



21. Alcohol and Drugs Policy

Image and Reputation of the Company

The image and reputation of any Company is determined at least in part by the way its employees behave and are seen to behave. If our employees drink irresponsibly, use illicit drugs or commit offences related to the abuse of alcohol, they may put the Company's reputation at risk. You are expected to recognise this and to behave accordingly.

Alcohol and the Workplace

You must ensure that your performance at work and your judgement are never impaired by alcohol. In particular, those whose jobs involve activities which impact significantly upon the safety of themselves or others, for example, drivers or operators of moving machinery, must ensure that their consumption of alcohol never threatens the safe performance of their duties and that their behaviour never puts themselves or others at risk.

Drinking and Driving

A conviction for drink-driving, whether on Company business or not, is viewed by the Company as a serious breach of this policy and may result in you being subjected to the Company's disciplinary procedure.

Illicit Drugs and the Workplace

You must ensure that the taking of illicit drugs does not impinge on the workplace, that it does not put the safety of others at risk, that it does not adversely affect the reputation of the Company, or place the Company in a position where it may be liable to prosecution.

Drink/Drug Dependency

If you have difficulty in meeting the Company's required standards because of a dependency on alcohol or drugs, then the Company strongly encourages you to seek medical advice or counselling. A dependency problem may be identified by you, colleagues, Managers, General Practitioner or other health professional. The Company will provide full support to you in following medical advice. This sympathetic treatment will not absolve you from meeting the required standards but will help you achieve them.

Enforcement

Any employee who does not abide by this policy will be subject to appropriate disciplinary measures, up to and including dismissal. This policy covers both drink-related incidents at work and alcohol-related offences outside work, which may bring the Company into disrepute.