



Alcohol and Drugs Policy

This statement sets out M Pearson Roofing Ltd policy in respect of any employee or contractor employed and, or, working in the UK whose proper performance of their duties is or may be impaired because of drinking alcohol, taking drugs or abuse of other substances. It is supported by industry rulebooks, standards on drugs and alcohol, related codes of practice, company rules and guidelines and readily available educational materials. Its aim is to reduce risks to employees and the public that may arise through acts or omissions because of the use of drugs and alcohol or abuse of other substances.

The Health and Works Act 1974 makes it a criminal offence to carry out certain work whilst unfit to do so through drink or drugs. All employees and contractors must therefore understand the implications of using drugs and alcohol and abuse of other substances and consequently the need to observe the rules and procedures set out below and in associated documents.

No employee or contractor or employee of an associated company whilst working under M Pearson Roofing Ltd control or on its behalf shall:

- Report or try to report for duty having just consumed drugs or alcohol or abused any other substance.
- Report or try to report for duty whilst unfit due to drugs, alcohol or the abuse of any other substance.
- Be in possession in the workplace of drugs or alcohol or substances capable of abuse.
- Consume drugs or alcohol or abuse any other substance whilst on duty.
- Sell, trade, or encourage or permit others to use drugs or alcohol or abuse other substances whilst at work, or on any company facility, premises or activity
- Fail to inform their supervisor of any medication they are taking, that they know or ought to know it might adversely affect their performance.

If requested the company will conduct screening, including the detection of blood alcohol levels and, or, traces of drugs in breath or urine or other samples.

Specified levels of alcohol and types of medication that can have an impact on an individual performing their specified duties in a safe manner are:

The levels that the screening organisations will determine as a positive test are as follows:

- More than 29 milligrams of alcohol in 100 millilitres of blood.
- More than 13 micrograms of alcohol in 100 millilitres of breath.



- More than 39 milligrams of alcohol in 100 millilitres of urine.
- The presence of drugs or other intoxicating substance.

Screening may be used to detect the use of alcohol and, or, drugs and, or, abuse of other substances:

- By existing employees and contractors, including by random selection and unannounced screening.
- By any person(s) involved in an incident where there are grounds to suspect that their actions or omissions may have contributed to the incident.
- Where abnormalities of behaviour or appearance prompt managerial intervention.

In respect of compliance with this policy, where used, breathalyser tests are set at the limit and not the statutory limit.

Personnel, who, when tested, have 13 or more micrograms of alcohol per 100ml of breath, are exceeding the limit.

It should be noted that this is a guide only, as alcohol strengths may vary.

If any employee is found to have breached the rules or tests positive or refuses to undertake the tests or brings the company into disrepute through their activities in connection with alcohol, drugs or abuse of other substances, they will be subject to disciplinary action, which will almost always lead to dismissal from employment.

The company will not use or retain any incidental information about a person's health and lifestyle that may arise from the tests and that is irrelevant to the purpose of this policy.

The company will assist any employee who voluntarily seeks help for problems with alcohol or drugs or abuse of other substances, provided it is sought at the earliest possible opportunity. This does not apply to the disclosure of a problem prompted by impending screening or following screening being conducted.

M Pearson Roofing Ltd will seek to educate its employees and contractors of the importance of minimising risks because of the use of alcohol, drugs, and abuse of other substances.

The company will review and monitor the effect of this policy and reserves the right to amend it from time to time.