

ALCOHOL & DRUG POLICY STATEMENT

Charles Edward Limited is committed to providing a safe and healthy working environment for our personnel, the people and Companies we work with and the general public around our works. The consumption of alcohol and use of drugs can adversely affect the performance of individuals and consequently have an impact on safety and health, which may increase risk to individuals or others.

All personnel will:

- Comply with relevant legislation relating to substance abuse at work including The Transport and Works Act 1992 and The Misuse of Drugs Act 1971
- Not report for work under the influence of alcohol or drugs, nor to consume them whilst at work or permit any other person working with them to do so
- Report any person known to be, or strongly suspected of being affected by alcohol or drugs to management, where it is considered that other persons may be at risk

It must be noted that symptoms suggesting that a person under the influence of alcohol or drugs may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, etc. The individual concerned may also be affected by legitimate medication prescribed by a doctor. These conditions may still require the person to be removed from the work location for safety reasons and if there is any doubt as to the individual's condition or cause of their condition, medical advice shall be sought immediately.

The unauthorised consumption or introduction of alcohol, or the introduction or taking of illegal substances whilst working on behalf of Charles Edward is strictly prohibited and will be treated as gross misconduct for which those concerned will be dismissed from employment.

Drug and alcohol testing carried out by an independent specialist may form part of the terms and conditions of contracts with Clients. Such tests may also be carried out by CEL on a random basis.

This policy applies to all personnel of Charles Edward Limited.

Date: **1st July 2021**

Signed:

A handwritten signature in black ink that reads 'Dale Hardwick' with a horizontal line underneath.

Dale Hardwick
Director