

## **SDL Group**

### **Alcohol and Drugs Policy Statement**

#### **1. Introduction**

- 1.1 This Statement sets out the policy of SDL Group (The Company) which comprises of the companies SDL Fit Out Ltd & SDL Interior Solutions Ltd in respect of any employee, self-employed person and contractor under our control whose proper performance of their duties is or may be impaired or otherwise affected as a result of the consumption of alcohol and/or illegal substances.
- 1.2 Provided that persons referred to in 1.1 above adhere to the provisions contained within this policy, they will normally be considered to have demonstrated compliance with the conditions of employment or contract insofar as they refer to the use of alcohol and drugs.
- 1.3 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions laid down.

#### **2. Policy**

- 2.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy and the possible consequences of any breach of this Policy.
- 2.2 The Company will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed on any person by this Policy.
- 2.3 Employees of the Company will at all times exercise diligence in monitoring their colleagues and others who from time to time may be under the control of the Company and noting any evidence of alcohol and/or drug abuse.
- 2.4 Should any employee suffer any problems or difficulties in respect of the misuse of drugs and/or alcohol, or should they have reason to believe that a colleague may be experiencing such difficulties, they may approach a Manager, who will at all times treat any information provided with complete confidence and take such measures as are deemed necessary to ensure that the matter may be resolved with the minimum of distress to the person concerned and any others who may be affected.

#### **3. Conditions**

- 3.1 It is a condition of employment by the Company that no person referred to in 1.1 above shall:-
  - i). Report, or endeavour to report, for duty whilst under the influence of alcohol or drugs.
  - ii). Report, or endeavour to report, whilst in an unfit state due to the previous consumption of alcohol or drugs.
  - iii). Be in possession of alcohol or non-prescribed drugs during working hours.
  - iv). Consume alcohol or non-prescribed drugs during working hours.
- 3.2 The Company will not accept any deviation from the above conditions.

3.3 Failure to maintain the standards set out by this Policy may be considered as gross misconduct; appropriate action will therefore be taken in all cases.

#### **4. Compliance**

4.1 In order to comply with this Policy and to maintain the stated and accepted standards of the Company, those persons referred to in 1.1 above should, at all times avoid :-

- i). Consuming alcohol or non-prescribed drugs in the eight hours immediately preceding attendance at work.
- ii). Consuming alcohol or non-prescribed drugs during meal or other break times.
- iii). Consuming alcohol or non-prescribed drugs during working hours.
- iv). Consuming alcohol or non-prescribed drugs whilst not in work but on call.
- v). Consuming alcohol or non-prescribed drugs at any time, if it could result in their performance or behaviour at work being affected or impaired at a future date.

In addition, those persons to which this Policy applies must ensure that a manager is made aware of any prescribed medication being taken which may in any way affect their performance at work and the nature of any such medication which it is necessary for them to carry with them during working hours.

4.2 As part of its management procedures for monitoring and ensuring the health and safety of employees, the Company reserves the right to carry out targeted and/or random alcohol and drug testing of any employee, in accordance with our standard procedures, which are available to view if required.

4.3 We reserve the right to apply the same standards to any contractors working under our control or in premises and sites under our control.

4.4 With regard to paragraphs 3.1.i, 3.1.ii and 4.1 above, it must be noted that evidence of illegal substances (e.g. cocaine/benzoylcegonine) can be detected in urine for up to five days after consumption. As responsible employers, we deem that any person providing a positive sample presents an increased risk of harm whilst at work, to themselves and others. Consequently, we will always take appropriate action in instances where positive tests are obtained.

The Directors will be responsible for the implementation of this Policy.