

DRUGS & ALCOHOL POLICY STATEMENT

Introduction:

Sygnus Office Partnership is committed to providing a safe working environment and ensuring the health and safety of all staff, Alcohol & Drugs can have a detrimental effect on performance at work and can reduce an individual's ability to work safely. Because of this, it is Group policy to have a zero tolerance concerning the improper use of alcohol and drugs.

Prohibition on alcohol and drug consumption in the workplace

No alcohol or drugs must be brought onto or consumed on Company premises or Sites at any time. Staff must never drink alcohol or take drugs if they are required to drive private or Company vehicles on Company business. Staff must also not drink alcohol or take drugs when they are on operational standby or on call.

Employees representing the Company at business/client functions or conferences or attending Company organised social events outside normal working hours are expected to be moderate if drinking alcohol and to take specific action to ensure they are well within the legal limits if they are driving. They are prohibited from taking drugs on these occasions.

Social drinking after normal working hours and away from the Company's premises is, of course, a personal matter and does not directly concern the Company. The Company's concern only arises when, because of the pattern or amount of drink involved, the employee's attendance, work performance or conduct at work deteriorates.

If you have an alcohol or drug problem, you should seek appropriate help. If you have an alcohol or drug problem which affects your conduct or performance at work and you refuse the opportunity to receive help, the matter will be referred for action under the Company's disciplinary procedure as appropriate. Likewise, if after accepting counseling and assistance, and following review and evaluation, your conduct or work performance reverts to the problem level, the matter may also be dealt with through the disciplinary procedure.

Alcohol and drug testing

On the grounds of health and safety and where necessary to achieve a legitimate business aim, the Company reserves the right to carry out random alcohol and drug screening tests on employees in the workplace. If an employee receives a positive test result, this will be viewed as a potential gross misconduct offence and renders the employee liable to summary dismissal in accordance with the Company's disciplinary procedure. Unreasonable refusal to submit to an alcohol or drug-screening test will also be dealt with through the disciplinary procedure.



Discipline

Sygnus Office Partnership has a general duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of all employees which includes providing safe systems, a safe place of work and suitable arrangements for employees' welfare.

A breach of these provisions is a disciplinary offence and will be dealt with in accordance with the Company's disciplinary procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in the employee's summary dismissal.