



# SUBSTANCE AND ALCOHOL MISUSE POLICY

REF:	CPOL20
ISSUE:	01
DATE:	01.06.2025

## 1. Policy Statement

Abuse of Alcohol and controlled substances (whether prescribed or otherwise) or other substances can affect both work performance and the safety of our employees and third parties.

This statement sets out the policy in relation to drug and alcohol misuse within the Company. The Company aims to ensure that the possible consequences of drug and alcohol misuse on the individual, other employees, the public and the environment are avoided as far as reasonably practicable.

## 2. Scope

This policy covers all employees, workers, sub-contractors, customers and visitors within Catholic Protection Co Limited.

This policy does not form part of employees' terms and conditions of employment and may be subject to change at the discretion of the management.

## 3. Prohibited acts under this policy

### a. Consuming alcohol whilst at work

Unless it is formally approved by the Managing Director, you may not consume alcohol during normal working hours, including unpaid lunch breaks.

Alcohol must not be consumed in any situation where, as a consequence, the safety of you or others is put at risk.

Alcohol must not be consumed in excess when on company business outside of normal working hours, for example when involved in functions or in providing hospitality. You must ensure that you represent the brand in an appropriate manner at all times.

Employees are not obliged to work with anyone they consider to be incapable through the consumption of alcohol and should immediately report the matter to their manager.

### b. Consuming Controlled Substances (Drugs)

You should not consume drugs during normal working hours, including unpaid lunch breaks.

You should not attend work under the influence of drugs even if they have been consumed outside of working hours.

It is strictly prohibited to on possession of or deal drugs when on Company property, including company vehicles and car parks.

Employees are not obliged to work with anyone they consider to be incapable through the consumption of drugs and should immediately report the matter to their manager.

### c. If you are using Prescribed Drugs

It is each employee's responsibility to inform their Departmental Manager/Supervisor if they have been prescribed drugs that may affect their ability to perform their duties. You are not obliged to tell your Manager/Supervisor what illness the drugs relate to if you do not wish to do so. You must not operate machinery, or put yourself or others at risk whilst taking prescribed drugs that may cause drowsiness or other symptoms that may affect the safety of yourself or others.

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#### 4. Disciplinary Action

The Company has a duty to ensure the good Health and Safety of its employees and the proper manufacture of its products.

The Company is liable for prosecution should it knowingly allow an employee to continue to work under the influence of drugs or alcohol.

For these reasons the company treats drug and Alcohol misuse very seriously and action will be taken up to and including dismissal if any of the prohibited acts are found.

#### 5. Seeking Help and Advice with an Addiction

Drug and alcohol misuse needs to be identified quickly. If you suffer with any form of alcohol or drug addiction or think that this may be the case, then you are encouraged to confide in any of the following staff. Complete confidence will be maintained by these individuals, who along with all employees have specific duties relating to Health and Safety (please refer to the Health and Safety Policy for further information on duties). You can be assured that no moral judgement will be made.

- A member of the Senior Management team
- A member of the HR Team, i.e. People Manager
- A Company Director

**Name:** Chris Martin

**Position:** Managing Director

**Date:** 01.06.2025