

## OT Group Alcohol and Drug Abuse Policy

OT Group is committed to ensuring the health, safety and welfare of its employees and those affected by its activities. It will take all reasonable steps to reduce, if not eliminate, the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol or substance abuse. This policy applies to all employees and all persons coming onto the Group's premises.

The Group prohibits the drinking of alcohol by employees and contractors in the workplace or on Group business other than reasonable drinking of alcohol in connection with approved social functions. The Group regards drinking to an 'unreasonable level' as any of the following situations:

- The individual is over the legal limit stipulated for driving (i.e. 35mcg/100ml of breath alcohol concentration).
- In the opinion of management, the individual's performance is impaired. This may be at less than the legal limit stipulated for driving.
- In the opinion of management, the individual's behaviour may cause embarrassment, distress or offence to others.
- The individual continues to drink when instructed to stop by a manager.

The Group will take all reasonable steps to prevent employees and contractors carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse.

The Group expressly prohibits the use of any illegal drugs or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on Group premises, in Group vehicles or at a Group function, they will be regarded as serious, will be investigated by the Group and may lead to disciplinary action and possible reporting to the Police.

No employee or other person under the Group's control shall, in connection with any work-related activity:

- Report, or endeavour to report, for work having consumed drugs or alcohol likely to render him/her unfit and/or unsafe for work;
- Consume or be under the influence of drugs or alcohol whilst at work (unless, in the case of alcohol), with the agreement of line management for the purposes of official Group entertaining;
- Store drugs or alcohol in personal areas such as lockers and desk drawers
- Attempt to sell or give drugs or alcohol to any other employee or other person on the Group premises.

Employees must inform their line manager regarding any prescribed medication that may have an effect on their ability to carry out their work safely, and must follow any instructions subsequently given. Drugs that cause drowsiness must not be used whilst at work.

Any employee suffering from drug or alcohol dependency should declare such dependency, and the Group will subsequently provide reasonable assistance, treating absences for treatment and/or rehabilitation as any other sickness absence. (Failure to accept help or continue with treatment will render the employee liable to normal disciplinary procedures).

Under the Management of Health and Safety at Work Regulations 1999, employees have a legal duty to inform their employer of any situation that could be considered to constitute risk, and therefore must report any other employee who appears to be under the influence of drugs or alcohol.

Notes:

In this policy, the term 'substance abuse' includes misuse of controlled and prescription drugs and use of illegal and designer drugs and other substances such as solvents. 'Drugs' are defined as any substance that affects the way the body functions physically, emotionally or mentally. 'Misuse' is defined as any use that harms social or physical functioning.

The Health and Safety at Work etc Act 1974 has an over-arching requirement that employers should keep employees and third parties free from risk of harm as far as reasonably practicable. Employees are also required to co-operate with and implement their employer's policies in this respect.