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| <b>Document Approval</b>  | Douglas Leask                              |  |
| <b>Applicability</b>      | All areas of operations within the company |  |
| <b>Pages</b>              | 1  |  |

## ALCOHOL AND DRUG ABUSE POLICY

In accordance with the Alcohol and Drugs Abuse Regulations, the company will apply its own Code of Practice for all employees.

**Company employees shall not:**

- a) Perform any work or service for; clients, customers or others while under the influence of alcohol or any controlled substance.
- b) Any person who turns up for work under or suspected to be under the influence of alcohol or any controlled substance will be suspended with the possibility of further disciplinary procedures and actions being taken. Where the client requests that an employee is to be removed from the work area the replacement will be sourced at no extra cost to the client.
- c) Possess, use, distribute or sell alcohol or any controlled substance on company or other premises.
- d) Misuse legitimate drugs prescribed for and being used by themselves. Any person who uses prescribed medication must notify the company at commencement of employment or where considered necessary.

Habitual abusers will have their employment terminated immediately in accordance with the company Disciplinary Procedures.

Persons under the influence of alcohol or drugs are forbidden to operate plant, equipment and to drive vehicles.

**The company expects all employees to co-operate fully with this code.**



Signed:

Name: Douglas Leask, Managing Director

Date: 1<sup>st</sup> January 2020