



Alcohol & Drugs Policy

The consumption of alcohol and the possession, use or distribution of drugs for non-medicinal purposes is strictly forbidden on Company premises. Contravention of this rule will be classed as gross misconduct.

The Company reserves the right to require you to undergo testing or medical examination where it suspects that there has been a breach of this policy.

The Company also reserves the right to require you to undergo testing or a medical examination to determine whether a controlled drug has been taken or to determine whether you have an alcohol abuse problem and to determine the cause of the problem.

Refusal to undergo tests or examinations of this nature will be treated in accordance with the disciplinary procedure and may be classed as gross misconduct.

If any test or medical examination reveals a positive result for a controlled drug or where you admit that there is a problem, the Company reserves the right to suspend you to allow the Company to decide whether to deal with the matter under the disciplinary procedure or whether to require you to undergo treatment and rehabilitation.

If you are offered treatment or rehabilitation, the Company will determine, in consultation with its medical adviser, an appropriate time period during which you will be required to undergo medical treatment.

The Company will determine your fitness to return and, if it does not consider that you are fit to return, the Company will require you to take unpaid leave.

The Company reserves the right to withdraw support and will proceed to deal with your actions under the disciplinary procedure if you disobey an order given by the Company to you relating to your rehabilitation or if you suffer a relapse during or following treatment.

Ian McEwan, Managing Director

21 February 2009