

Drugs and Alcohol Policy

Mando Solutions Policy on Alcohol and Drugs is a fundamental part of the Company's strategy to safeguard the health, safety and welfare of all its employees.

Alcohol and drug consumption / dependency effects individual health and work performance in terms of safety, efficiency, productivity and attendance. In addition, it can have a detrimental effect on colleagues and dependants.

As a responsible employer Mando Solutions recognises the need to take measures to address the issue of alcohol and drugs in the workplace.

This Policy has been developed to protect the health and safety of workers and to comply with relevant legislation, e.g. Health and Safety at Work Act 1974 and Misuse of Drugs Act 1971.

This Policy, including guidelines in relation to alcohol and drugs and its purpose, is to achieve the following:

- To have a working environment free from the effects of alcohol and drugs
- To reduce the personal suffering of employees with alcohol or drug-related problems and their dependants
- To promote a climate which will reduce the tendency to conceal or deny alcohol or drug related problems by enhancing awareness

Definitions

For the purposes of this Policy:

'Alcohol' is defined as a beverage, condiment or food additive which contains alcohol in any form. An 'alcohol related problem' is defined as any consumption of alcohol which interferes with an employee's health, safety, welfare and performance in any aspect of employment.

'Drugs' are defined as illegal substances, prescribed and over-the-counter medications. A 'drug-related problem' is defined as any use of drugs, or substances which in themselves are legal but may be subject to abuse such as glue or solvents, which interferes with an employee's health, safety, welfare and performance in any aspect of employment.

Obligations of Employees

Employees are required to be aware of, and comply with, this Policy to ensure that their performance or ability to carry out their activities at work safely and competently is not impaired in any way. All employees should observe the following, and note that failure to do so may result in disciplinary action being taken.

All employees engaged in normal work activity, or on scheduled/agreed duty cover either at home or elsewhere, are subject to the Policy in full for the duration of the periods of duty.

The limit for alcohol set by this Policy is in line with the Government's legal drink/drive limit, as amended from time to time.

In the case of drugs the threshold levels are determined in accordance with established legal and medical practice.

Consumption, possession or sale of illegal drugs is prohibited, and the Company takes a zero tolerance approach.

Possession and sale are also criminal offences under the Misuse of Drugs Act 1971.

Specifically this means:-

a) Employees must not present themselves for work under the influence of alcohol or drugs so that their performance or ability to carry out their activities at work safely and competently is impaired in any way.

b) Consumption of alcohol or drugs during normal working hours or at any time is prohibited. For clarity the normal working hours during which the policy applies includes all periods of work such as shift work, overtime and extra duty, and any period whilst waiting for work, such as between split duties. Any period of agreed standby or emergency call out duty shall be considered to be part of the normal working hours for the purposes of this Policy, and the terms of this Policy relating to working under the influence of alcohol or drugs will therefore fully apply. Periods of travelling to and from a site for the purposes of standby or emergency call out will also be treated as falling within the scope of this Policy.

c) Prescribed and over the counter medications are also covered by this Policy as they may cause side effects that have potential safety implications. Employees therefore have a duty to advise their pharmacist / general practitioner / medical practitioner of this Policy when being prescribed medication.

On the advice of the medical practitioner, the employee must notify Mando Solutions and his or her manager about any possible impact on his / her health and safety relating to his / her duties at work, so that current or alternative employment can be considered whilst he / she is being prescribed medication. The company may in turn seek advice from Occupational Health providers.

d) Employees or other persons obtaining treatment or medicines for themselves should be aware of the conditions and side effects notified and seek out alternatives that do not impair performance through drowsiness or other symptoms. If in doubt an employee should self-refer, or be referred, to Occupational Health provider.

Enforcement and Application

The general principle adopted by the Mando Solutions is to have an environment free from the effects of drugs and alcohol. It is the responsibility of all employees to enforce this Policy, regardless of whether or not they are the line manager in a given situation. Additionally we have a screening policy to enhance and assist the management and enforcement of this Policy.

For clarity the application of this Policy in relation to the specific circumstances is outlined below:

Screening

When is Screening carried out?

To assist in the implementation of this Policy an established screening procedure to test for the presence of un-authorised substances in the body is carried out in TWO circumstances:

- **With-Cause Screening**
- **Random Screening**

Screening is not intended to discriminate against any individual or group of individuals.

