

## **Alcohol and Drugs Policy [R7M-HR-POL-001 Rev C0 20240306]**

We understand that alcohol and drug misuse can have an adverse effect not just on an individual but on their colleagues, customers, and the public. Having a safe working environment, providing excellent customer service by maintaining productivity levels and avoiding days being lost to illness are all critical to our success.

For the purpose of this policy, the term 'drugs' means illegal substances (or legal substances which induce similar effects to legal drugs) or other substances, for example, solvents. Drug misuse also refers to the misuse of prescribed medication.

Employees must not drink alcohol or take drugs during working time or be under the influence of drugs or alcohol. Working time is any time between when an employee reports for work and the time they finish work and includes lunchtimes. It includes any period of call out whilst on standby duty or overtime working.

The use, possession, storage, transportation, promotion and/or sale of drugs or drug equipment is forbidden during working time, whether in the workplace or at another location on business.

Employees may be required to undergo testing for alcohol or drugs in their system in certain circumstances.

### **Prescribed medication**

The policy does not stop employees from using prescribed medication, over-the-counter medication, or herbal remedies. However, medication such as tranquillisers, sleeping pills, painkillers, decongestants, cough suppressants, antihistamines (for treatment of hay fever or other allergies) and antidepressants can make people feel drowsy and may affect their work performance or the safety of themselves or others. If an employee is taking any medication they should:

- check the possible side effects with their doctor or pharmacist and
- let their line manager know, in confidence, that they are taking medication and the possible side effects. Their line manager will, if necessary, make alternative arrangements for them.

If any of the team comes forward voluntarily and seeks help for an alcohol or drug problem, they will be given help and support by everyone in the company. If an employee thinks they have a problem and may be violating this policy as a result, we want to promote an environment where we are able to encourage them to come forward and seek help. We promise to be sympathetic and ensure that everyone gets the help and support they need which may include direction to external specialists. We promise to act in the strictest of confidence.

If employees are absent from work due to their attendance for treatment in relation to alcohol or drug abuse, that absence will be treated as normal sickness absence.

Whilst we absolutely wish to help and be sympathetic to employees who are experiencing difficulties with alcohol and drugs, it may be appropriate to implement a disciplinary or capability procedure as appropriate where conduct or performance is not satisfactory, which could result in termination of employment.

Criminal activity in the workplace involving drugs will, in every case, require us to alert the police.

### **Work events**

It will be very much part of our culture to attend events with the team and with clients for the purpose of building and maintain relationships. It may be that, during some of these events, alcohol will be readily available. We want you to have a good time but please remember that you are always going to representing the company and its brand, so whilst you are free to drink what you wish, please do not allow yourself to surpass reasonable levels, become too intoxicated or put yourself in a position where your judgement to becomes impaired.

We hope that drinking alcohol at these events will be self-managed and based on mutual trust. We would be disappointed to be in a position where we would have to 'cut you off', and depending on severity may have to resort to managing you via our disciplinary process, should this be the case.

A handwritten signature in black ink, appearing to be "KB", is written over a red digital stamp. The stamp contains the name "Kristen Branford" and the date "20241209".

*Kristen  
Branford  
20241209*

Signed:

Position in Company: Managing Director

Date: 20241209