

Company Policy Statement for Alcohol & Drug Misuse.

We aim to ensure a safe, healthy and productive environment for all our employees, visitors and contractors. In support of this aim we will act to prevent, so far as is reasonably possible, any actions, abuse or behaviours which may lead to ill health, accidents, absence, poor performance or which will otherwise adversely affect the company, its employees or its customers.

The aims of this policy are to;

- State clearly the company position on alcohol and illegal drugs;
- Seek to ensure safe and efficient employee actions and behaviours at work;
- Ensure that the law in relation to drugs is observed;
- Encourage any employee who experiences alcohol and/or drug related problems to seek professional assistance at the earliest opportunity.

This policy applies to everyone who works for the company. It applies to staff carrying out company business on our premises, at home or elsewhere.

Alcohol and drug misuse have serious implications for users and for their work, particularly regarding driving, operating or working with machinery or in other hazardous situations. In our work environment many activities carried out are classed as high hazard.

Employees are encouraged to seek assistance from within the organisation if they believe that they have a problem with alcohol or drugs.

Employees should be aware that fellow workers affected by alcohol or drugs can be a serious hazard to themselves, other employees or others.

Where employees are concerned about the welfare of others within the organisation, they are encouraged to advise their line manager or another appropriate person within the organisation of their concerns.

All such reports will be treated in a confidential manner.

Managers are required to make a note of employees who show symptoms of alcohol or other intoxication when at work.

These symptoms can include:

- the smell of alcohol.
- slurred speech.
- unusual lack of co-ordination.
- changes in behaviour, particularly aggression.

No employee should bring alcohol or illegal drugs to work.

Anyone found taking alcohol or drugs on the premises or at any other workplace will be considered guilty of gross misconduct and will be disciplined accordingly.

Anyone found to be intoxicated by alcohol or illegal drugs on the premises will be removed from the premises, he or she will be considered guilty of gross misconduct and will be disciplined accordingly.

Anyone driving while on company business while affected or intoxicated by alcohol or drugs will also be considered guilty of gross misconduct and will be disciplined accordingly. (Also refer to Drivers Handbook PR DH 01 Rev 09 for additional details)

P I T K I N A N D R U D D O C K L T D
