

DRUG AND ALCOHOL ABUSE POLICY

Cube Install Ltd is committed to maintaining a healthy, safe and productive working environment for its employees. The company recognises that alcohol and drug abuse related problems are an area of health and social concern and also that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour.

It is a Company policy that staff may not bring to or consume alcohol or any unlawful drugs during work hours or during a period prior to work where the effects may carry over to the workplace. This includes business functions where the employee is representing the Company. If an employee's doctor prescribes drugs that may affect their ability to perform work the employee must discuss this with their manager.

Cube Install Ltd recognises that a member of staff with alcohol or drug abuse problems needs help and support however the Company also understands that it has a responsibility to all its employees and other stakeholders to ensure that any risks related to this are minimised. Accordingly, Cube Install Ltd will seek to:

- Identify problems at an early stage to minimise the risk posed to other employees and stake holders.
- Provide reasonable assistance to the member of staff with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem.

The Company has not the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are provided by GPs, hospitals and other agencies, but through this policy the Company will seek both to assist a member of staff in obtaining such specialist help.

In line with the Company's disciplinary rules, the following will be regarded as serious misconduct:

- Attending work and/or carrying out duties under the influence of alcohol or drugs.
- Consumption of alcohol or drugs whilst on duty (other than where prescribed or approval has been given).

Breach of these rules will normally result in summary dismissal, and only in exceptional cases will either notice or the reduced disciplinary action of a final written warning be applied.

Signed:



Tim Percival

Position: Director

Date: 23rd January 2017