

**ALCOHOL AND DRUGS POLICY STATEMENT**

Our Employees are our most valuable resource and their health and safety is of the utmost importance. Drug and alcohol misuse has the potential to damage the health and well-being of our Employees and threaten the success of our business. To that end this policy applies not just to Employees but also to Contractors engaged by the organisation.

The aim of this policy is to protect the health and safety of our Employees and to help anyone who may be suffering from a drug or alcohol-related problem. The policy sets out the principles within which our business will usually work followed by guidance for occasions when a problem arises. (However, since no two cases will be the same this policy should be regarded as laying down guidelines only and not as being of contractual effect).

**Policy Principles**

In addition to the Company's duties to its Employees, all Employees are personally responsible for their own health and safety and the safety of others who may be affected by their acts and omissions. Consumption of alcohol or drugs may affect an individual's ability to properly perform his or her job and may also endanger the health and safety of others. Employees are therefore required to advise their Line Manager or HR Manager if they are taking prescribed drugs.

Where appropriate, the Company will provide support internally and/or through external agencies to Employees who seek help for a drug or alcohol problem.

The Company reserves the right to conduct drug and alcohol screening as part of the process for pre-employment selection. Any candidate who has a positive screen, or who refuses to provide the appropriate samples, will not be eligible for employment.

The Company reserves the right to conduct or require a drug or alcohol screen on any Employee whilst at work or on Company property. Random drug tests may be carried out at any sites or on a periodic basis as the Company sees fit. Such screening will only be carried out with the Employee's consent. However, refusal to provide appropriate samples may lead the Company to draw its own inferences against the Employee.

The use, possession, distribution, purchase, sale or being under the influence of alcohol (except on authorised occasions) or any controlled drugs whilst at work or on Company property is prohibited and may be viewed as gross misconduct.

Breach of this policy by an Employee will be fully investigated and normally be dealt with under the disciplinary procedure. Depending on the nature of the conduct, the Employee may be dismissed without notice.

The Board of Claremont Refurbishment Limited is fully committed to ensuring that Claremont Refurbishment Limited complies both with the letter and spirit of the principles in the Alcohol and Drug Policy. For that reason, Mr Alistair Atkin has been appointed by Claremont Refurbishment Limited with the responsibility and authority to oversee and drive our Alcohol and Drugs Policy.

For and on behalf of Claremont Refurbishment Limited,

*A. Atkin*

Mr Alistair Atkin  
Director

Date: 1<sup>st</sup> November 2023