



DRUG AND ALCOHOL

SRS Ltd Limited endeavours to ensure that employees' and workers use of either alcohol or drugs does not impair the safe and efficient running of the organisation or the health and welfare of its employees, workers, and clients.

If you have a health problem which could be misinterpreted as intoxication (for example diabetic coma or epileptic seizures), or if you are taking medication which may have side effects similar in appearance to intoxication, you must ensure that you make this known to your line manager. All employees and workers must inform their line manager regarding any prescribed medication that may influence 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 or in a way that could affect performance at work. The health and well-being of our employees and workers is of paramount importance and SRS Ltd considers alcohol and drug dependency as an illness. Any employee or worker suffering from drug or alcohol dependency should declare their dependency, and SRS Ltd 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. All employees and workers must inform SRS Ltd or any appropriate person if they suspect a fellow worker may be in breach of this policy.

Attending work unfit because of the consumption of alcohol or illegal drugs is a serious disciplinary offence and may be regarded as gross misconduct which may result in immediate removal from an assignment and summary dismissal. Consuming illegal drugs or excessive alcohol on our or our clients' premises is not permitted and may be treated as gross misconduct.

SRS Ltd prohibits the drinking of alcohol by employees or workers in the workplace or on company business, other than reasonable drinking of alcohol in connection with approved social functions. SRS Ltd regards drinking to an excessive 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 our or our clients' management, the individual's performance is impaired. This may be at less than the legal limit stipulated for driving
- In the opinion of our management or our clients' 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

SRS Ltd prohibits the misuse of legitimate drugs or possession, use, distribution, or selling of illicit or unprescribed controlled substances or alcoholic beverages on our or our clients' business or premises and doing so may be treated as gross misconduct. Where a criminal offence is suspected the client or SRS Ltd may inform the Police.

Many of our clients have drug and alcohol policies that apply to all workers under their control. This means that their policies will also apply to you whilst working on assignments and could include random, routine, or targeted testing. All employees and workers should be aware of this possibility and must co-operate with the client fully. Failure to comply with policy or to permit testing could result in the immediate removal from the assignment and the non-compliance reported to SRS Ltd where we will instigate an investigation which could lead to disciplinary action.

Callum Burden - Director

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