

1. DRUG AND ALCOHOL POLICY

The Roe Group, incorporating Roe Bros & Co Ltd, North West Steel Ltd, subsidiaries and affiliated companies have decided, in the interest of the business, the safety of all employees and the safety of the public where applicable, to implement a Drug and Alcohol Policy across the group with emphasis on zero tolerance for all employees for drugs and zero tolerance for alcohol for employees in high-risk groups.

Substance and alcohol abuse is a growing problem in today's society and represents an increasing danger within the workplace. It manifests itself in many forms and is a threat to the well-being of both the Company and its employees. As such, it is in everyone's interests for the Company to maintain a healthy, safe and productive substance and alcohol free working environment – in accordance with the Health & Safety at Work Act 1974.

Every employee's compliance with this policy is mandatory. This policy will be communicated to all employees by the issue of a personal copy within the Employee Handbook.

Definitions

"Roe Bros & Co Ltd / The Company / The Group" includes Roe Bros & Co Ltd, North West Steel Ltd, All Depots, Subsidiaries and Affiliated Companies.

"Employees" includes all employees at all levels. Categories include full time, part time, permanent, temporary, weekly paid, monthly paid, managers, home workers, weekend workers etc.

"Workplace" means any company or client premises, works, yard or parking area. This policy also applies when on call, working off named Company premises, on public roads and highways and for e.g. delivering to a customer site (this list may not be exhaustive).

"Substance/Drug misuse" refers to the use of illegal drugs and the 'misuse' whether deliberate or unintentional, of prescribed drugs and the taking of any substance which is likely to cause impairment (for e.g. so called legal highs)

"Alcohol" means any alcoholic beverage.

"Alcohol misuse" is classed under this policy as:

- Being at work under the influence of any level of alcohol;
- Drinking alcohol in the Workplace.

“Zero Tolerance for High Risk Categories” means the Company does not recognise a legal alcohol limit for high-risk categories (as defined) and operates a zero (level) tolerance for testing purposes.

“High-Risk Categories” means HGV Lorry Drivers, Rigid’s, Hi-abs, 7½ Tonne Trucks, Fork Lift Truck Drivers, Employees who operate Overhead/Mobile Cranes, Machinery Operators, Welders, Maintenance Personnel, First Aid Personnel, Fire Marshalls (this list may not be exhaustive).

Policy scope

It is in everyone’s interest for the Company to maintain a healthy, safe and productive working environment. This policy sets out the rules you must follow in relation to drugs and alcohol as an employee of this Company. It is very important that you comply with this policy at all times as the Company considers any breach to be a serious matter. If you are found to be in breach of this policy, you may be dismissed without notice or pay in lieu of notice.

This policy does not make a moral judgment and is only concerned with a commercial judgment in the best interests of the Company, its employees and members of the public.

A commercial judgement will be adopted by all when dealing with solvent, alcohol and/or drug misuse.

This policy applies to all employees. It also applies to visitors on site e.g. contractors, workmen, agency staff (this list is not exhaustive), who will be asked to ensure compliance with the Policy by the signing of the visitor’s book or contractor induction form.

Aim

The aim of this policy is to reduce, and eventually remove, the adverse effects of drug, alcohol and solvent abuse on employees, the Company and members of the public where these may arise.

To ensure, as far as reasonably practicable, the health & safety of all employees and/or all members of the public, the Company has decided to implement a zero tolerance approach with regard to alcohol levels for all high risk category employees (as defined) employed across the group. This decision has been based on employment/corporate law as opposed to criminal law.

Purpose

This statement sets out the Policy in relation to solvent, drug and alcohol misuse within the Company and applies to all employees. The Company aims to ensure that the possible consequences of drug, alcohol and solvent misuse on the individual, other employees, the public and the environment are avoided as far as reasonably practicable by the implementation of this policy.

