



Affordable Smoke Control Systems Testing.

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ALCOHOL AND DRUG POLICY STATEMENT.

This statement sets out SmokeTec Limited's policy in respect of any employee whose proper performance of their duties is or may be impaired as a result of drinking alcohol or taking drugs.

It is supported by Acts of Parliament, regulations, codes of practice, guidelines, and readily available education materials. SmokeTec Limited have taken into account the following:

- Health and Safety at Work Act 1974.
- Misuse of Drugs Act 1971.
- Management of Health and Safety at Work Regulations 1999.

Provided that employees adhere to the provisions of this policy they will normally be able to demonstrate compliance with the above Acts.

Policy

SmokeTec Limited will take all reasonable steps to ensure that employees are made aware of the contents of this statement together with relevant sections of Acts of Parliament and the implications therein. Furthermore, as a reasonable employer, SmokeTec Limited will have in place procedures to prevent, in so far as is reasonably practicable, an offence under the above-mentioned Acts and a measuring process to measure the effectiveness of such procedures.

It is a requirement of SmokeTec Limited that no employee shall report or endeavour to:

- Report for duty having just consumed alcohol or being under the influence of drugs.
- Report for duty in an unfit state due to the use of alcohol or drugs.
- Be in possession of drugs of abuse in the workplace.
- Consume alcohol or drugs whilst on duty.

SmokeTec Limited's proactive approach to drugs of abuse in the workplace is that of a caring and sympathetic one whose employees are encouraged to speak to their manager if they believe they have an alcohol or drug related problem. Professional counselling and support will be given to those employees who come forward recognising this.

Cause Testing.

If SmokeTec Limited believes or suspects that any person has consumed alcohol or drugs during or just before commencing duties, or any person who is not fit to carry out their duties because of the abuse of alcohol and drugs, will not be permitted to work and may require that employee to undertake a breathalyser test or urine test as the case may be by a competent laboratory clinic. All personnel shall ensure that if required at any time to do so by SmokeTec Limited to submit to an alcohol and / or drugs test and may be required to remain on the premises pending further investigation and they must comply with all instructions.

Post Incident Testing.

All employees who are involved in an incident which may be understood to be an event which causes injury or loss of life or has the potential to cause injury or loss of life, or causes damage to property or potential damage to property may be subject to alcohol and / or drug testing and will co-operate in such tests at the place of the incident under the direction of SmokeTec Limited.

Alcohol Consumption Guideline.

To commence work with a zero or near zero alcohol level, employees should not consume any alcohol at all in the eight hours before starting work and in the sixteen hours prior to that should not consume more than seven units of alcohol, one unit being equivalent to half a pint of standard strength beer. Adherence to this guide should result in less than 30 milligrams per 100 millilitres of blood or the equivalent in urine or breath.

Prohibited drugs include as a minimum the following drugs or drug groups:

- Cannabis
- Cocaine
- Amphetamines
- Benzodiazepines
- Methadone
- Opiates
- MDMA (Ecstasy)
- Propoxyphene

It should also be noted that the abuse of other legal substances such as glue or solvents is prohibited under this policy.

In addition, many medicines obtained with or without prescription can affect performance at work and employees must not report for duty if affected by such medicines. Examples include tranquillisers, sleeping pills, antihistamines for hay fever and some cough/cold remedies.

On being prescribed medicines, individuals must always seek advice from their doctor as to the effect the medicine may have on their performance. In the case of non-prescribed medicines, always read the instructions carefully and seek the advice of a pharmacist.

Signed:

Christopher Fletcher.

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