


Administration	
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Drug and Alcohol Policy Statement

Almerico Limited will take all reasonable steps to ensure that employees and contractors are made aware of the contents of this statement. The company will not tolerate any instance where workers are either intoxicated by either or both drugs and alcohol

The following shall constitute instances of drug or substance or alcohol misuse:

- The use of prohibited drugs as defined in the Misuse of Drugs Act 1971 [4]
- The abuse of prescribed drugs, proprietary medicines or other substances
- The use of medication, prescribed by a doctor or advised by a pharmacist, which could affect work performance
- The consumption of alcohol during work time

It is a requirement of Almerico Limited that no employee or contractor shall:

- Report or endeavour to report for duty having just consumed alcohol or under the influence of drugs
- Report for duty in an unfit state due to use of alcohol or drugs
- Or be in possession of drugs of abuse in the workplace
- Consume alcohol or drugs whilst on duty.

Almerico Limited will not tolerate any departure from these rules and will take the appropriate action in the event of any infringement. Action may also be taken if help is refused and/or impaired performance continues, or in cases of gross misconduct. Where there is possession or dealing, action may involve the police.

Almerico Limited will when possible offer advise with regards to rehabilitation of staff with alcohol or drug related problems, however, where a member of staff refuses help or advice then the company shall take the necessary action under the company's disciplinary procedure. Systems of 'Due Diligence' are in place to ensure employees do not report for, or carry out work whilst under the influence of alcohol and/or drugs. Sub Contractors must have in place similar such systems of 'Due Diligence' at least equal to those of Almerico Limited.

This Policy will be formally reviewed on an annual basis.

Paul Pearson
Managing Director
10 January 2014

Guy Neilson
Managing Director
10 January 2014