To this end the purpose of the policy is:

- To help employees maintain good health and job performance;
- To ensure that the Company complies with the Corporate Manslaughter Act 2007 (which includes the Gross Negligence Manslaughter Act);
- To ensure that the Company complies with its legal requirements under the Health and Safety At Work Act 1974;
- To ensure a safe working environment for all;
- To ensure the safety of members of the public as far as reasonably practicable;
- To recognise that drug and alcohol misuse may be a health problem: an illness / sickness;
- To identify employees with a problem at an early stage;
- To endeavour to prevent drug and alcohol misuse by for example making Government drug and alcohol awareness information available at each Depot;
- To encourage those with drug, alcohol or solvent abuse related problems to seek treatment via medical advice and counselling that would lead to a return to satisfactory job performance as soon as possible;

- To have zero tolerance with regard to alcohol levels for all high risk category employees (as defined) employed across the group;

The policy applies to all employees at all levels and covers:

- Illegal and controlled drugs (e.g. heroin, cocaine, ecstasy, cannabis, LSD, barbiturates, amphetamines etc.);
- Misuse of prescribed drugs and medicines;
- Use of psychoactive substances (e.g. so called legal highs)
- Solvent abuse;
- Alcohol abuse.

Prohibited Substances

For the purpose of this policy, the following definition of prohibited substances shall be used:

- Any substance which an individual may not legally possess, sell or use under applicable national legislation;
- Any legal but unlawfully used substance, e.g. prescription drugs obtained or used without medical supervision, misuse of prescribed drugs or medication etc.;
- Anything which is capable of producing a psychoactive effect (there is no defined list)
- Any solvent or gas used or intended to be used for the purposes of intoxication.

Note (1)

For the sake of clarity, most, but not all prohibited substances fall into the following categories:

- Stimulants (including, but not limited to, amphetamines and cocaine);
- Depressants (including, but not limited to, narcotics and barbiturates);
- Hallucinogens (including, but not limited to, marijuana, hashish and LSD);
- Psychoactive Substances (so called 'legal highs')

- Deliriants (including, but not limited to, glue, solvents and aerosol sprays).

Drugs, alcohol and the workplace – Employee Expectations:

Using, possessing, selling and supplying drugs

Apart from drugs prescribed for you, or over the counter medication (both of which must be taken as directed), you are strictly prohibited from using or possessing drugs, including 'legal highs':

- During working time;
- Whilst on company, client or supplier's premises (this includes vehicles);
- At lunchtime or during breaks;
- When representing the Company at business / client functions or conferences;
- When attending company organised social events outside normal working hours;

You must not sell or supply illegal drugs, prescription medication or 'legal highs; in the circumstances specified above. Furthermore, it is important to remember that if you engage in activities outside the workplace that could seriously damage our reputation, this may affect your on-going employment with us.

Incidents involving the possession or use of illegal drugs on company premises will result in the authorities being notified.

Attending work under the influence of drugs

You are strictly prohibited from attending work or business functions under the influence of drugs (including 'legal highs') or solvents. It is your responsibility to ensure you attend work in an unimpaired condition.

If you are taking prescribed or over the counter medication we advise you to seek advice from your doctor or pharmacist regarding the effects this will have on you in your role and/or in the workplace. You should also have regard to any side effects or prohibited activities detailed in the instructions, such as drowsiness or advice that you should not operate heavy machinery.

You should advise your manager in confidence if medication may have an impact on your health and safety or that of others. This is to enable the Company to take appropriate action where necessary. You do not have to inform the Company of what illness the medication relates to.

Attending work under the influence of alcohol

You are strictly prohibited from attending work under the influence of alcohol. It is your responsibility to ensure you attend work in an unimpaired condition.

Consuming alcohol

You are strictly prohibited from consuming alcohol:

During working time;

Whilst on company, client or suppliers' premises (this includes vehicles);

At lunchtime or during breaks;

When representing the Company at business / client functions or conferences

Where permission is given for alcohol to be consumed, you must demonstrate responsible behaviour and maintain a professional image and standards at all times. You must remember that the Company's usual code of conduct still applies. Excessive alcohol consumption or unacceptable behaviour will not be tolerated by the Company. These rules are equally applicable to work related social events, such as Christmas parties, where prior permission is not required to consume alcohol.

