

ALCOHOL AND DRUGS POLICY

Policy Statement

The use of alcohol is not appropriate in the workplace and drug abuse can be a criminal offence as well as a serious risk to health and safety

The company is concerned to provide a safe and healthy working environment. It recognizes that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work. This policy applies to all employees.

Safe system of Work

The effects of alcohol or drugs at work can create serious health and safety risks. Therefore, the following rules should be adhered to:

1. Do not come to work under the influence of alcohol or drugs.
2. Do not bring alcohol or non-prescribed drugs on to company premises.
3. Check with your doctor or pharmacist about the side-effects of prescribed medications.
4. Never drive or operate machinery if you are affected by alcohol or drugs.
5. Ask your general practitioner or the company for guidance and advice on sensible limits of alcohol consumption.
6. Offer support and advice to colleagues who you suspect of suffering from alcohol or drug abuse: do not "protect" them by keeping silent.
7. Ask for assistance if you feel that matters are beyond your own control.

Information and Training

The company will provide sufficient information, instruction and training as is necessary to ensure that all employees have the knowledge required:

- a) to understand the dangers associated with the effects of alcohol or drugs at work and the company policy regarding this;
- b) to understand the company procedures that will be adopted where there is found to be a deterioration in work performance from these effects;
- c) to understand the legal consequences of their actions.

Director: Emil Khalilov

