

1. About this Policy

- 1.1. We are committed to providing a safe, healthy and productive working environment. This includes ensuring that all staff are fit to carry out their jobs safely and effectively in an environment which is free from alcohol and drug misuse.
- 1.2. Under the Health and Safety at Work Act 1974, employers have a duty of care to provide a safe working environment. In our business, misuse of drugs by employees not only exposes the Company to commercial risk but may also render us criminally negligent and endangers lives.
- 1.3. It is therefore imperative to lay down clear guidelines to employees about what is regarded as acceptable and unacceptable by the Company:
 - No employee should be under the influence of illegal drugs in the workplace at any time.
 - Employees should not drink at all whilst on duty.
 - No employee should go into a hardhat area under the influence of alcohol or drugs at any time.
 - If an employee is suspected of being under the influence of drugs or alcohol then the manager must be advised immediately and the person should be removed from the site immediately.
- 1.4. Taking Drugs or Alcohol during Working Hours:
 - Where employees drink during working hours and render themselves incapable of working they will be asked to leave their place of work immediately and will be subject to the company's disciplinary procedures upon their return to work.
 - Where it is proved that an employee has endangered the life of another individual or him/herself through substance consumption he/she is likely to be dismissed for gross misconduct according to circumstances.
- 1.5. As a company, we will use a competent occupational health partner to undertake random testing for drugs and alcohol in order to safeguard our safety standards.
- 1.6. As a member of our staff, you must be aware that we reserve the right to visit any site, department, office or business premises at any time, and may obtain a urine and or breath sample, from any member of our staff or our approved supply chain.
- 1.7. Failure to cooperate will lead to disciplinary action, which could lead to gross misconduct.
- 1.8. The result of such testing will be handled at the company's discretion but may lead to disciplinary action and may lead to gross misconduct.
- 1.9. However, the purpose of this policy is also to increase awareness of the effects of alcohol and drug misuse and its likely symptoms and to ensure that:
 - All staff are aware of their responsibilities regarding alcohol and drug misuse and related problems.
 - Staff who have an alcohol or drug-related problem are encouraged to seek help, in confidence, at an early stage.
 - Staff who have an alcohol or drug-related problem affecting their work are dealt with sympathetically, fairly and consistently.
- 1.10. We recognise that some of our staff may become dependent on alcohol or drugs. We also recognise that such dependencies can be successfully treated. We wish to promote a culture which understands the problems associated with alcohol and drug misuse, in which staff with dependency problems are encouraged to seek help and are supported. However, we will not accept staff arriving at work under the influence of alcohol or drugs, and/or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol or take drugs (other than prescription or over the counter medication, as directed) on our premises.
- 1.11. This policy covers all employees, officers, consultants, contractors, [volunteers,] [interns,] casual workers and agency workers.

2. Personnel responsible for this policy

Our board of directors (the board) has overall responsibility for the effective operation of this policy but has delegated day-to-day responsibility for overseeing its implementation to Head of Health & Safety.

- 2.1 All managers have a specific responsibility to operate within the boundaries of this policy, to ensure that all staff understand the standards of behaviour expected of them and to take action when behaviour falls below its requirements.
- 2.2 Managers will, if appropriate, be given training in:
 - The nature and causes of alcohol and drug problems.
 - The effect of alcohol and drug misuse on workplace safety and performance.
 - The assistance that can be provided by our Occupational Health Provider and/or outside agencies.

3. Alcohol and drugs at work

Misuse of alcohol and drugs can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgement and decision making and increased health and safety risks for the concerned individual and other people. Irresponsible behaviour or the commission of offences resulting from the misuse of alcohol or drugs may damage our reputation and, as a result, our business.

- 3.1 Employees are expected to arrive at work fit to carry out their job and to be able to perform their duties safely without any limitations due to the use or after effects of alcohol or drugs (whether prescribed, over the counter or illegal). The use of drugs also includes the use of "legal highs" or psychoactive drugs which are legal substances which have the effect of illegal drugs.
- 3.2 Employees must comply with drink-driving laws and drug-driving laws at all times. A conviction for drink-driving or drug-driving offence may harm our reputation and, if the job requires the employee to drive, they may be unable to continue to do their job. Committing drink-driving or drug-driving offence while working for us [or outside working hours] may lead to action under our Disciplinary Procedure and could result in dismissal.
- 3.3 If employees are prescribed medication they must seek advice from your GP or pharmacist about the possible effect on their ability to carry out their job and whether their duties should be modified or they should be temporarily reassigned to a different role. If so they must tell Human Resources Department without delay.

4. Searches

- 4.1. We reserve the right to conduct searches for alcohol or drugs on our premises, including, but not limited to, searches of lockers, filing cabinets and desks, bags, clothing, packages.
- 4.2. Any alcohol or drugs found as a result of a search will be confiscated and action may be taken under our Disciplinary Procedure.

This policy applies to all employees of Clipfine Limited.

Date: November 2018

Signed:



T. MacCarron
Chairman

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