If you are permitted to consume alcohol, you must ensure that you comply with relevant legislation including drink driving legislation.

Bringing alcohol into the workplace

Alcohol must not be brought onto company or client's premises (including vehicles). The only exception to this is that you are permitted to bring alcohol onto our premises if it has been given as a gift from a client and you comply with the Company's gift policy.

In the event that you are permitted to bring alcohol onto company premises it must remain sealed and out of sight of visitors.

If you have personal use of a company car, you are permitted to carry alcohol in it providing this is done in your own time and you comply with road traffic laws.

Driving whilst under the influence of alcohol or drugs

If we know or suspect that you are under the influence of alcohol or drugs we will advise you not to drive your own vehicle and would not permit you to drive a company vehicle. In such circumstances we will ask that you make alternative arrangements to get home and will reasonably assist you to do so, such as by ordering a taxi. Where you insist on driving, it may be necessary for us to contact the police.

General Information

Addiction to drugs and/or alcoholism is recognised as an illness, both by the medical profession and the Company. All employed in the Company should be alert to the symptoms of drug, alcohol and solvent abuse. The most common symptoms are frequent absenteeism, poor time keeping, deterioration in work performance, memory lapses, sudden mood changes and unusual irritability or aggression.

Employees with drug, alcohol or solvent abuse-related problems are encouraged to seek guidance and assistance from a healthcare professional and/or counselling agency.

Employees who believe that their colleagues may have a problem concerning the abuse of alcohol, drugs or solvents, or if they feel there is a threat to the health and safety of that person or of other employees, visitors to site or members of the public etc., are encouraged to contact any member of the team listed. Any non disclosure of such information is in contravention of the Health & Safety at Work Act 1974.

Absence for treatment / rehabilitation will be covered by the Company sickness policy. This situation will only remain in operation whilst the employee fully accepts and co-operates with the Company's requirements, ongoing counselling/treatment and a return to satisfactory job performance is foreseeable. Any refusal to cooperate with the aforementioned conditions may be subject to disciplinary procedures.

The Company distinguishes between the use of alcohol and drugs in the workplace (which will be regarded as a disciplinary offence and treated appropriately) and sickness arising out of alcohol or drug problems.

However, you should be aware that abuse of alcohol or drugs in the workplace may lead to disciplinary action which could result in dismissal.

The Company employs various tests, any of which may be used to assess whether you are able to function safely within the requirements of your role.

All tests will be carried out in a private area on site and are non-invasive. The tests will be undertaken by trained Company personnel and/or an outside agency where required.

On testing, consideration may be taken into the time that the test has shown positive as the time of day in which the subject is tested may have relevance on any positive result. For example, if someone is tested positive in the afternoon it can be reasonably assumed that drugs and/or alcohol were present at a greater level at the start of the working day or drugs or alcohol had been consumed at some point within the working day. This will be discussed with you at that time and during any consequent disciplinary proceedings.

All information available will be taken into account when deciding whether an individual will be suspended with pay, without pay or allowed back to work pending the laboratory results.

Should an individual test positive the individual may decide themselves to have an independent blood test directly following the Company test, at an appropriate GP surgery or local hospital. These independent tests must take place within 24 hours of the Company's test for drugs or 1 hour of the Company's test for alcohol for the Company to accept the results. Alternatively, if a second opinion is required, the independent laboratory to whom the Company send two sealed urine samples for analysis store the second sealed sample. This second sealed sample can be sent to an independent certified laboratory of the individual's choice. The cost of this second opinion is borne by the employee in the first instance; however, if it proves substantially different to the first test, the Company may reimburse the cost.

The employee has the right to be accompanied by a fellow employee where reasonably practicable during the testing process. Management also reserve the right to be accompanied during any testing process.

Searches - When the Company has reasonable cause to suspect a breach of this policy, it reserves the right to search without prior notice any object (regardless of its owner and including, but not limited to any desk, briefcase, package, locker, or vehicle – this list is not exhaustive) which is on or in the property, facility or work site of the Company, or a client of the Company. There will always be a third party witness in this circumstance.

