

ALCOHOL & DRUGS POLICY STATEMENT

The Company is committed to maintaining healthy safe and productive working conditions for its staff.

The Company recognises the impact that both alcohol and illegal substances may have upon an individual's ability to work safely and correctly and as such, the Company aims to ensure a working environment free from the inappropriate use of substances and where staff are able to carry out their duties in a safe and efficient manner.

We will ensure that the employees are made aware of this statement by briefing all employees on this policy and its associated procedure.

The policy requires that employees must not:

- ▶ Report or try to report for duty while under the influence of illegal substances or being in an unfit state due to the abuse of alcohol and use of illegal substances;
- ▶ Be in possession of illegal substances or undeclared prescription drugs while on duty;
- ▶ Consume alcohol or illegal substances while on duty;
- ▶ Wear Company logos while under the influence of alcohol or illegal substances.

To apply this Alcohol & Drugs Policy a programme of employee screening will be implemented to:

- ▶ Detect the abuse of alcohol and use of illegal substances by any person(s) involved in accidents;
- ▶ Detect the abuse of alcohol and use of illegal substances where changes in behaviour suggest possible use of alcohol or illegal substances;
- ▶ Perform unannounced random drug and/or alcohol screening of **20%** of the workforce.

Any refusal or failure to take an Alcohol and Drugs test may be regarded as if the employee failed that test.

Any failure of A&D testing will result in the Company taking disciplinary action which is regarded as Gross Misconduct. In accordance with the disciplinary procedure.

Signed



Tony Goodman
Director of Sales and Resources