Failure to comply with any aspect of the screening procedure, including 'with cause' and random screening, without good cause, will be viewed seriously and will be dealt with under the Company's Disciplinary Procedure.

What is the Screening Process?

An employee may, if they want, ask another employee to accompany them at the test.

Every effort will be made by Mando Solutions to try to arrange for the chosen accompanying employee to be present if reasonably practical. However, if it is not possible for the nominated accompanying employee (or alternative) to be present, testing will still take place.

The testing is carried out by a trained and competent person, who will explain the process to the employee and obtain their written consent.

The employee will also be breathalysed.

The tester will then make a note of the employee's brief medical history and of any prescription or over the counter drugs that the employee is taking that could lead to a false positive result. The employee will then be asked to reveal the content of their pockets, to confirm that they are not carrying a sample of someone else's urine.

The employee will be asked to select a Point of Contact Test (POCT) cup and lid, and provide a sample of urine in private using the POCT cup.

The tester will check the temperature and activate the instant test. Both the tester and the donor read the test results.

If the result is reactive, the sample is split into two vials, sealed in front of the donor and sent to the laboratory for further analysis.

If the result is negative, the sample will be disposed of, either by the donor or the screening laboratory.

The Collecting Officer will record all reactive results sent for further analysis and will submit these to the manager. A copy will be retained in the Human Resources department.

If following further analysis, a positive test is reported, employees are entitled to have an independent test carried out on the second sample by a professionally recognised laboratory at his / her own cost.

A copy of the screening result will be provided to the employee upon request.

Falsification of a screening test, whether by tampering with or substituting specimens or by seeking to change or otherwise influence the results, will be dealt with under the Company's Disciplinary Procedure, which may result in dismissal.

The results of the test will be recorded and copies retained on file.

In the case for screening for the presence of alcohol, any indication of presence above the government's legal drink / drive limit, as amended from time to time, will be considered to be a positive test result.

If during any period in which testing is being carried out, Mando Solutions believes, the employee may be unfit to carry out his / her duties the individual may be given alternative duties or suspended from duty.

Normally suspension from duty will be on full pay during investigation and Disciplinary Procedure periods.

Refusal to provide a sample for drugs or alcohol testing could result in disciplinary action which may lead to dismissal.

In all cases where a dispute arises over medical evidence, guidance will be sought from an Occupational Health provider before any disciplinary proceedings are initiated.

With-Cause Screening

With cause" screening involves testing when there are reasonable grounds to believe that alcohol or drugs could have, or potentially could have had, an adverse effect on the health and safety of any individual and / or there are circumstances where a manager considers there is evidence that alcohol consumption or drug use has occurred. Possible examples of 'with cause' screening could include:

- Abnormal behaviour
- Discovery of an alcohol container with a broken seal
- Possession of a controlled substance
- Signs of current intoxication
- A workplace incident/ accident

This list of examples of “with cause” screening is neither exclusive nor exhaustive. Managers are responsible for making the decision to screen an employee. The relevant manager is also responsible for communicating the decision to the individuals for the reason for screening.

“With cause” screening leading to a positive result will result in an investigatory interview and the breach of the Alcohol and Drugs Policy may be treated as a disciplinary matter.

As such all penalties permitted under the Disciplinary Procedure (including dismissal) will be available to Mando Solutions depending on all relevant circumstances in each individual case.

Random Screening

The key principles involved in random screening are as follows:

- To ensure that random is truly random
- Target rate to be 10% of all employees will be subject to random testing annually
- Minimal amount of notice to be given to individuals about to undergo testing
- Managers not to receive any advance notification of testing for their staff
- Managers to be included in the testing pool

“Random” screening leading to a positive result will result in an investigatory interview and the breach of the Alcohol and Drugs Policy may be treated as a disciplinary matter.

As such all penalties permitted under the Disciplinary Procedure (including dismissal) will be available to Mando Solutions depending on all relevant circumstances in each individual case.

I confirm I have read, understood and agree to adhere to the requirements of the procedure in relation to Mando Solutions Ltd Drugs and Alcohol Policy and confirm that any failure to adhere to the policy in full may result in disciplinary action for non-compliance.