ALCOHOL AND DRUGS POLICY

1. Alcohol and Drugs Policy Statement

1.1. The Company is committed to protecting its employees and business interests from the negative impact of substance abuse, including the impact on the health of individuals and health and safety in the workplace.

1.2. We aim to take a supportive approach whilst taking necessary measures to manage the potential risks posed by alcohol and/or drugs.

2. Alcohol in the workplace

2.1. Employees are not permitted to be under the influence or effects of alcohol in the workplace. This means arriving for work with little or no alcohol in their blood and not hung over or impaired in any way. It also means not drinking alcohol in the workplace including during breaks or when not actually working.

2.2. If you are suspected of being under the influence of alcohol during work, or when you arrive for work, you may be sent home on paid leave and may face disciplinary action. If we suspect that you have driven a vehicle whilst over the legal limit, the police may be called and alternative arrangements will be made for your transport home.

2.3. There are circumstances where you may be allowed to drink limited quantities of alcohol during work. This may include during business or social lunches or during social work-related functions. Managers are responsible for giving guidance to employees as to what is and what is not acceptable and you are encouraged to ask if you are unsure.

2.4. Where alcohol is permitted, we would still expect you to demonstrate responsible behaviour and not to act in a way that could have a detrimental effect on health and safety, your dignity or that of others, our business relationships and/or our reputation.

2.5. If you entertain clients/customers or represent the Company at external events where alcohol is served, you are considered to be "at work" regardless of whether this is outside normal working hours. Consequently, we will expect you to remain professional and fit for work at all times.

2.6. Alcohol must not be brought on to work premises or stored there and breach of this provision is regarded as misconduct.

3. Drugs in the workplace

3.1. It is a criminal offence to use, possess or deal in any controlled substances and any employee caught on our premises involved in any of those activities will normally be dismissed for gross misconduct. We operate a ‘zero tolerance’ policy when it comes to controlled substances and may report the matter to the police where we consider this to be appropriate.

3.2. Certain prescribed drugs/medication may have an impact on your ability to perform your role and you are encouraged to discuss any issues with your doctor/consultant and, if necessary, report the fact that you are taking prescribed drugs/medication to your manager. This is particularly relevant to employees who operate machinery and or are required to drive in the course of their duties.

4. Drug and alcohol testing

4.1. We have a policy of conducting random and "for cause" or on suspicion drug and alcohol tests. All employees are required to comply will all reasonable requests to undergo any breathalyser, blood, urine or other tests as deemed necessary. The proper protocol for testing will be carried out including the retesting of any positive specimens.

4.2. We may at our discretion refer you for drug and alcohol tests where we suspect abuse and where we believe that this may be affecting your attitude, behaviour, attendance and/or performance.

4.3. We may also refer you for drug and alcohol tests where this is a requirement for working on particular projects, regardless of any other cause..

4.4. You are required to co-operate with any requests to undergo tests and/or screening and/or other investigations. Refusal to submit to such requests may be regarded as refusal to comply with a reasonable management instruction and may lead to disciplinary action, including dismissal.

5. Providing Support

5.1. We appreciate that alcohol and drug related problems may develop for a variety of reasons and over a period of time. We also appreciate that these are sensitive matters that people may find difficult to discuss. We will provide support to employees affected by alcohol and drug related problems in so far as we reasonably can.

5.2. Where alcohol and drug related problems are seriously impacting your attendance and/or your ability to perform your role we will discuss this with you. Where possible, we will look for solutions (including medical or other health related support, alternative role(s) and/or flexible working options) but, if the concerns cannot be satisfactorily addressed, we may bring your employment to an end.

5.3. Dismissal would generally only be considered where we believe that the situation is having a significant impact on your attitude, behaviour, attendance and/or performance. In these circumstances you will be advised of our concerns and action will be taken in accordance with the appropriate procedure.

6. Co-operation

6.1. All employees have a duty to co-operate with any investigations into concerns about alcohol and drug misuse and are reminded that use of alcohol and/or drugs in the workplace could pose a serious health and safety risk to others.

6.2. If you have concerns about the well-being of your colleagues in relation to substance abuse, you are encouraged to raise your concerns with your manager, or a more senior manager.

7. Confidentiality

7.1. We aim to ensure that the confidentiality of any employee experiencing alcohol or drug related problems is maintained appropriately by managers, supervisors and, where it is necessary to inform them, colleagues. However, in supporting employees, some degree of information sharing is likely to be necessary. You will be informed of what information is disclosed and to whom.

8. Responsibility and review of this policy

8.1. This policy applies to all levels within the Company regardless seniority or status.

8.2. Managers are responsible for ensuring that employees and others (sub-contractors etc) for whom they are responsible are clear as to our expectations regarding the misuse of alcohol and drugs in the workplace. They are also responsible for ensuring that any issues are addressed promptly and in accordance with this policy.

8.3. This policy does not form part of any employee's contract of employment and it may be amended at any time.

Signed

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Joint Managing Director

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