Informing the Police – Supplying, selling or possession of illegal drugs is a criminal offence. If it is known that such drugs are in the possession of an employee, or being used, sold or distributed on the premises, the Company will be in breach of the law if appropriate action is not taken. Employees involved in these unlawful activities will be liable for summary dismissal for gross misconduct. You should be aware that the Company will not hesitate to inform the police if it believes that there has been an abuse of controlled drugs for which criminal sanctions are appropriate.

Gross misconduct

If you are found using solvents, consuming alcohol or taking drugs on the Company's premises or are under the influence of drugs, alcohol or solvents in the workplace (these lists are not exhaustive), then this will be investigated and may be treated as gross misconduct under the Company's disciplinary procedure. Reporting to work under the influence of drugs, alcohol or solvents will also be considered gross misconduct. The possession of drugs for any reason other than those medically prescribed is forbidden.

You must inform your Manager / Depot Manager if you are taking drugs for medical reasons, and in particular, if they are likely to affect your ability to work.

Because of the nature of our industry, if you are in a high-risk category (as defined), the Company operates a zero tolerance for alcohol and for the purpose of this policy the Company does not recognise any 'legal alcohol limit'. Therefore, any positive result for alcohol for high-risk employees will render you liable to be suspended with pay and the Company may require you to attend a disciplinary hearing for reasons of alleged gross misconduct.

Gross misconduct offences

Testing positive: Any employee who tests positive under any of the test methods may be suspended with pay and required to attend a disciplinary hearing for reasons of alleged gross misconduct. Findings of gross misconduct may lead to summary dismissal.

Refusing a test: If an employee refuses to participate in a test, or refuses to consent to results being disclosed to the Company, this will be considered an admission of guilt and the employee will be suspended with pay and may be required to attend a disciplinary hearing for reasons of alleged gross misconduct. Findings of gross misconduct may lead to summary dismissal.

Being in possession or dealing: Any employee found to be in possession of or dealing in illegal drugs on Company premises will be suspended without pay and required to attend a disciplinary hearing for reasons of alleged gross misconduct. Findings of gross misconduct may lead to summary dismissal. In all cases, a report will be made to the police.

Health and Safety

The use of moving machinery, operating machinery, forklift trucks, overhead cranes, hi-ab cranes, welding equipment, the handling of chemicals, gases and pressurised cylinders, the use of lorries and cars on public highways and customer premises (this list is not exhaustive) makes it vitally important that all staff are able to concentrate fully, and adhere to the safe systems of work established by the Company. Therefore the following rules must be observed:

- high-risk category employees (as defined) must adhere to the Company's zero tolerance for alcohol;
- do not come to work under the influence of drugs, alcohol or solvents;
- do not consume drugs or alcohol, or abuse solvents during rest breaks;
- check with your doctor/pharmacist about the side effects of prescribed drugs, and inform the Company;
- do not ignore any colleagues who suffer from alcohol, drug or solvent abuse;
- encourage your colleagues to personally address the issue, for example by contacting their Manager / Depot Manager. If they are unwilling to address the issue, report the situation to a member of our team. This will aid in safeguarding yourself, your work colleagues and the public;
- report to your Manager / Depot Manager if you believe solvent exposure at work is affecting your health.

Seeking help and advice

Approach us in confidence

Drug, alcohol and solvent misuse needs to be identified quickly. If you suffer with any form of drug, alcohol or solvent addiction or think that this may be the case, then you are encouraged to confide in any of the following staff.

- Your individual Manager / Depot Manager
- Dawn Wood, Group Business Systems Advisor / HR support
- Richard Bell, Health & Safety Coordinator
- Jean Robertson, Director

Complete confidence will be maintained within the above team, however, the Company will determine the relevance of the timing of any disclosure.

All employees have specific duties relating to Health and Safety (please refer to the section – Employee Duties – in your Employee Handbook). You can be assured that no moral judgement will be made:

Contacting a representative

Please contact one of the assigned representatives who will provide the assistance required in any of the areas discussed in relation to seeking help and advice.

