

ALCOHOL & DRUGS POLICY STATEMENT

F&R Cawley Ltd 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 work whilst under the influence of illegal substances or being in an unfit state due to the consumption of alcohol;
- ▶ Be in possession of illegal substances or undeclared prescription drugs whilst at work;
- ▶ Consume alcohol or illegal substances whilst at work;
- ▶ Wear Company logos whilst under the influence of alcohol or illegal substances.

To apply this Alcohol & Drugs Policy a programme of employee screening has been implemented to:

- ▶ Detect the abuse of alcohol and/or use of illegal substances by any person(s) involved in accidents;
- ▶ Detect the abuse of alcohol and/or 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 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 Alcohol and Drugs testing will result in the Company taking disciplinary action which is regarded as Gross Misconduct in accordance with the disciplinary procedure.

Signed



Phil Gudgeon
Managing Director

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