



Drugs & Alcohol Policy

Alcohol

Alcohol misuse has a detrimental effect on health, influences work performance and staff relationships and can result in reduced efficiency and increased sickness absence. The Company has a duty towards and is concerned about the health and welfare of all employees, others who may be employed by the Company and those who may be affected by the Company's operations. Each employee also has a duty to cooperate fully with their employer, so that they do not put their own, their colleagues or others' health and safety at risk.

It is therefore the policy of the Company to promote a responsible attitude towards the consumption of alcohol amongst employees to treat alcoholism as a health problem and arrange for employees to seek professional assistance.

The Company will -

1. Deal with any absence due to alcoholism as sickness absence, on condition that the person obtains professional treatment and maintains regular contact with the appropriate HS&E Manager/HR.
2. Treat all discussions involving employees or other concerned persons experiencing an alcohol problem in strict confidence.
3. If inadequate work performance or unacceptable behaviour, including poor staff or Client relationships, occur or persist deal with the matter under the Company's Disciplinary Procedure.
4. Give careful consideration to those who have acknowledged the existence of an alcohol problem and/or have agreed to obtain medical help for the condition. However, any incident that amounts to gross misconduct would be considered a dismissible offence.
5. If an employee fails to complete the prescribed course of treatment or has a relapse following treatment, the matter may be dealt with under the Company's Disciplinary Procedure.

Prescribed Drugs

Prescribed drugs can have a detrimental effect on health, influence work performance or cause additional risk of injury/accident to yourself or others whilst at work. As with alcohol, the Company has a duty towards and is concerned about the health and welfare of all employees, others who may be employed by the company and those who may be affected by the



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Company's operations. Each employee also has a duty to cooperate fully with their employer, so that they do not put their own, their colleagues or others' health and safety at risk. If you use machinery or equipment at work, it is imperative that you inform your GP of the type of work you undertake and seek assurance from your GP that the drug/s prescribed will not have any effect on your ability to safely use such machinery/equipment. If there is thought to be a risk, or if you suffer any side effects, which may affect your ability to safely perform your duties, you must inform your Team Leader immediately and, if appropriate, alternative work will be sought.

Drug/Substance Abuse

The use/misuse of drugs or other substance abuse will not be tolerated under any circumstances. All discussions involving employees or other concerned persons experiencing a substance abuse problem will be treated in the strictest confidence, subject to the provisions of the law.

Careful consideration will be given to those who have acknowledged the existence of a drug problem and have agreed to obtain medical help for the condition. However, any incident that amounts to gross misconduct would be considered a dismissible offence. Also, if an employee fails to complete an agreed-prescribed course of treatment or has a relapse following treatment, the matter will be dealt with under the Company's Disciplinary Procedure.

If inadequate work performance or unacceptable behaviour, including poor staff or Client relationships, occurs or persists the matter will again be dealt with under the Company's Disciplinary Procedure.

Signed

John Wilson MD

10th March 2022



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