



Substance Abuse Policy

Version 6:

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Substance Abuse Policy

Oliver Ashworth Ltd endeavours to ensure that employees' use of either alcohol or drugs does not impair the safe and efficient running of the business or the health of its employees.

In this context the company recognises the inherent risks associated with substance abuse in increasing the potential for poor performance and dangerous accidents/incidents and is intent on keeping its workplace free from these dangers.

This policy provides guidance on the company's position regarding aspects of drug and alcohol use by its staff.

Policy Statement:

- Staff must not report for duty whilst under the influence of alcohol or non-prescription drugs.
- Staff must not bring alcohol or illegal drugs into the workplace.
- Staff must not consume alcohol or illegal drugs whilst at work.
- Staff taking prescribed medicines must not come into work without first having checked with their doctor about the risks of the medicine affecting their fitness for work.

The objectives of this policy are to:

- Maintain a safe working environment for all.
- Assist in the early identification of alcohol or drugs-related problems.
- Encourage employees who think they may have an alcohol or drugs-related problem to seek and accept help from the Company.

For purposes of this policy, the term 'substance abuse' includes misuse of alcohol and drugs.

'Drugs' refers to controlled and prescription drugs, illegal and designer drugs and other substances which can be abused or might become addictive such as amyl nitrates, adhesives and solvents.

Breach of Policy/Discipline:

Should any employee display any physical manifestations which would give management reasonable grounds to be concerned of the risks to that employee or their co-workers the Site Manager / Assistant Manager / Line Manager is required to have that employee cease work immediately and remove the employee from the work area, if necessary, sending the employee home.

You will be expected to willingly participate in any measure that the Company might reasonably take in order to protect itself, its employees and the public at large from the risks associated with alcohol and drugs - this may involve a system of random testing or testing with specific cause, and you will be expected to co-operate with any request to provide a sample.

Should we have reasonable grounds to believe that you are under the influence of or suffering from the effects of drink or drugs, or in possession of drugs, when you attend for work or receive or distribute drugs whilst at work then you may be suspended with pay for an appropriate period whilst a full investigation into the incident is carried out. If appropriate, disciplinary action will then be taken, potentially including summary dismissal for gross misconduct.

If you believe prescribed drugs may affect your ability to do your job then you should bring this to the attention of your manager, if possible before you commence any course of treatment. In addition, you should make your manager aware of any physical or medical conditions that may affect the way you work or any condition that may bring the Company into disrepute. This will enable us to assist you better in the event of a problem occurring

Employees whose behaviour has placed the safety of themselves and others at risk will be subject to disciplinary procedures in accordance with Ashworth discipline procedure, this may well be gross misconduct and summary dismissal.

Any time a manager has a concern in this regard the Managing Director should be contacted immediately.

This policy will be brought to the attention of all employees on the day of their induction to the company and reviewed annually.