

ALCOHOL AND DRUG POLICY

Under no circumstances may unprescribed drugs of addiction be brought into the workplace or consumed during working hours.

Employees who break this rule may be subject to instant dismissal. Alcohol *may not* be brought into the workplace or consumed during working hours.

For special functions this rule may be relaxed, but only with the permission of the Managing Director. For all special functions the alcohol will be supplied solely by the Company.

Persons considered to be under the influence of alcohol or drugs or for any other reason be deemed unfit to work safely will not be permitted to continue work.

Where an employee is undergoing a prescribed course of drugs that could affect his/her safety at work, guidance should be sought from the treating doctor and the management of **LABOUR OPTIONS**✓ informed.

Employees driving company vehicles whilst affected by alcohol or drugs will be held personally responsible for any loss or damage and may be subject to instant dismissal.

The company recognises the social problems connected with alcohol and drug abuse and information is available if required from the following organisations:

Alcoholics Anonymous	9663 1206
Drug & Alcohol Counselling	9951 5555

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