



Alcohol and Drugs Policy

Compressed Air Solutions Limited aims with this policy to ensure all employees are made aware of their responsibilities with regard to alcohol, illegal and/or prescribed drugs and solvents on company premises or whilst on company business. This policy applies to all employees of the company and focuses on securing the health and safety of employees, contractors and visitors. A zero-tolerance approach is in place regarding use of alcohol or drugs.

In summary, regarding alcohol, the Company forbids the consumption of alcohol on its premises nor will it permit any employee to work whilst under the influence of alcohol. Regarding drugs and drug abuse, the Company forbids the possession, use or distribution of drugs (and associated equipment) for non-medical purposes on its premises. Employees under the influence of drugs will not be permitted to work.

The Company wishes to eliminate or reduce to a minimum, the effects of drug, alcohol and solvent abuse on the abuser, employees and everyone within the Company. Steps will be taken to provide help and support for individuals to overcome an existing drug, alcohol or solvent problem.

Procedure

Employees are expected to avoid the use of alcohol, controlled drugs (other than under medical supervision) or solvents during working hours (including during breaks through the working day) and on Compressed Air Solutions Limited premises.

If an employee is taking a medically prescribed drug which might have a bearing on his/her safety, job performance, or the safety of others, s/he has a duty to inform the directors at the beginning of the first working day of taking the drug.

The employee also has a duty to ask either their doctor or a chemist about the possible side effects caused by the drug, for example; drowsiness or impaired vision. If prescribed a drug, the employee should ensure their doctor is fully aware of the nature of their job.

Employees are expected to report for work in accordance with the negotiated conditions of employment. They should be capable of completing their normal tasks and must not be a hazard to themselves or other employees. The directors will not permit an employee to work if the employee is under the influence of alcohol or non-medically prescribed drugs.

If any employee is found to be intoxicated at work or is found consuming alcohol on the Company's premises, that employee will face disciplinary action on the grounds of misconduct under the Company's Discipline Procedure.

The Company has the right to conduct regular health checks to establish whether there are any alcohol or drug problems amongst employees who have safety critical roles, specifically those using a company car and anyone whose duties involve using plant, machinery and electrical equipment (including office electrical equipment). In addition to internal company health checks, some of our clients may require

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CAS employees, who may be working on or visiting their sites/premises, to undergo on site testing in line with their drugs and alcohol policies and procedures. The purpose of this random on-site testing is to prevent accidents and incidents, due to impaired performance, caused by drugs and alcohol. All CAS employees who are asked to undertake an on-site test will be required to do so.

Applicants (internal as well as external) for jobs which are safety critical, specifically those using a company car and anyone whose duties involve using office or, electrical equipment may be requested to undergo a medical examination which will seek to determine whether the applicant has an alcohol abuse problem or has taken a controlled drug.

If an applicant refuses to give consent to such an examination or refuses to undergo the screening the Company has the right to reject his/her application and/or immediately withdraw any offer of employment made.

Where it is suspected that a breach of the prohibition on substances has taken place, or if it is suspected that an employee's work performance or conduct has been impaired through substance abuse and the employee is employed in a job where there is a risk to the health and safety of the employee and/or others, or it is a safety critical activity, specifically those using a company car and anyone whose duties involve using office or, electrical equipment the Company reserves the right to require an employee to undergo a medical examination to determine the cause of the problem.

Where any employee at such a request refuses to undergo a medical examination, such refusal may amount to misconduct in accordance with the Company's Disciplinary Procedure.

The Company reserves the right to search an employee or any of an employee's property held on the Company's premises at any time if the Company has reasonable grounds to believe that the prohibition on substances is being or has been infringed. The search will be carried out in accordance with the Company's Search Procedure.

If an employee refuses to comply with these search procedures, such action will normally be treated as amounting to gross misconduct and will entitle the Company to take disciplinary action.

The Company reserves the right to inform the police of any suspicion it may have with regard to the use of controlled drugs by any of its employees on the Company's premises.

Should the Directors identify a potential alcohol or drug problem they will encourage staff to seek help voluntarily and to join a relevant rehabilitation programme. Employees who recognise themselves, that they have an alcohol or drug dependency, or that they are at risk of developing one, should seek an appointment with their directors to discuss a solution. Details of any alcohol or drug problem will be treated in strict confidence, subject to the provisions of the law.

Information about local advisory services and agencies that can provide help will be made readily available to all staff via the Directors. If an employee is referred for treatment/rehabilitation, the matter will be treated with the utmost confidentiality, subject to the provisions of the law.

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If an employee seeks treatment or joins a rehabilitation programme, for any period of time, this will be not be regarded as sickness absence and as such, there will be no recourse to sick pay unless you are eligible to Statutory Sick Pay and comply with the notification provisions for Statutory Sick Pay in accordance with current statutory provisions. An employee returning to work from rehabilitation may be temporarily moved to another role, in consultation with the employee, particularly if their normal role is safety critical.

If help is refused and impaired performance continues, or if an employee continues to attend work under the influence of alcohol or non-medically prescribed drugs, disciplinary action will be taken. The standard disciplinary procedure will then come into force.

Compressed Air Solutions Limited reserves the right of summary dismissal in cases of gross misconduct.

A handwritten signature in black ink, appearing to read "M Scott", is written over a light grey rectangular background.

Mark Scott, Managing Director
14th October 2021

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