



## Alcohol and Drugs Policy



Above is committed to providing a safe working environment. This includes promoting the good health and wellbeing of all of its employees and others whom it has a responsibility for.

Employees should familiarise themselves with the Alcohol and Drug Policy and the implications of noncompliance.

### Rules of the policy:

To ensure that the use of alcohol or drugs by any employee or any other person(s) associated with the Company does not impair the safe and efficient running of the business or put at risk health, safety, and wellbeing, the following rules which apply to all employees and where applicable contractors will be strictly enforced. No employees (including contractors) shall:

- Report or try to report to work while impaired due to the use of alcohol or drugs (whether illegal or not).
- Be in possession of alcohol or illegal drugs on Company premises. Unopened containers of alcohol will be permissible when alcohol is purchased offsite for consumption outside of work,
- Consume alcohol, illegal drugs or misuse any substance while at work or while representing the Company. Employees may consume alcohol at Company arranged functions when such consumption has been authorised by the ELT.
- Attempt to sell, distribute, or supply alcohol whilst on Company premises or whilst representing the Company.
- Attempt to sell, distribute, or supply drugs that contravene the Misuse of Drugs Act 1971; the Psychoactive Substances Act 2016; and the Medicines Act 1968, whilst on Company premises or whilst representing the Company. Any contravention of this, without exception, will be reported to the Police.

### Help and Support:

The Company will endeavour to ensure that advice and specialist help is made available to any employee who feels they have or is developing a dependency relating to alcohol or drugs and who voluntarily seeks help.

### Medication:

It should be recognised that prescribed and over-the-counter medicines may cause impairment to an employee's performance at work. It is therefore the employee's responsibility to seek advice from their medical practitioner or pharmacist on any medicines they are taking. They should inform their Line Manager or Supervisor of any possible side effects of their medication. Employees can also use the Medication Helpline but must inform their Line Manager or Supervisor.

### Testing:

Testing applies to all employees and contractors of the Company.

Should an employee refuse to consent/comply with the testing process or provide a sample for testing they will be suspended immediately on full pay, pending the outcome of a disciplinary investigation. The Company reserves the right to treat a refusal to consent/comply with the testing process or provide a sample for testing the same as a positive test result.

Business Director - Pat Rafferty  
Signed For and on behalf of the ELT  
10<sup>th</sup> January 2025