

Introduction

Adman Ltd are committed to ensuring a safe and healthy work environment for all our employees, clients and visitors.

The policy applies to all employees, workers, agency workers, consultants, contractors or sub-contractors. It does not form part of the terms and conditions of employment of any employee, and may be amended from time to time.

The policy is designed to address risks regarding the use of Alcohol or drugs and to ensure a safe working environment for all employees, contractors and third parties.

Employee Responsibilities

Alcohol and drugs can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgement and decision making and increased health and safety risks for you and other people. Irresponsible behaviour or the commission of offences resulting from the use of alcohol or drugs may damage our reputation and, as a result, our business.

You are expected to arrive at work fit to carry out your job and to be able to perform your duties safely without any limitations due to the use or aftereffects of alcohol or drugs. In this policy drug use includes the use of controlled drugs, psychoactive (or mind-altering) substances formerly known as "legal highs", and the misuse of prescribed or over-the-counter medication.

You should not drink alcohol during the normal working day, at lunchtime, at other official breaks and at official work-based meetings and events. Drinking alcohol while at work without authorisation or working under the influence of alcohol may be considered serious misconduct.

If you entertain clients or represent us at external events where alcohol is served, you are considered to be "at work" regardless of whether you do so outside normal working hours. Consequently, we will expect you to remain professional and fit for work at all times.

You must comply with drink-driving laws and drug-driving laws at all times. Conviction for drink-driving or drug-driving offence may harm our reputation and, if your job requires you to drive, you may be unable to continue to do your job. Committing a drink-driving or drug-driving offence while working for us or outside working hours may lead to action under our disciplinary procedure and could result in dismissal.

You must not:

- Attend work in an unfit state as a result of consuming alcohol or drugs.
- Possess any illegal drugs or supply any drug to other employees in the workplace.
- Transport or consume alcohol in Company vans or trucks.

You must inform your line Manager as soon as possible, and prior to commencing your work shift, if you are taking any prescription or over the counter medication which may affect your ability to work safely.

If you are prescribed medication, you must seek advice from your GP or pharmacist about the possible effect on your ability to carry out your job, and whether your duties should be modified or you should be temporarily reassigned to a different role. If so you must tell your line manager / Human Resources without delay.

You should inform your line manager about any alcohol or drug-related problem you think you have, or think you may be developing.

Drugs & Alcohol Policy

If you are assigned to a particular client site, you must comply with any client requirements on participating in alcohol and drug screening.

Alcohol and drugs at work

If you arrive at work and a manager reasonably believes you are under the influence of alcohol or drugs, they shall immediately contact Human Resources in order that you can be provided with assistance and an investigation can be undertaken.

Where a manager or supervisor considers that you are unfit to work due to alcohol or drugs, you will be removed from the work area and offered transport to your home address. The Company may request that you undertake a drug and alcohol test before you resume work. If you are asked to take a test, the Company may request that you refrain from consuming any substances (such as food or drink) which may spoil the test result. Any failure to participate, or attempt to spoil a test result, may be dealt with in accordance with this policy and our disciplinary procedure.

Where a line manager or supervisor observes a deterioration in work performance and/or changes in behaviour that may be due to alcohol or drug misuse, they should seek advice from Health & Safety / Human Resources Manager.

If you notice a change in a colleague's pattern of behaviour, you should encourage them to seek assistance through their manager or supervisor. If they will not seek help themselves, you should draw the matter to the attention of your manager or supervisor. You should not attempt to cover up for a colleague whose work or behaviour is suffering as a result of an alcohol drug-related problem.

Drugs and Alcohol Testing

The Company has implemented a programme of drugs and alcohol testing carried out by an external provider. Arrangements for the test will be communicated to the affected members of staff at the start of each test.

The following may be required to participate in a drug screening programme

- All candidates for safety critical roles.
- Any employees on transfer to safety critical roles.
- Any employees assigned to roles where testing is required by the Company's clients or other third parties to allow you to undertake your duties.
- All employees subject to annual medicals.
- Any member of employees where there is reasonable cause to suspect that the individual has been under the influence of drugs at work or that their work has been affected by drug misuse.
- Any contractor, consultant, subcontractor or agency worker who is engaged by or assigned to the Company to perform one of the above roles.

The Company also operates a rolling programme of random drug testing for all staff in the above roles.

Drugs & Alcohol Policy

Positive Test Results Conditions

A positive test result will be recorded in line with legal guidelines on alcohol and under the following conditions for drugs

- If there is a presence of an illegal drug
- If there is a presence of a drug for which there is no legitimate medical reason
- If the laboratory finds the drug or alcohol sample has been adulterated
- A refusal to provide a screening sample when requested

Disciplinary Action

Refusing to participate in testing or failing a test is considered as gross misconduct under the Company's disciplinary procedure, and in these circumstances the Company may dismiss you with immediate effect, without notice or pay in lieu of notice.

The Company will also deal with the following circumstances under its disciplinary procedure:

- Where screening returns a positive result.
- Where an employee fails to notify their line manager that they use over the counter medication, that may affect their ability to work safely, or which may influence the result of screening.
- Where an employee refuses to provide a valid screening sample.
- Where a sample is provided which has been altered or spoiled by the employee.
- Failure to comply with any client requirements on drug and alcohol screening, or any applicable client policy on substance misuse.

This list is not intended to be exhaustive.

This behaviour will normally be treated as gross misconduct under the Company's disciplinary procedure. The Company will usually suspend employees while any investigation is carried out.

If you are a subcontractor, agency worker or self-employed contractor, and are not employed by the Company, any breach of this policy may result in the termination of your assignment to the Company by your employer or agency, or your engagement with us.

Monitoring and Support

The Company Directors have overall responsibility for the suitability and effective operation of this policy. Managers and Supervisors have an important role to play in identifying problems at work that are being caused or contributed to by alcohol or drug misuse.

Staff with an alcohol or drug problem are encouraged to seek help voluntarily and the Company will assist their rehabilitation where possible.

If you agree to be referred to for an occupational health assessment, your manager will request an urgent appointment and prepare a letter of referral, a copy of which will be provided to you.

We may ask for your consent to approach your GP for advice. A report will be sent to your manager who will then reassess the reasons for their investigatory meeting with you and decide on the way forward.

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If, as the result of the meeting or investigation, your manager continues to believe that you are suffering the effects of alcohol or drugs misuse and you refuse an offer of referral for an occupational health assessment, or to appropriate treatment providers, the matter may be dealt with under our disciplinary procedure.

Any employee with alcohol or drug related problems will be treated in strict confidence, subject to any disclosure which the Company is required to make under its statutory or contractual obligations.

Absence for treatment and rehabilitation will be regarded as normal sickness absence under the Company's sickness absence procedure.

Instance of dealing and possession will be reported to the PSNI/Garda Siochana.

Signed

Date: 01/04/2022

Martin Grimes

Martin Grimes – Director

Adrian McCrory

Date: 01/04/2022

Adrian McCrory - Director