

1. POLICY

It is our policy to prevent unreasonable risks to the health and safety of employee's whose efficiency may be impaired by alcohol and / or drugs (whether prescribed or not), and to assist those who may have an alcohol and / or drugs addiction problem.

The Company will not discriminate against employees who may have an addiction problem and will ensure that they have the same rights of confidentiality and access to assistance as an employee with any other medical condition.

Where an employee is involved in an accident or incident and it is suspected that he / she is under the influence of alcohol and / or drugs (whether prescribed or not), they shall be subject to a screening process.

The company and its clients may conduct random drug testing throughout the business.

2. AIM

To protect all company employees from the dangers associated with alcohol and drug misuse.

3. SCOPE

This policy shall apply to all Company and sub-contractor employees, whilst carrying out work on sites and premises under our control, or operating company vehicles, plant or equipment.

4. REFERENCES

Health and Safety at Work Act.

Management of Health & Safety at Work Regulation.

5. RESPONSIBILITIES

Director shall:

- Ensure that this policy is complied with, within their area of responsibility.
- Ensure that, where an employee is suspected of being under the influence of alcohol and / or drugs, he / she shall not be allowed to commence or continue work. They shall be taken home immediately and suspended from their duties.
- Contact the HSE Adviser for further advice and assistance, where an employee has been suspended for being under the influence of alcohol and / or drugs.

HSE Adviser shall:

- Ensure that this policy is complied with, within their area of responsibility.
- Carry out or arrange for random drug testing.
- Arrange for employees who have an alcohol and/or drugs problem to attend the occupational health consultants for help, advice and to recommend treatment.

Supervisors shall:

- Ensure that this policy is complied with, within their area of responsibility and give full assistance and co-operation where random drug testing is carried out.
- Ensure that, where an employee is suspected of being under the influence of alcohol and / or drugs, he / she shall not be allowed to commence or continue work. They shall be taken home immediately and suspended from their duties.
- Ensure that, where a sub-contractor employee is suspected of being under the influence of alcohol and / or drugs, he / she shall not be allowed to commence or continue work. They shall be

removed from site immediately, reported to their employer and suspended from their duties, and prohibited from returning to site.

Employees shall:

- Ensure that they comply with this policy and give full assistance and co-operation where random drug testing is carried out.
- Report to a member of management where:
 - They suspect that an employee or sub-contractor employee is under the influence of drugs (whether prescribed or not), and / or alcohol whilst at work.
 - They are knowingly taking a prescribed drug, which affects their efficiency / behaviour.
 - They have a drugs and/or alcohol addiction problem which affects their efficiency / behaviour.

6. PROCEDURES

- No employee shall attempt to carry out their duties whilst under the influence of alcohol or drugs.
- No employee shall drink alcohol or take non prescribed drugs during working hours.
- No employee shall bring alcohol or non-prescribed drugs onto company premises or sites for any purpose.
- No employee shall actively encourage or condone any person to carry out the activities listed above.
- Any employee taking prescribed drugs, which may affect their efficiency / behaviour, must inform their manager.

7. SUBSTANCE ABUSE INDICATORS

Managers, Supervisors and employees should be aware of the characteristics associated with substance abuse, which may be helpful in identifying a potential substance abuser.

The following list is indicative (although not exhaustive) of some characteristics associated with substance abuse:

- An above average sickness record
- Unusual or suspicious reasons for absence
- Leaving work early or lateness in returning from lunch breaks
- Deterioration in work and/or quality levels
- Lack of concentration
- Poor recall of instructions
- Extended periods of task completion
- Mood swings
- Erratic behaviour
- Smell of alcohol on breath
- Bad relationships with colleagues