



DRUG AND ALCOHOL ABUSE POLICY

East Kirkby Engineering recognises that alcohol and drug abuse related problems are an area of health and social concern.

East Kirkby Engineering also recognises that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour. It is therefore our policy that staff may not bring to or consume alcohol or any unlawful drugs in the workplace during work time or during a period prior to work where the effects may carry over to the workplace. This includes business functions where the employee is representing the Company.

Special rules may apply in relation to alcohol, where the Company sponsors an event for staff, e.g. the Christmas party. In these circumstances any variation to the no-alcohol policy will be communicated in advance of the event.

East Kirkby Engineering recognises that a member of staff with alcohol or drug abuse problems needs help and support from his / her employer. However, East Kirkby Engineering also understands that it has a responsibility to all its employees to ensure that any risks related to this are minimised. Accordingly, Company policy involves two approaches

- Providing reasonable assistance to the member of staff with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem.
- Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work, and where either (1) an alcohol or drug dependency problem does not exist or (2) where treatment is not possible or has not succeeded.

East Kirkby Engineering has not the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are provided by GPs, hospitals and other agencies. Through this policy East Kirkby Engineering will seek both to assist a member of staff in obtaining such specialist help, and to protect his/her employment.

Signed:

A handwritten signature in blue ink, appearing to be 'J. [unclear]', written over a horizontal line.

Managing Director

on behalf of East Kirkby Engineering Company Limited

Date: **1st February 2023**