

Drugs, Alcohol & Smoking Policy

Scope

Millennium Coatings Ltd's Policy on *Drugs, Alcohol and Smoking* is a fundamental part of the strategy to safeguard the health, safety and welfare of all its employees. It recognises that alcohol and drug consumption or dependency can affect an individual health and work performance in terms of safety, efficiency, productivity and attendance and can have a detrimental effect on colleagues and dependants.

This policy has been developed to protect the health and safety of all employees and visitors and to inform that illegal or unauthorised possession or use of drugs or alcohol or smoking is not permitted on the company premises or vehicles under the following legislation:

- Health and Safety at Work Act 1974
- Road Traffic Act 1988
- Misuse of Drugs Act 1971
- The Health Act 2006

It is the CEO's ultimate responsibility for this policies effective implementation. Current legislation is fundamental, however as a responsible employer, it sees addiction and dependency as an illness and recognises the need to take measures to address these issues and to provide a work environment conducive to attaining high work performance and as free as possible of safety and health hazards.

Through this policy the company wishes to enhance awareness of these issues and promote an atmosphere encouraging honesty whereby reducing the tendency to conceal or deny related problems. It will provide confidential assistance or practical guidance to help overcome the problems through voluntarily help, contact with a GP or discussions with a member of the senior management team.

Associated Definitions

- "Drugs" are defined to include prescription drugs, inhalants and other illegal, controlled or unauthorised substances that may cause addiction and/or effect co-ordination or memory
 - "Company Premises" include all company workplaces whether occupied or vacant, buildings, structures, cars, trucks and other vehicles, lockers and rooms
 - "Possession" is defined as having any amount of drugs or alcohol on one's person, locker or vehicle
 - "Use of Drugs or Alcohol" is defined as having any trace amount in an applicant's or employees system, physical consumption on the company premises or whilst conducting company business.
- The levels of consumption are determined by current legislation

Employee Responsibility

Compliance with this policy is a condition of continued employment and it is all employees' responsibility to:

- Comply with this company Policy of Drugs, Alcohol and Smoking
- Report to management any known use, sale, possession or distribution of drugs on company premises, vehicles or whilst on company business
- Inform management if you are using prescribed medicines that could in any way affect safety in the company workplace
- Only smoke in designated areas at designated times
- Comply with any such policies at other companies or premises whilst on company business

Violation of this policy

All applicants and employees are reminded that the following actions are classed as violations of this policy:

- Use, possession, sale or distribution of drugs, alcohol or smoking on company premises or whilst conducting company business, with the exception of alcohol at defined social or business functions or events
- Possession of prescribed drugs that are not in the correct container, not prescribed for the particular employee, "look-alike" drugs in any form or equipment related to illegal or unauthorised use of drugs
Any form of possession will be reported to the police
- Possession of any correctly prescribed which is unsafe to use to perform an individual's tasks at work
- Operation of machinery, equipment or vehicles whilst using or under the influence of drugs or alcohol
- Smoking in non designated areas or at non-designated times.
- All company facilities, including any enclosed areas, shop floor, offices, cloakrooms and company vehicles are designated as "non smoking areas".



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Searches and Testing

- The company reserves the right at any time and without prior notice to have authorised personnel conduct searches or inspections of work areas, lockers, desks, personal effects, briefcases or vehicles of employees and other personnel for the purpose of determining possession of any drugs or alcohol.
- The company reserves the right to have authorised companies conduct breath scans, urinalyses or blood tests of employees, contractors or company representatives for the purpose of determining drugs or alcohol use or there is reasonable suspicion to believe that an individual is under the influence
- These scans and tests may be conducted in the following circumstances:
 - a) Pre-employment testing
 - b) Involvement in an accident or incident
 - c) Random testing
 - d) If there is reasonable cause or suspicion (e.g. abnormal behaviour, possession, signs of intoxication)

Disciplinary Action

Each case will be dealt with individually by the CEO.

Any normal reduction in performance by an employee may result in action being taken through the standard discipline procedure and any violation of this policy is included in that process.

However certain conditions may apply:

- Immediate dismissal for testing positive on a breath scan, urinalysis or blood test or a refusal of a search
- Immediate dismissal for any company employee found distributing or in possession of any drugs or equipment related to illegal or unauthorised drug use. The authorities will also be informed.
- Any person other than a company employee, having business with the company who refuses to submit to a search, breath scan, urinalysis, blood test or who is found in possession of any drugs or equipment related to illegal or unauthorised drugs use will not be allowed on the company premises or vehicle
- Refusal to sign an acknowledgement of this Drugs, Alcohol and Smoking Policy will be deemed to be voluntary termination of employment initiated by the employee
- Any absence for treatment or rehabilitation is covered under the normal sickness scheme and disciplinary action suspended for the period of the treatment. Lapses in recovery are also recognised and will be taken into consideration

This policy is generally applicable to all operations of the company but in no way limits the rights of the company to take different or additional steps or actions to facilitate the safe working environment free of drug and alcohol possession and consumption, provided such steps or actions do not violate any applicable law.

Signed:

Simon Nightingale (CEO)

Date: 30th November 2018

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