

## ALCOHOL, DRUGS AND MEDICATION POLICY

James Engineering Constructions Ltd. is committed to ensuring the health and safety of their employees, sub-contractors and members of the public. In line with this commitment, the Company stipulates that all employees and sub-contractors should themselves ensure that they are fit to perform the work required of them by the Company.

Any employee or sub-contractor who appears to be under the influence of alcoholic drink, drugs or medication to the extent that it affects his/her judgement, or ability to carry out his/her work, places not only himself/herself at risk, but also those who may be affected by his/her work. The nature of the Company's activities is such that such risks could have serious, perhaps even fatal consequences, both to that person and to others affected by his/her behaviour. Such a situation cannot and will not be tolerated by the Company.

The Company, therefore, operates a zero tolerance policy towards any employee or sub-contractor who appears to be under the influence of alcoholic drink, drugs or medication whilst at work. No employee or sub-contractor appearing to be under the influence of alcoholic drink, drugs or medication will be allowed to work for the Company. Consequently, any employee found to be under the influence of alcoholic drink, drugs or medication whilst at work will be deemed to have committed "gross misconduct" and may face instant dismissal under the Company's disciplinary procedure, and any person contracted by the Company will be asked to immediately leave its site.

If any employee believes that he or she is under the influence of any substance that would impair his/her work, then the employee concerned should immediately contact his/her line manager. Provided such instances do not become commonplace, the employee will usually be instructed to remain off work until the effects have passed and he/she is fit for work. In such instances, where the employee does not attempt to start work, disciplinary action may not be taken. If however, such instances are repeated over a short period, and the employee is repeatedly unavailable for work, the Company may invoke its disciplinary procedures, and may insist that the individual seeks counselling and advice as a condition of continuing as an employee.

However, the Company will only take a sympathetic attitude towards its employees provided that they report their condition prior to starting work. The nature of the Company's activities means that workers would be at an unacceptable risk to their own safety, and the safety of others, if found to be working under the effects of alcohol, drugs or even prescribed medication. The risk consequences of mistakes, both in the works and at site level, are severe and employees should never attempt to work in such circumstances, and the Company is likely to deal with any transgressor as having committed "gross misconduct".

Signed



Chris James – Managing Director

Date:

24<sup>th</sup> May 2021