



Security and Fire Engineering Limited

Drug and Alcohol Policy

Security and Fire Engineering Limited ("**the Company**") provides a work environment which aims to ensure the health, safety, respect and productivity of all employees. The Company acknowledges that the use of drugs and alcohol may impair an individual's capacity to perform their job safely, efficiently and with respect for work colleagues and customers.

The use of such substances may result in the risk of injury or a threat to the wellbeing of the impaired employee, other employees, and customers as well as members of the public.

The Company has an obligation under work health and safety legislation to provide a safe work environment.

The purpose of this policy is to maintain a work environment that is free from the negative effects of drug and alcohol use.

The Company policy is that employees must not be under the influence of alcohol or drugs when performing any work duties for the Company, at the workplace or otherwise, including (but not limited to) the circumstances set out below. Employees must not commence work or return to work whilst under the influence of alcohol or drugs.

The consequences of breaching this policy will include disciplinary action up to and including termination of employment.

In so far as this policy imposes any obligations on the Company, those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for employees, they are discretionary in nature and are also not intended to be contractual. The terms and conditions of employment that are intended to be contractual are set out in your written employment contract.

The Company may unilaterally introduce, vary, remove or replace this policy at any time.

Use of Company Vehicles

Company vehicles are not to be driven by anyone who is under the influence of alcohol or drugs. The Company will not accept liability for any damage to a company vehicle, injury to any person, or damage or injury to any third party, incurred while the driver of the Company vehicle is in breach of this policy or of the law. All liabilities shall rest with the person operating the Company vehicle



Machinery

No machinery is to be operated or used by anyone who is under the influence of alcohol or drugs.

Prescription Drugs

If you take prescription drugs, please check with your doctor to establish if the use of the drug will impact on your work performance and particularly your ability to operate machinery or drive vehicles. If it will, please obtain this advice in writing from your doctor and provide it to your manager or supervisor before undertaking any work that may be impacted by you taking prescription drugs.

Smoking

The Company observes a no smoking policy in all premises, including in Company vehicles. Should employees wish to smoke, they are to do so away from the Company premises and on their own break times, not during working hours.

Other Policies

Employees and staff are encouraged to read this policy in conjunction with other relevant Company policies, including:

- Workplace Health and Safety Policy