

Date: Monday 20th December 2021

Drugs & Alcohol Policy

- 1) All of our Employees and Sub contractors at/of Elmton Services must not drink Alcohol or consume any controlled Drug on the Company's premises or the premises of its customers or clients.
- 2) Any of our Employees and Sub contractors consuming alcohol or consume any controlled Drug on the Company's premises or the premises if it customers and clients or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the Company's disciplinary procedure.
- 3) Existing and prospective employees may be asked to undergo a medical examination, which will seek to determine he/she has taken a controlled drug or has an alcohol abuse problem/issue/addiction.
- 4) A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to the prospective employee and will normally be treated as Gross Misconduct for employees.
- 5) The possession, use or distribution of drugs for non-medical purposes on the Company's premises or the premises of its customers or clients is strictly forbidden and a gross misconduct offence.
- 6) If you are prescribed Drugs by your doctor which may effect your ability to perform your work/s you should discuss the problem/issue with your manager or supervisor.



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- 7) If Elmton Services and its staff suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the company reserves the right to require you to undergo a medical examination to determine the cause of the problem.
- 8) If you refuse to undergo a F.O.C medical examination in such circumstance's your refusal will normally be treated as Gross Misconduct.
- 9) If, having undergone a medical examination, and it is confirmed that you have been positively tested for a controlled Drug, or you admit there is a problem, the company reserves the right to suspend you from your employment (with or Without Pay) to allow the Company to decide whether to deal with the matter under the terms of the Company's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.
- 10) Elmton Services reserves the right to search you or any of your property held on the Company's premises or the premises of its customers or clients or the company's projects at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with the search procedures, your refusal will normally be treated as Gross Misconduct.
- 11) Elmton Services reserves the right to inform the Police of any suspicions it may have with regard to the use of controlled Drugs by its employees on the Company's premises or the premises of its customers or clients



Mr T.Naylor

Director - Elmton Services

