

## ALCOHOL AND DRUGS POLICY STATEMENT

The Company is committed to providing a safe and healthy working environment and recognizes that this may be jeopardized by anyone who is under the influence of substances such as alcohol, drugs, or solvents within the working environment. The Company also aims to ensure that its business and commercial interests are not compromised as a consequence of such circumstance. The Company will, therefore, take appropriate action to protect the health, safety and welfare of all employees, Company property, and the efficiency and success of our business against alcohol and substance abuse.

Appropriate action will be taken against anyone on our premises, on business on behalf of the Company, or operating at any work location for the purpose of the Company's undertakings, who:


- ❖ Is in possession of items associated with alcohol, drugs or substance abuse.
- ❖ Consumes alcohol or drugs or engage in substance abuse.
- ❖ Is found to be under the influence of alcohol, drugs or substance abuse.
- ❖ Is found trading in items associated with alcohol, drugs or substance abuse.
- ❖ Fails to inform their supervisor of any medication they are taking that they know, or ought reasonably to know, might adversely affect their fitness for work.

The Company will carry out unannounced random screening for alcohol and drugs and will also conduct specific testing based on reasonable suspicion, or following a work related incident.

Failure to comply with this policy is a serious matter and anyone found to be in breach will be the subject of disciplinary action under the Company's Disciplinary Procedure.

The Company will not discriminate against employees who approach them for help with a drink or drug-related problem and who are prepared to undergo an agreed form of treatment. However, approaches of this nature will not be considered acceptable when they have been made subsequent, or just prior to, a Company check that has, or would have, revealed recent consumption or possession of alcohol, drugs or substances of abuse.

The policy applies to all direct, sub-contract, and salaried employees of the Company and anyone else who carries out work on its behalf. It is designed to protect such persons, visitors, and members of the public from the workplace hazards associated with alcohol consumption and drug or solvent abuse.



R.G. Jones  
Managing Director  
27<sup>th</sup> February 2010