



DRUGS AND ALCOHOL POLICY

There is a clear link between misuse of alcohol and drugs and reduced safety and efficiency.

The purpose of this policy is:

- To ensure that employees' use of drugs or alcohol does not affect the health and safety of the individuals themselves, their fellow workers or others with whom they come into contact in the course of their work;
- To ensure that employees' use of drugs and alcohol does not affect the efficient and effective operation of the Company;

The Company's policy is that the working environment should be free from the influence of drugs or alcohol.

This will help to ensure the health and safety of our employees and others with whom they come into contact, to maintain the efficient and effective operation of the Company, and to ensure that our customers receive from us the quality of service they require.

The following rules are strictly enforced:

- No employee shall report or try to report for work when unfit due to alcohol, drugs or to substance abuse;
- No employee shall consume alcohol or illegal drugs or abuse any substance whilst at work.

Travel arrangements will be made to ensure the safety of any employee who is found to be unfit for work due to alcohol, drugs or substance abuse.

Contravention of these rules is a very serious matter and the Company will take disciplinary action, which may lead to dismissal. In addition, possession of, or dealing in, illegal drugs on Company premises will be reported to the Police.

The Company will endeavour to be supportive to any employee who acknowledges a problem with alcohol, drugs or substance abuse.

If an employee needs help or would like further information on the subject please contact the QHS&E Department

Dave Royle

A handwritten signature in blue ink, appearing to read "Dave Royle". The signature is stylized and cursive.

Managing Director
19th October 2009.