

DOCUMENT TITLE: Drug And Alcohol Abuse

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DOCUMENT CONTROL LOG:

	Name	Role	Signature	Date	Rev
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DRUG AND ALCOHOL ABUSE POLICY:

The Company's policy on drug and alcohol abuse discusses the Company's position regarding illegal drug use, controlled substance abuse and use of alcohol in the workplace. The policy also explains how the Company handles such activity and what preventative measures the Company may take to ensure you follow this policy.

The Company is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the workplace. Use of these substances can detract from your work performance, efficiency, safety, and health, in addition, the use or possession of these substances on the job constitutes potential danger to the welfare and safety of you, other employees and third parties and exposes the Company to the risks of reputational damage, property loss or damage, and/or injury to other persons.

If you believe that you have a drug or alcohol dependency or problem, you should seek specialist advice and support as soon as possible.

ILLEGAL DRUG USE OR CONTROLLED SUBSTANCE ABUSE:

The following rules and standards of conduct apply to you whether you are on Company property or at other locations on work business, and at all times during the workday (including meals and rest periods). Behaviour that violates Company policy includes, but is not limited to:

- use of an illegal drug or controlled substance or being under the influence of an illegal drug or a controlled substance while on the job;
- driving a Company vehicle or driving your own vehicle on Company business while under the influence of alcohol, an illegal drug or a controlled substance;
- distribution, sale or purchase (or solicitation for the distribution, sale or purchase) of an illegal drug or a controlled substance while on the job.

Violation of these rules will not be tolerated and will be addressed in accordance with our disciplinary procedures. The Company may also bring the matter to the attention of appropriate law enforcement authorities.

If you are convicted of a violation of any criminal drug statute related to the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances you must immediately inform the Company. If you are convicted, you shall be subject to disciplinary action up to and including termination of employment and/or the Company can request that you satisfactorily participate in drug abuse assistance or rehabilitation programs. In addition, the Company will keep anyone who sells or possesses controlled substances off Company premises to keep the controlled substances themselves off the premises.

USE OF PRESCRIPTION OR OVER-THE-COUNTER DRUGS:

If you are prescribed medication, you must seek advice from your doctor or pharmacist on the possible effect on your ability to carry out your job and whether your duties should be modified or if you should be temporarily assigned to another role. If so, you should notify your Manager or the Office Manager without delay. The Company will take reasonable steps to keep the information confidential and to disclose it on a need-to-know basis only.

ALCOHOL:

Using alcohol on Company premises is generally prohibited; however, at times, the Company may sponsor or participate in events where alcoholic beverages are served. Nevertheless, the Company expects and requires that you conduct yourself appropriately and professionally and will refrain from excessive use of alcohol or any conduct which could impact negatively on the Company.

You must not be intoxicated while on Company premises, while traveling on Company business - including driving a Company vehicle or personal vehicle - while at any Company event or while representing the Company at any business function or meeting. For the purposes of this policy, it will be a matter for the Company to determine, within reason, whether you are intoxicated. The Company may also use the indication of impairment including but not limited to actions, behaviours, physical manifestations or testing in its determination of impairment.

If you violate any part of this policy on drug or alcohol abuse you may be subject to disciplinary action, including but not limited to the termination of your employment.

PREVENTATIVE ACTION:

In order to enforce this policy, the Company reserves the right to conduct searches on Company premises of Company property in appropriate circumstances -including but not limited to searches of filing cabinets, lockers, vehicles, desks, bags, clothing and packaging in order to detect abuse of the policy and once you have commenced employment with the Company you will be deemed to have consented to any such search being conducted.

The Company will treat each allegation of alcohol and/or drug dependency on a case-by-case basis. At our absolute discretion, the Company will seek to reasonably accommodate you if you have alcohol and/or drug dependencies, and you seek treatment and/or rehabilitation. The Company may offer counselling, medical and other support to those employees who have an alcohol or drug problem and who are committed to overcoming that problem. If you participate in a drug or alcohol

rehabilitation program, the Company treats the participation as confidential to protect your privacy. If you have participated in treatment and/or rehabilitation and your job performance remains impaired as a result of the dependency, this may be managed through the disciplinary procedure.

The Office Manager may ask for your consent to approach your GP for advice or may alternatively refer you to an occupational health specialist or other suitably qualified medical practitioner maintained by the Company. A report will be sent to your manager who will then reassess the reasons for their investigatory meeting with you and decide on the way forward.

TESTING:

Where permitted by law, the Company reserves the right to request you to submit to drug and/or alcohol testing when there is reasonable cause to suspect that you have been under the influence of drugs or intoxicated at work or that your work has been affected by drug misuse.

Testing will be conducted by an external provider. If you test positive for drugs and/or alcohol, you have the right to request at your own expense to have the same specimen sample independently tested.

Failure to submit to appropriate and reasonable testing may result in action under the Disciplinary Procedure.



Luke Deasy
Managing Director