

Drug & Alcohol Policy

Introduction

This document is a statement of First Choice Equipment, trading as Resolve's Drug & Alcohol Policy. The details are below. You must be aware of and apply this policy and procedure; failure to do so may result in disciplinary action being taken against you. You should consult your manager if there is anything that is not clear or you are unsure about any aspect of this policy.

Policy Statement

Resolve does not permit employees or contractors to consume alcohol, drugs or any illegal substance at work whether at Company premises or elsewhere whilst on Company business.

You must not:

- Start work, or attempt to start work if you have consumed alcohol, drugs or any illegal substances which may make you unfit or unsafe to do your job;
- Take drugs, illegal substances or drink alcohol at work or in any way be under the influence of any of these substances at work;
- Bring alcohol, drugs or illegal substances on to Company premises or elsewhere whilst on Company business, nor should you keep any drugs, alcohol or illegal substances in any part of the Company premises;
- Provide, either by sale or gift, alcohol, drugs or illegal substances to any employee, whilst you are on Company premises.

You must inform your line manager regarding any prescription medicines that may affect your work in any way, especially if it could affect your own, or another employee's safety, and you must follow any instructions given to you subsequently by your manager, or Occupational Health advisor if appropriate. You should not use any prescription or "over the counter" drugs which would make you drowsy at work.

If you believe that your work performance is likely to be affected by your use of drugs, alcohol or illegal substances, you should discuss this, in confidence, with your manager, or, if you prefer, an external counsellor who could subsequently discuss the matter with the Company in confidence.

Under these circumstances Resolve may be prepared to support you to resolve this matter over a reasonable period, treating any absence or other issues, such as work performance, in a supportive way. It must be

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understood that you would be required to follow any instructions or advice precisely and attend any appointments as stipulated in the treatment. If you failed to do so or it became apparent to Resolve, who may take advice on the matter, that you were not making the required effort to overcome your problems, Resolve would cease to support you and treat absence or performance as for any other employee.

This policy is ongoing and will only be subject to change if completely necessary.

Signed & dated on behalf of First Choice Equipment Ltd., trading as Resolve



Matt Hamill, Director
3rd August 2020