



## Alcohol & Drugs in the Workplace Policy

<b>Company Name</b>	Mayday Employment Ltd
<b>Policy No.</b>	007
<b>Reviewed:</b>	7 <sup>th</sup> March 2024
<b>Next Review:</b>	Annually
<b>Version:</b>	2

1. Mayday Employment believes that it is essential that all employees, workers and those who render services to the company or at the companies premises are in full command of themselves and are in full command of themselves and of all of their facilities thought out the working day
2. Mayday Employment requires you to present yourself to work on each occasion required under your contract in complete command of all your facilities I.E without any dependence on alcohol or drugs of a non-medical nature and to maintain that state until the completion of your contract. If during the course of your working day you have to take medical drugs on a regular basis, this fact should be known to Carla Campion Confidentially.
3. In the event that you present yourself at work or during working hours you are in a condition where Carla Campion believes you are under the influence of alcohol or drugs and you are unable to carry out your duties in a proper, fit and safe way you will not be allowed to commence your work or continue work. Instead you will be suspended without pay and not allowed to return until such time as you are in full control of all your faculties.
4. In addition to such behaviour will be subject to the disciplinary procedure of Mayday Employment and after due investigation may result in dismissal as a result of gross misconduct.
5. Mayday Employment is obligated to investigate all the circumstances surrounding such behaviour prior to commencing the disciplinary procedure and this may, where necessary include seeking medical advice as your condition including requiring you to submit a medical examination. Mayday Employment is obligated to investigate such matters in as much detail as possible and therefore expects you to comply with any requests that you submit to such examinations, you may appeal in accordance to the company's disciplinary procedure
6. If the dismissal procedure is evoked and you receive a disciplinary sanction short of a dismissal or have a successful appeal Mayday Employment will recommend that you take advantage of

counselling services to help control your problem and you will be required to act of such recommendation. In the event that you need to be absent from work for a period due to treatment for either alcohol or drug dependency a reasonable leave of absence will normally be granted to cover this on a unpaid basis.

7. If Mayday Employment suspects that you are in possession of the alcohol of drugs you will be required to consent to a search of your belongings, if you are found to be in possession of any alcohol or illegal substances you will be suspended from your duties pending further investigation. This matter will be dealt with under the companies disciplinary procedure and after due investigation it may result in dismissal due to gross misconduct.
8. If mayday believes you are dealing, buying, selling or receiving drugs or any alcohol then you will be suspended from your duties while an investigation is carried out. Where a criminal offence has taken place the company shall inform the police.
9. All employees and workers are required to inform Mayday Employment or any appropriate person if they suspect and fellow worker may be acting in breach of this policy