We will ask your permission to carry out a drug and alcohol test, to consult with your GP/Consultant and/or may refer you for an independent medical examination, by agreement only, however, if agreement is refused, the Company will base any decisions on the information available.

Pay

Should you volunteer information on your drug, alcohol or solvent misuse in Company time and require time off, you will be paid for 5 working days pending a review. Following the review, if further time off is required you will be paid in accordance with the Company sickness policy.

Voluntary Disclosure and Treatment

An employee may request assistance without jeopardising their continued employment, providing that they undertake and complete a recovery programme (see General Information).

This disclosure will be treated in confidence. However the Company will determine the relevance of the timing of this disclosure.

Every effort will be made to ensure that, on completion of the recovery programme, employees are able to return to the same or equivalent work. It will then be a condition of your employment that you allow the Company access to any future relevant medical information when requested.

However, where such a return would jeopardise either a satisfactory level of job performance or the employee's recovery, the Company will review the circumstances surrounding the case and agree a course of action to be taken. This may include the offer of suitable alternative employment, or the consideration of retirement on the grounds of ill health, or dismissal. No decision to dismiss will be made without obtaining an up to date medical opinion, where permission is given.

Rehabilitation

If you are offered a programme of rehabilitation from your doctor (usually for a maximum time of 3 months) and refuse, this may be treated as a disciplinary matter and could lead to your dismissal.

Your progress through the rehabilitation programme will be monitored, and the Company will be kept fully informed.

On the successful completion of your rehabilitation programme, you will return to work and a return to work interview will be conducted with you.

You will be required to sign a form agreeing that the Company can test you for alcohol and drugs 'whenever deemed necessary and / or at any time of their choosing'.

Should any subsequent incidents regarding substance abuse occur, they will be treated either as a disciplinary matter or investigated under our capability / performance procedure and could lead to your dismissal.

The Company undertakes to ensure, as far as possible, that any employee's drug, alcohol or solvent abuse problem and its ongoing treatment will remain confidential within the previously named team.

During the rehabilitation programme, any failure to comply with the programme will be treated as a disciplinary matter and could lead to your dismissal.

Treatment is Optional

No treatment can be forced upon an employee by the Company; where treatment is offered, individuals will be asked if they are willing to participate. However, should treatment assistance be refused and future drug, alcohol or solvent misuse continue, the rules relating to this practice within the Company will apply i.e. gross misconduct disciplinary action.

Progress Reviews

Should treatment be agreed, reviews will occur for the period of one year. Subsequent file notes will be held in the strictest of confidence.

Continuing to be under the influence on site

Although every effort will be made to assist your recovery once you have approached a representative in confidence, you should be aware that continued misuse which results in you being under the influence at work is commercially unacceptable and will be subject to the remainder of this policy.

Relapse

Where an employee, having undergone treatment, suffers a relapse, the company will consider the case on its individual merits. Medical advice may be sought in an attempt to ascertain how much more treatment/rehabilitation time is likely to be required for a full recovery. At the Company's discretion, further treatment or rehabilitation time may be given in order to help the employee recover fully.

However, if recovery seems unlikely after additional treatment, the Company may be unable to wait any longer and dismissal may result.

Prohibited acts and omissions under this policy

Drug, Alcohol and Solvent Misuse

The misuse of Drugs, Alcohol or Solvents on Company premises is strictly prohibited. You should not be under the influence of drugs, alcohol or solvents during hours when you are paid for work by the Company. If you are in a high risk category (as defined) and do not adhere to the Company's zero tolerance for alcohol, this will be classed as gross misconduct, disciplinary action will be taken and you may be dismissed.

If you are using Prescribed Drugs

It is each employee's responsibility to inform their Manager / Depot Manager if they have been prescribed drugs which may affect their working practices. The Company will then make a decision about your working conditions and duties. You must not operate machinery, or put yourself or others at risk whilst taking drugs which may affect working practices. Failure to inform a manager that you are taking prescribed drugs which may affect working practices will be classed as an offence likely to cause a risk to health and safety and may lead to disciplinary action being taken and, if serious enough, could lead to dismissal.

