



Drugs and Alcohol policy

At EMC Ltd we want to provide a safe and professional working environment for everyone. So it's important that all our colleagues, and anyone else working in our premises, are clear about what we expect when it comes to drugs or alcohol at work. Any breach of this Policy may lead to disciplinary action, up to and including summary dismissal.

You mustn't come into work if you're under the influence of alcohol, drugs (including prescription medication) or Novel Psychoactive Substances (NPS) to the extent that your judgment, behaviour or ability to carry out your job is affected. If you need to drive for work reasons, of course you must also be within the relevant legal drink drive limit. If you've been prescribed medication that you think might affect your ability to do your job safely and efficiently, talk to your manager about this as soon as you can, and before you start work.

You mustn't consume alcohol or illegal drugs or abuse any substances (including NPSs and solvents) while you're working on EMC Ltd premises or directly outside, or in any vehicle being used for EMC Ltd business.

Work-related events

If you're at a work-related event, including team social activities not held at a EMC Ltd location, and choose to drink alcohol, we trust you'll be responsible and remember you should behave respectfully and appropriately at all times. You mustn't be in possession of, sell, or purchase illegal drugs or other substances (including NPSs and solvents) while you are at a work-related event or activity.

EMC Ltd policies still apply to you at events or activities that you're attending because you work here. If you are at a work-related event or activity and you are found to be in possession of, or have taken drugs or your behaviour or judgement becomes impaired due to alcohol, you may be asked to leave the event and you'll be invited to an investigatory meeting to discuss the matter.

Any inappropriate behaviour will be investigated and may lead to disciplinary action being taken against you, up to and including summary dismissal.



Illegal drugs

You mustn't be in possession of, sell, or purchase illegal drugs or other substances (including NPSs and solvents) whilst you're working, within EMC Ltd premises or directly outside, or in any vehicle being used for EMC Ltd business.

If you're found in possession of illegal drugs whilst at work, or a work-related event or activity, we may report this to the police.

Drug or alcohol misuse/dependency

If you think you've got a problem with drug and/or alcohol misuse or dependency, we want you to talk to us before it becomes an issue at work. Your manager might talk to you if they notice any signs that suggest you could have a problem.

If you talk to your manager they'll offer support and will keep things confidential, unless they have concerns about your safety or that of other people. They'll offer appropriate support, such as encouraging you to see your GP.

If you need further support

If you have any questions about this Policy or if you believe that you have a problem with drug or alcohol abuse or dependency, please speak to your manager.