

Stewart Signs Limited expects all its employees to attend work in a fit and appropriate state with no impairment from the effects of alcohol, drugs (including prescription and over the counter drugs) or solvent abuse.

Employees who misuse alcohol, drugs or solvents may have their judgment, safety awareness and work performance adversely affected.

Any such employees put themselves at risk and can also be a danger to their fellow employees, to customers and to members of the general public.

The Company has a statutory duty under the Health and Safety at Work Act 1974 and to ensure the health and safety at work to all its employees.

All employees should also be aware of duties under the Road Traffic Act 1988 and the Transport and Works Act 1992. Drivers of road vehicles must not be under the influence of drugs or alcohol while driving, attempting to drive or when they are in charge of a vehicle.

Employees attending work in these circumstances additionally put the company at risk commercially and may bring it into disrepute.

This policy is designed to make all employees aware of their obligations and responsibilities regarding alcohol, drugs, and solvents and to encourage any employees who may have a dependency on alcohol, drugs or solvents to seek help or advice.

Signed



(QHSE Director)

Date: 03.11.2020

It is the express policy of Stewart Signs Ltd to Prohibit:

- Any employee to report for work within any of its premises, or at any location at which it is engaged to carry out work, whilst their performance is impaired by the misuse of alcohol or drugs.
- Any employee from driving company vehicles under the influence of drugs, substances, or alcohol.
- The consumption, possession, or sale of illegal drugs (i.e. those subject to control under the Misuse of Drugs Act 1971) in any office or on any site under the control of the Company. This is a criminal offence, which will be reported to the appropriate authority and may lead to prosecution. The Company regards an offence of this nature as gross misconduct and will lead to dismissal.
- The drinking of alcohol during working activities. The only exceptions will be in the case of business entertainment or other functions arranged for clients, business visitors or special presentations to employees where a Director may authorise the serving of alcohol. Soft drinks will always be available at such functions and the use of tools or equipment will not be a part of or follow such activity. The terms of employment including this policy will continue to apply when wearing of corporate branded clothing being worn off duty (unpaid). It is therefore strongly recommended that corporate branded clothing is not worn in any licensed premises.

Implementation:

The effective implementation of this policy places the following responsibilities on those identified:

Stewart Signs Limited will:

Assist employees who bring to the Company's attention their dependency on alcohol, drugs or solvent and who are prepared to seek treatment to overcome the dependency.

Reserve the right to redeploy into a suitable alternative post or, if no such post is available, to suspend on full pay, any employee undergoing treatment whose normal duties are safety critical or commercially sensitive.

Reserve the right to screen all employees or applicants to determine whether they have an alcohol abuse problem or have taken a controlled drug in any of the following situations:

1. Pre-employment
2. On transfer or promotion
3. For jobs which are considered to be safety critical in order to meet industry and customer requirements such as Network Rail Drug and Alcohol Standard (NR/L 1/OHS/051)
4. When your behaviour or appearance suggests you are under the effect of alcohol or drugs
5. Post-accident/Incident
6. Random testing – you will normally be given 48 hours' notice of a random test

Employees:

Are responsible for their own compliance with the policy and are expected to seek help if they have a dependence on drugs, alcohol, or solvents.

In addition, each employee has a responsibility for their fellow employees and is required to advise their supervisor or manager if they have any reason to suspect colleagues of attending work whilst under the effects of drugs or alcohol. All employees taking prescription drugs which could impair performance or judgement must inform their manager.

Managers and Supervisors:

Are responsible for ensuring that they are aware of the requirements of the policy and for monitoring employees for whom they are responsible to ensure compliance. Managers must understand how to access support for employees seeking help in relation to drugs and alcohol abuse and must be aware of the company disciplinary policy and how to apply it in the event of breaches of this policy.

The company's personnel manager is responsible for directing employees who seek treatment for drugs or alcohol dependency to an appropriate agency.

Directors:

Are responsible for the overall policy content and ensuring it is reviewed and amended as required.

Non-compliance:

Any breach of this policy will be taken seriously and will lead to disciplinary action being taken in accordance with the Company's disciplinary policy.

Where any employee refuses a request to undergo screening, such refusal will amount to gross misconduct in accordance with the Company's Disciplinary Procedure.

Any employee who attends work and whose efficiency, work performance or behaviour is affected due to alcohol, drugs or solvent abuse will be dealt with under the Company's disciplinary procedures. The offence will be regarded as gross misconduct and may lead to dismissal.

Further information related to drug and alcohol abuse:

Addaction: UK wide treatment agency, helping individuals, families and communities to manage the effects of drug and alcohol misuse. <https://www.wearewithyou.org.uk/>

Alcoholics Anonymous: The British branch of this worldwide network, AA is an organisation of men and women who share their experience with each other hoping to solve their problems and help others to recover from alcoholism. www.alcoholicsanonymous.org.uk

Talk to Frank: National drugs awareness site for young people and parents/carers.

www.talktofrank.com