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**ONE WAY  
ALCOHOL & DRUG POLICY  
VERSION: OCTOBER 2023**



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### Alcohol and Drug Policy

We have a zero-tolerance policy with regards to Alcohol and Drugs. This also applies to candidates for employment where a pre-employment test will be carried out.

Possession, intoxication or use of alcohol or non-prescribed drugs on company premises, or whilst on company business will be considered gross misconduct and will be subject to disciplinary action.

Persons suspected of being under the influence of alcohol and/or non-prescribed drugs will be subject to an alcohol and drug test. Failure to give a sample will lead to disciplinary action being taken. Employees agree as a condition of employment, to our annual risk-based regime of random unannounced testing for alcohol and drugs, with notice given only immediately prior to testing.

Persons undergoing investigation for alcohol or drugs will be suspended from work with immediate effect, pending the required testing. On completion of any test taken, if the employee tests positive for alcohol or non-prescribed drugs, the employee's contract will be terminated with immediate effect.

It is a requirement of the Company that no employee shall:

- Report or endeavour to report for duty having just consumed alcohol or under the influence of drugs,
- Report for duty in an unfit state due to the use of alcohol or drugs,
- Be in possession of non-prescription drugs in the workplace,
- Consume alcohol or drugs whilst on duty.

In addition, staff are required to report when they are taking prescribed medication, which may affect their activities.

The Company will not tolerate any deviation from these rules and will take appropriate action in the event of any infringement. The Company has a policy of assistance with the rehabilitation of staff who voluntarily seek help for alcohol or drug related problems. Such staff must, however, seek assistance at the earliest opportunity; subsequent discovery or a disclosure prompted by impending screening will not be acceptable.

We are committed to complying with all Client requirements towards medical fitness and our compliance with all current legislative and regulatory requirements. All employees shall be made aware of this Policy and its mandatory adherence.

Signed: .....  
Paul Payne, Managing Director

Date: 12<sup>th</sup> October 2021

Last Reviewed: 2<sup>nd</sup> October 2023