

## 1 GENERAL STATEMENT

We are a responsible employer and take our duties under the **Health and Safety at Work Act 1974** seriously. For this reason we have formulated this policy to help us comply with our legal duties. These include the provision of a safe place and a safe system of work for our staff and others who may be affected by our activities. We recognise that non-prescribed drugs and alcohol are widely available and could have health and safety implications for the company. We are also aware that whilst not developing an addiction, some employees may choose to take them recreationally. As a result, this policy states our position on the taking of any non-prescription drugs and alcohol that are unlawful under the criminal law. Due to its importance, this drugs and alcohol policy also forms part of the Company's overall Health and Safety Policy.

## 2 DRUG USE AND HEALTH AND SAFETY

Many drugs and alcohol have side effects that not only affect an individual's health, but may also compromise their safety and that of others. Although the affects vary depending on the drug used, common side effects can include a loss of body coordination, forgetfulness and confusion. The potential safety risks for all staff at work are obvious, but a lack of mental alertness is particularly important for those in safety critical roles. These include those who operate heavy equipment, dangerous machinery and drive vehicles.

## 3 PROHIBITION ON USE OF ILLEGAL DRUGS AND ALCOHOL

Due to these risks, no drugs or alcohol are allowed onto any company premises or to be consumed on them at any time. This includes all areas, both internal and external. The prohibition on illegal drugs and alcohol extends to all activities that are connected with staff activities whilst "at work". These include, but are not confined to the following:

- Driving whilst on company business
- On-call/standby duties
- Overnight conferences/training courses and parties.

#### 4 DISCIPLINARY SANCTIONS

A breach of these rules will result in disciplinary action being taken against the individual. It may also result in summary dismissal on grounds of gross misconduct.

#### 5 ADVICE AND COUNSELLING

The company does recognise that there may be circumstances when an employee experiences a drug-related problem that requires specialist help. It is our intention to deal with these cases constructively and sympathetically.

Luce Bay Group will be able to give you advice and guidance on how to obtain help and assistance with any drug related issue. In the event that any member of staff is diagnosed as having a problem, the company will treat it as a health matter. However, this does not necessarily mean that the individual concerned will be excused from any consequences of their conduct that would otherwise merit disciplinary action being taken.

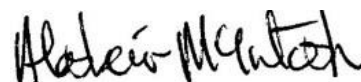
All requests for help will be treated in the strictest of confidence.

#### 6 RANDOM DRUGS AND ALCOHOL TESTING

For reasons of health and safety of the individual, or of others who may be at risk, we reserve the right to conduct random drugs and alcohol testing at any work place at any reasonable time. Refusal to provide a random sample will result in immediate suspension and disciplinary action in line with company policy. Any person providing a positive drugs or alcohol sample will be removed from the work place with immediate effect, and disciplinary action will follow in line with company handbook.



Adam McIntosh  
Company Director  
01 December 2022



Alastair McIntosh  
Company Director  
01 December 2022