

# Drugs and Alcohol Policy

Aarsleff Ground Engineering Ltd is committed to maintaining a safe, healthy, and productive working environment for all employees and others who may be affected by our undertaking.

We recognise that drugs and alcohol can interfere with a person's health and / or social functioning and / or work capability or conduct with potential significant consequence to individuals and the business.

We commit to:

- A zero-tolerance approach to individuals attending work whilst under the influence of drugs and / or alcohol.
- Ensure that drugs and alcohol problems are dealt with effectively and consistently in line with our procedures, so that our interest parties are protected.
- Provide clarity on Social / Corporate function where reasonable amounts of alcohol are approved.
- Implement an at Induction, Random and For Cause drug and alcohol testing process with our Occupational Health Provider(s).
- Encourage all persons to seek help and voluntarily report drug and alcohol problems through our Employee Assistance Programme.
- Maintain discretion, dignity, and confidentiality and protect all personal data collected for the purpose of drug and alcohol testing in line with the current Data Protection Act.
- Ensure our disciplinary and appeals procedures are applied in a fair and consistent manner to ensure the safety of everyone.

This Policy applies equally to all our employees, sub-contractors, hired/agency labour, clients, visitors, customers when working on our premises or sites.

Our expectations:

- No person shall attend work whilst under the influence of drugs and alcohol.
- No person shall drink alcohol at work, unless on an approved social/ corporate function where reasonable drinking of alcohol is approved.
- No person to be in possession of or take illegal drugs at work.
- Prescribed medication to be used as prescribed and not misused.
- All persons to behave reasonably and not bring themselves or the Company into disrepute.

The contents of this policy and all revisions which may be made will be brought to the notice of all employees.

This policy will form part of the Integrated Management System and be formally reviewed annually by Senior Management.

Signed on behalf of the Board of Directors:

Signed:



Kevin Hague - Managing Director, Aarsleff Ground Engineering Ltd

Date: February 2023



**AARSLEFF**