency workers and contractors carrying out work related activities if they are considered to be unfit or unsafe to undertake the work as a result of drug or alcohol consumption.

If you are suspected to be under the influence of alcohol or drugs during working hours or on Company premises, the Company reserves the right to send you home. This type of

incident may be viewed as a gross misconduct offence and be dealt with under the Company's Disciplinary Procedure, which could result in dismissal without notice. If the Company has reasonable grounds to believe that you were under the influence of drugs and / or alcohol at work, you will not be paid for this day.

Andrew Kime  
Managing Director  
30<sup>th</sup> April 2025