



DRUG & ALCOHOL POLICY STATEMENT

PGCS Partnership Limited recognises that both the health of the individual and safety in the workplace are paramount in achieving the goals of the business as a whole.

The Policy sets out our approach to Drugs and Alcohol, enabling us both to comply with the requirements of the Health and Safety at Work Act 1974, the Misuse of Drugs Act 1971, the Medicines Act 1968, the Transport and Works Act 1992 and where relevant the Railways (Safety Critical Work) Regulations 1994 and any future legislative requirements that involve the misuse of Drugs and/or Alcohol.

This policy statement requires all employees, sub-contractors or any other persons working at or visiting a site controlled by or being worked on by PGCS Partnership Limited regardless of their job function:

- **Must not** come to work in an unfit state due to the influences of drugs and alcohol
- **Must not** bring illegal drugs or alcohol onto a site controlled by or being worked on by PGCS Partnership Limited. Anybody found in possession could be liable to the Company disciplinary procedure. For clarity any alcohol such as normal shopping where there is no intention of using the substance on the premises is exempt from this rule.
- **Must not** cover up or collude with colleagues whose behaviour and performance is or could be affected by taking illegal or medical drugs or consumption of alcohol.
- **Must check** with their doctor, Practice Nurse, Occupational Health Professional or Pharmacist about the side effects of prescribed medication.
- **Must inform** their manager if they are taking medication (whether prescribed or bought "over the counter") that may affect their ability to carry out their job,
- **Must not** discontinue an agreed course of treatment for a drug related problem without good reason.
- **Must never** drive or operate machinery if they are affected by or believe they are affected by drugs, alcohol, and prescribed medication or over the counter medication.
- **Must tell** their immediate manager and/or the Group Health and Safety Manager if they believe they have or may have a drug related problem.
- **Must undergo** testing for drugs and or alcohol when requested to do so by our approved testing agency.

This is the policy of PGCS Partnership on 05th January 2015, as agreed by:

A handwritten signature in black ink, appearing to be 'J. Smith', written over a horizontal line.

**Robert Syms
Managing Director
PGCS Partnership**