Taking Drugs or Drinking Alcohol during work breaks

You should not drink alcohol during meal or other breaks, nor whilst on call out duties. For the purposes of clarity, it is therefore not acceptable to drink or take drugs during a meal break. Anyone returning to work after drinking alcohol or using drugs during a break will be subject to this policy. Even if you are not called out, you should refrain from drinking or using drugs during this period.

In order to ensure compliance with this policy, appropriate tests will be conducted randomly and/or as deemed necessary.

Testing

The Roe Group and any outside agency used, will work alongside an appropriately certified laboratory to ensure the correct and fair application of this policy.

Intervention

Supervisors/Managers who feel an employee's unsatisfactory performance may be drug or alcohol related should discuss the matter with their Manager, Depot Manager or Company Representative. If deemed necessary, a meeting will be arranged with the employee involved to discuss the unsatisfactory performance. The required standards of performance will be restated and the employees understanding of them confirmed. Efforts will be made to establish the cause of the problem (recognising that individuals with a drug or alcohol problem will often conceal it) this may involve testing "with cause". Whether an employee then falls under the remainder of this Policy or is transferred to the Company Capability / Performance Policy will be dependent on the results of any investigations.

An employee's drug or alcohol problem may come to light as a mitigating factor in a disciplinary interview. It may be treated as a mitigating factor for certain less serious offences, such as poor timekeeping, providing that the individual is prepared to agree, by the signing of a form, to undergo testing whenever the Company deems necessary and/or at any time of their choosing and if necessary and seek professional assistance.

If any employee, who is not in a high risk category group, continues to test positive for alcohol but is under the legal alcohol limit, this will be investigated and if it is found that this could be having an effect on their work performance, the employee will be invited to a welfare meeting and may be transferred to the Company's Capability / Performance Policy.

Selective testing - 'with cause'

Selective 'with cause' Testing will be carried out in the following instances and will require a urine sample:

- **Post-accident/incident** - When an employee has been involved in a serious accident or incident, after repeat minor accidents / incidents, unsatisfactory performance and/or there is reasonable cause to believe that drugs or alcohol may have been a contributory factor;
- **Reasonable cause** - Any employee who is reasonably suspected of drug or alcohol abuse on the basis of one or more specific physical, behavioural or performance indicator.

Testing/Analysis - At the time an employee is required to submit to drug and/or alcohol tests, he/she shall be informed of the reason for the test. The written consent of the employee must be obtained for the test and for the results to be given to the Company. This testing will be carried out by a trained representative of the Company (or an outside agency if applicable) who will use an appropriately certified laboratory for the analysis;

Refusal - Any refusal to be tested or to release the medical information resulting from the test to the Company will be considered both an admission that the employee is in fact under the influence of alcohol and/or drugs and as grounds for discipline up to and including dismissal;

Results - The results will be forwarded to a designated person in the HR department who will notify appropriate Company management on a need to know basis only. Any employee who has a positive test result will have the opportunity to discuss the results within disciplinary proceedings and a decision will then be taken based on these results.

Random testing

Random testing will utilise the following methods to detect both alcohol and drugs and will be carried out at a time designated by the HR department.

Random testing will be carried out at all Depots, Subsidiaries and Affiliated Companies to detect both alcohol and drugs. During any of these random visits some or all staff will be expected to submit themselves to swab tests, breathalyser and urine tests if necessary.

Alcohol

Stage One:

You will be required to undergo a saliva test or breathalyser test for alcohol.

If you are in a high risk category (as defined) and test positive for alcohol, under the zero tolerance stance of this policy, you will be asked to provide a further saliva or breathalyser test 20 minutes later. If this second test is positive, you will be asked to provide a urine sample for further analysis.

If any other, none high risk, employees test positive for alcohol they will be asked to provide a further saliva or breathalyser test 20 minutes later. If this second test is under the legal limit, the timing of the test will be taken into account and a urine sample may be required for further analysis. If over the legal limit, you will be asked to provide a urine sample for further analysis.

Stage Two:

For any positive result from the second test for either category employee, you will be suspended from work, on full pay. The test results from the urine sample, when received from the laboratory, will be discussed with you and may result in disciplinary proceedings and a decision will then be taken based on these results.

