

Alcohol, Drugs and Substances Misuse Policy

The Company has a duty to ensure, as far as is reasonably practicable, the health, safety, and welfare of its employees as well as visitors to its premises.

The misuse of alcohol, drugs and substances can have serious consequences for employees, their work colleagues, and families. This policy applies to all employees and outlines how we will deal with suspected alcohol, drug and substance misuse and wherever possible provide support to employees who declare a problem related to alcohol, drugs or substances.

For the purpose of this policy misuse is defined as the consumption of alcohol, drugs or substances, other than drugs prescribed as medication, to the extent that it affects an employee's work performance, behaviour, attendance, or the safety of themselves and work colleagues.

Misuse of alcohol, drugs and substances can have a number of adverse effects:

- loss of productivity and poor performance
- lateness and absenteeism
- safety concerns
- team morale and employee relations
- bad behaviour or poor discipline
- Company image and customer relations

Our rules

- employees must not consume or be under the influence of alcohol, drugs or substances, other than drugs prescribed as medication, during working time or rest breaks.
- where there is a legitimate reason to provide alcohol for a particular occasion on the employer's premises this must be authorised by the Managing Director
- the use, possession, or sale of controlled drugs during working time is prohibited.
- employees are expected to behave responsibly with regard to the consumption of alcohol before work and during work breaks.
- the maximum alcohol limit for all employees during working time is the same as the legal limit for driving as prescribed in the Road Traffic Act 1988 (as amended)
- employees representing their employer at business related events outside normal working hours are expected to behave responsibly with regard to the consumption of alcohol.

In addition, employees who drive for work must:

- never drive while under the influence of alcohol, drugs or substances
- make arrangements so they do not need to drive if they know they will be drinking alcohol
- avoid drinking alcohol at lunchtime, especially if they know they will be driving later
- be aware that they may still be over the limit, or affected by alcohol the morning after they have been drinking
- be aware that prescription drugs or over-the-counter medicines can affect driving and can cause sleepiness
- report drug and alcohol problems, including cautions, summonses or convictions for alcohol or drug-related offences, to their manager
- co-operate with monitoring, reporting and investigation procedures

Disciplinary action

Any suspected breach of these rules will be subjected to investigation under the Company's Disciplinary Procedure. Serious breaches will be considered as gross misconduct and may lead to dismissal.

Prescribed drugs

Employees should continue to take drugs prescribed by their GP, or bought over the counter. Where it is reasonable to believe that such drugs may have an affect on their performance they should pass this information to their manager. Where this puts an employee or work colleagues at risk it may be necessary to make appropriate changes to the working arrangements.

Help and Support

The Company will assist any employee suffering from the effects of alcohol, drugs or substance misuse in the same way as it would treat any other medical condition. Support and assistance will be provided where appropriate with the aim that the employee will be able to return to acceptable levels of work performance, behaviour, and attendance.

Where counselling and assistance has failed to result in satisfactory performance the matter will be dealt with under the Company's Disciplinary Procedure as appropriate. In the event that an employee with an alcohol, drugs or substance related problem that impairs their conduct or work performance refuses assistance, the matter will be dealt with under the Company's Disciplinary Procedure.

Employees are encouraged to refrain from covering for colleagues with an alcohol, drugs, or substance related problem, and need to understand that that collusion risks longer term damage to those colleagues.

Confidentiality

The Company will respect the confidentiality and privacy of any employee affected by a problem related to alcohol, drugs or substances. No sensitive information will be shared without an employee's prior consent. The Company is also mindful of its duties under the Data Protection Act when processing and storing information of a sensitive nature.

Testing & screening

In order to enforce this policy the Company will arrange for testing of employees for drugs, alcohol and substances in the following situations:

- after an incident in which the presence of controlled drugs or excessive alcohol is reasonably suspected to have been a contributory factor
- when a manager has reasonable grounds for believing an employee has taken controlled drugs or excessive alcohol and their work performance is affected
- when a manager has reasonable grounds for believing an employee has taken controlled drugs or excessive alcohol and the safety of the employee, work colleagues, or third parties could be affected

Wherever possible, the least intrusive forms of testing practicable will be used. All testing will be subject to a 'chain of custody' procedure to ensure that:

- samples are actually provided by the employee being screened
- samples cannot be tampered with
- results of tests are accurate and reliable

Mandatory Drug Testing

Where clients of SGE Ltd operate compulsory drug testing policies on their sites, our employees will be required to co-operate fully with random unannounced drug screening arrangements. In addition, drug tests will be carried out where there is a reasonable belief that drug taking has occurred or when an employee is believed to be under the influence of drugs during working hours.

In the event of any employee refusing such screening or testing, an inference will be drawn from this which may result in disciplinary action. Any evidence of drug use will be regarded as gross misconduct and disciplinary action will be taken which may result in dismissal.

Signed for on behalf of Specialist Ground Engineering Ltd.

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Date 27/12/2025.