


<b>POLICY STATEMENT</b>  <b>ALCOHOL AND DRUGS POLICY</b>	Doc. N°:	WHL-05-PS-00.003	
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	Revision	04	
	Date:	January 2023	
	Custodian:	SHE	

### Who this policy applies to?

This statement sets out William Hare Group (WHG) policy for minimising risk to its activities, employees and operations. It applies to all WHG employees and, where appropriate, others such as sub-contractors and agency workers working on a site under WHG control.

### Policy Statement

WHG is committed to creating an Injury-Free Environment (IFE) by fostering a culture of care and concern for people, which demands that everybody accepts responsibility for their own and others wellbeing. This policy forms part of that commitment and must be read in conjunction with WHL-05-MP-00.001 Alcohol And Drugs Procedure.

One element of that commitment is to ensure that WHG employees and others, sub-contractors or agency workers, hereafter known as contractors are not placing themselves or others at risk by the misuse of alcohol or drugs.

The purpose of this policy is to ensure that employees and contractors do not report for work in an unfit state by virtue of the missuse of alcohol or drugs.

Irrespective of any changes in legislation which may decriminalise the use of drugs, any such changes will have no effect on the application of this Policy and Procedure. In order to meet compliance with appropriate legislation, all drugs which can affect a person's ability and judgement to ensure the safety of clients, public or workforce will be covered by the policy.

Employees and contractors must report fit for work, free of alcohol and illicit drugs; they must not consume or be in possession of alcohol, or any drug that may affect their ability to undertake their duties in the workplace. This includes WHG locations where the company is working on behalf of a client/customers.

WHG will conduct all drug testing via approved industry sampling methods. The alcohol testing will be via a breathalyser. (see WHL-05-MP-00.001).

A programme of screening, including 'For Cause', and random unannounced screening for all employees, has been put in place which includes procedures intended to:

- Detect the use of alcohol and/or drugs by any person(s), employees and contractors alike, involved in a safety related incident where there is a possibility that the actions or omissions of the person(s) led to the incident.
- Detect the use of alcohol and/or drugs where employees' or contractors' behaviour prompts cause for concern.
- Detect, via random screening for "Safety Critical" , employees or contractors who may be under the influence of drugs or alcohol.

Failing, or refusing to undergo, a drugs or alcohol screening may be treated as gross misconduct, which will invoke disciplinary action and removal from the workplace.

Visitors will not be randomly tested or tested "for cause". If they were suspected to be under the influence of drugs or alcohol, they would be asked to leave the facility or site.

Employees can obtain independent and confidential advice and WHG support by contacting the employee assistance programme (Bupa) on 0800 269 616

Signed:

**Hugo Camacho**  
Chief Operations Officer  
For and on behalf of William Hare Group