For any positive result from the second test, under the legal limit, for none high risk category employees you will be invited to a welfare meeting to discuss the timing and findings of the tests and a decision may be made to transfer you to the Company Capability / Performance Policy.

A refusal on your part to undergo any tests or a refusal to consent to results being disclosed to the Company will be treated as an admission of guilt and will be dealt with through the Company disciplinary procedure.

Drugs

Stage One:

To initially test for illegal drugs the saliva swab method will be used. This is in the form of a multiple test.

If the saliva swab is found to be ineffective or incorrectly working, a urine test will be used at this stage

If you test positive for any drugs, and the saliva swab method was used, you will be asked to provide a urine sample for further analysis.

An employee can opt to provide a urine sample at this initial stage.

Stage Two:

Where prescribed medication information has been made available to the team prior to the test being carried out and a positive test is found, this will be confirmed with the independent testing laboratory. If confirmation is given by the laboratory that the prescribed medication is a probable cause of the positive test results, a urine sample will be taken for confirmation, however, the subject will be allowed to return to work, pending the laboratory results.

For any positive results, which are not the probable result of prescribed medication, you will be suspended from work on full pay. The test results from the urine sample, when received from the laboratory, will be discussed with you and may result in disciplinary proceedings and a decision will then be taken based on these results.

A refusal on your part to undergo any tests or a refusal to consent to results being disclosed to the Company will be treated as an admission of guilt and will be dealt with through the Company disciplinary procedure.

Disciplinary Action

Company Policy

The Company has a duty to ensure the good health and safety of its employees and the public and to ensure the proper manufacture of its products.

The Company is liable for prosecution should it knowingly allow an employee to continue to work under the influence of drugs or alcohol.

For these reasons the company treats solvent, drug and alcohol misuse very seriously, also because of the nature of the Company's business a zero tolerance approach for alcohol for all high-risk employees (as defined) has been decided.

If help for drug or alcohol associated illnesses is refused by the employee and impaired performance continues, disciplinary action will be taken, which could result in dismissal.

Storing Alcohol Received on Site

Should alcohol be received on site in a professional capacity (e.g. via a Company raffle, or as a gift from an associate or customer) this must be removed unopened from site at the end of your shift.

In the meantime, the alcohol should be stored unopened in the office of the most senior manager on site at the time or in your car. If alcohol is stored in your car, your Depot Manager must be informed of its presence and it must remain unopened throughout the working day.

Bringing Alcohol or Drugs onto Site

It is a disciplinary offence to bring alcohol and/or drugs onto site for the purposes of misuse. 'On site' includes: the company car park. If there are exceptional circumstances that you have alcohol in your car for example a gift or perhaps shopping that has been bought prior to work then you should inform your Manager / Depot Manager of this when you arrive at work.

Manager's Responsibilities

All members of management will have the following responsibilities:

- To be familiar with and to enforce the policy;
- To refuse to allow anyone to work who reports for duty under the influence of drugs or having consumed alcohol;
- To intervene effectively when an employee's performance appears to be adversely affected by drugs or alcohol;
- To be aware of the legal implications of drugs in the workplace, including obligations to notify the police of incidents involving illegal drugs in the workplace;
- Not to make a moral judgment when counselling or interviewing employees;

- To respect the requirement of strict confidentiality;
- To seek advice where problems have been identified and be able to guide the employee concerned to seek help;
- To ensure that contractors working in their area of responsibility comply with the policy
- To be aware of, and to monitor, changes in performance, attendance, sickness and accident patterns and take appropriate action.

Compliance

Compliance with this policy is a condition of continued employment and is enforced by Health and Safety Legislation under Section 2 Health and Safety at Work Act 1974, and Management of Health and Safety at Work Regulation 1999 section 3. Any employee who breaches the conditions of the policy will be disciplined, up to and including dismissal, even for a first offence.

Any employee who is convicted of a drugs or alcohol offence must inform the Company within 5 days. Failure to comply with this requirement may result in dismissal.