



ALCOHOL AND DRUGS POLICY

Hamilton Riley has drafted this Alcohol and Drug Policy in order to promote a sensible attitude towards alcohol and drugs, and outline its commitment to offer support and assistance to those employees who may need it. It is recognised that, for a variety of reasons, employees could develop alcohol or drug related problems.

HRL is sympathetic to these problems. However, any misuse or abuse of alcohol and drugs presents a serious problem in the workplace. HRL has a responsibility under Health and Safety Law to protect the welfare of all its employees. Employees who drink excessively or take unlawful drugs (including legal highs) are likely to have work accidents, endanger their colleagues, be absent from work, and work less efficiently. For these reasons, the following rules apply to protect our employees from the harmful effects of unlawful drugs and excessive alcohol consumption.

HELP AND ADVICE

When it is known or suspected that an employee has an alcohol or drug related problem, The Managing Director is the person designated to provide advice and guidance on how to seek suitable treatment. HRL aims to deal helpfully and sympathetically with any employees' problems with substance dependency. The initial aim of any discussions will be to offer constructive assistance and support. Such discussions will remain strictly confidential.

Appropriate help will be offered to any employee who has an alcohol or drug problem. If this problem affects this employee's conduct or performance at work, and they refuse to accept the guidance and help that is offered, the matter will be referred for action under normal disciplinary procedures. Similarly, any employee who undergoes counselling and rehabilitation, and later suffers a relapse in conduct and performance will, after review and evaluation, be dealt with through disciplinary channels.

COMPANY EXPECTATIONS

The consumption or possession of alcohol or drugs on company premises is strictly forbidden. Staff must never drink alcohol or take drugs (including legal highs) if they are required to drive any vehicles on company business, or when they are on call or operational standby.

Employees must never drink alcohol or consume drugs immediately before coming to work, or be still under the influence during working hours. If an employee comes to work with a hangover and the health and safety of colleagues is compromised, then that employee may

also be subject to disciplinary proceedings. The same applies to being under the influence of drugs, or buying, selling or being in possession of illegal substances on company premises.

HRL has no desire to impinge upon any employee's freedom to consume alcohol out of normal working hours and away from company premises. HRL will only deem there to be a problem when, due to the excessive regular consumption of large amounts, an employee's attendance, performance or conduct becomes erratic.

If employees attend social business/client functions outside of working hours and are representing the company, then they are expected to moderate their drinking, and stay well within the legal limit if driving. Consuming drugs on these occasions is strictly forbidden.

CONSEQUENCES OF NON-COMPLIANCE

Failure to adhere to these company expectations will amount to a disciplinary offence and, as such, normal company disciplinary procedures will apply. Should the offence be of a serious nature, then it may be viewed as gross misconduct, resulting in the employee's summary dismissal.

Under such circumstances, HRL reserves the right to escort the employee from its premises for the remainder of the day or work shift. HRL also reserves the right to carry out random alcohol and drug screening tests on employees in the workplace. A positive test result, or unreasonable refusal to take the test, will also be viewed as potential gross misconduct, and result in severe disciplinary action in accordance with the company's disciplinary procedure. Dismissal is a likely outcome in the most serious of cases.

Julie Hamilton

JULIE HAMILTON

Managing Director

Dated: 01/06/2025