



Alcohol and Drugs Policy

Purpose The purpose of the Policy is to ensure that All employees, contractors and others to whom this Policy shall apply, understand fully their obligations and requirements in relation to the use of Alcohol, Drugs, Solvents or Substance abuse.

The company will take steps to prevent and detect the use of Alcohol, Drugs, Solvents or Substance abuse in the workplace during periods of duty.

The company will ensure any prospective employees are screened as part of their pre-employment health check to ensure they are free from Alcohol, Drugs, Solvents or Substance abuse.

Employees must advise Managers or Supervisors if they are taking any medication.

This Policy applies to **ALL** CSC Fleet Services Ltd employees without exception and any contractor employed on their behalf.

The Policy details the requirements which enable the Company to discharge its responsibility for reducing risk by preventing employees and contractors from undertaking work whilst unfit using Alcohol, Drugs, Solvents and Substance abuse.

The company endeavours to ensure that employee's use of either alcohol or drugs does not impair the safe and efficient running of the organisation or the health and safety of its employees and others.

Under Health & Safety legislation the Company, CSC Fleet Services Ltd, has a 'duty of care', where reasonably practicable, to ensure all its employees, and contractors whilst on site, work in a safe and competent manner.

Individuals who are under the influence of Alcohol, non-prescribed Drugs, Solvents or Substance abuse pose a significantly higher risk to themselves, fellow employees, other road users and members of the public.

Individuals who abuse prescription drugs or over the counter medicines also pose a risk to their own safety as well as fellow employees, other road users and members of the public.

While at work any employee found to be consuming alcohol, taking drugs for non-medical reasons, buying or selling drugs or in possession of unlawful drugs will be deemed to be committing an act of gross misconduct.

Contractors are required to comply with the requirements of this Policy.

If an employee of a contractor fails a 'for cause' test for either alcohol or drugs, the contractor's employee will be removed from site and prohibited from undertaking any further work on behalf of CSC Fleet Services Ltd.

The contractor will be notified in writing for the reasons for this action.

Any employee tasked with a safety critical role or considered to be exhibiting suspicious or unacceptable behaviour whilst strongly believed to be under the influence or in the possession of non-prescription drugs or alcohol will be suspended until they are in a fit state to participate in the disciplinary process.

These are the Public legal limits

- A maximum breath alcohol limit equal to or below **35** micrograms in **100** ml of breath,
- **80** milligrams of alcohol per **100** ml of blood or
- **107** milligrams per **100** ml of urine.

The company limit is more simplified:

Any level will trigger an investigation.



Alcohol

The Company will treat the consumption of alcohol on company premises or reporting for work under the influence of alcohol as gross misconduct under the Company's disciplinary policy, unless there are exceptional circumstances.

The Company reserves the right to ask employees to submit to alcohol testing by a reputable agency or a trained supervisor or manager at any time either before the start of their employment, on a random basis during their employment or if the Company has just cause to suspect the employee of being under the influence of alcohol at work.

Refusing to take an alcohol test will be treated as gross misconduct.

The Company has a zero tolerance to alcohol at work. CSC Fleet Services Ltd. will use a Zero level policy to ensure no doubt exists regarding fit or unfit levels through Alcohol, Drugs, or any substance use.

If an alcohol test at work reveals the presence of any alcohol in the employee's breath, blood or urine, the employee will not be permitted to drive any vehicle, operate equipment or carry out vehicle repair activities that day and will be sent home without pay.

Disciplinary action is likely to be taken against the employee in these circumstances.

Any level will trigger an investigation.

The company also reserves the right to call the Police in these circumstances.

Drugs

The Company has a zero tolerance to illegal or prohibited drugs at work. The Company will treat the consumption of illegal or prohibited drugs on company premises or reporting for work under the influence of illegal or prohibited drugs as gross misconduct under the Company's disciplinary procedure unless there are exceptional circumstances.

CSC Fleet Services Ltd. will use a Zero level policy to ensure no doubt exists regarding fit or unfit levels through Drugs, or any substance use.

The Company reserves the right to ask employees to submit for illegal or prohibited drug testing by a reputable agency or a trained supervisor or manager at any time either before the start of their employment, on a random basis during their employment or if the Company has just cause to suspect the employee of being under the influence of illegal or prohibited drugs at work.

Refusing to take a drug test will be treated as gross misconduct.

If a drug test at work reveals the presence of **any** illegal or prohibited drugs in the employee's breath, blood, or urine, this will be treated as a gross misconduct offence and the employee will be suspended.

If a drug test at work reveals the presence of **any** legal (prescribed or over the counter) drugs in the employee's breath, blood, or urine, will be treated as a gross misconduct offence and the employee will be suspended if the use of these items has not been reported and documented in the person's employment file. Disciplinary action is also likely to be taken against the employee in these circumstances.

Any level will trigger an investigation.

The company also reserves the right to call the Police in these circumstances.

The Company's Policy will be reviewed on a regular basis to allow for changes in law, e.g. changes to acceptable levels, reclassification of a particular drug etc. Any variation to this Policy will be notified to all employees.