

## Techrete Workplace Substance Misuse Policy

Techrete has a duty to provide a safe, healthy place of work for all its employees, contractors and visitors. We recognise that they can be put at risk by those who misuse alcohol or drugs or other substances to such an extent that it may affect their health, safety, performance, conduct and relationships at work.

The Policy has been developed to achieve the above aim. The policy is not intended to identify what people do in their own time, but to ensure people are not at risk during working time.

### **The Policy aims to:**

1. Comply with current legislative requirements, in particular, Safety, Health and Welfare at Work (General Application) Regulations 2007, The Transport and Works Act 1992, The Road Traffic Act 1998, Health and Safety at Work, etc Act 1974, The Misuse of Drugs Act 1971, Human rights Act 1998 and the Data Protection Act 1998.
2. Avoid risks to employees, contractors, visitors, third parties and any other individuals involved in its operations from drugs, alcohol or substance abuse.
3. Provide a positive approach and perhaps assistance to employees seeking help to overcome problems of drugs, alcohol or substance abuse.
4. Promote health and well-being of employees and to avoid problems at work arising from drugs, alcohol or substance abuse.
5. Identify employees and contractors working for Techrete with possible problems relating to drugs, alcohol or substance abuse.
6. Ensure that employees, contractors and visitors are aware that to possess, store, use, consume, or sell illicit drugs on Company premises and project sites is illegal and that if discovered will result in disciplinary action in accordance with the Company Disciplinary Procedure.
7. Ensure that employees and contractors do not report for duty on any occasion when unfit through drugs, alcohol or substance abuse and that if discovered will result in disciplinary action in accordance with the Company Disciplinary Procedure.
8. Ensure that employees, contractors and visitors are aware of the contents of this Policy.
9. Ensure that employees and contractors are aware that work performance and safety may be affected by taking certain prescription or over the counter medications and encourage them to inform management if they are taking any medication, which may affect their work performance.
10. Ensure that Company functions are authorised by the board of directors and that supervision is maintained. Where alcohol is allowed at functions employees and contractors will not return to work. Non-alcoholic drinks must also be available at such functions.

  
Liam Aylward,

Operations Director

30<sup>th</sup> June 2016