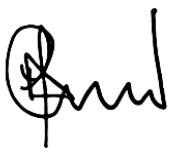


# **Auxo Group**

# **Drug & Alcohol**

# **Policy**

This document is approved and authorised for application within Auxo Group and all associated subsidiary companies.



**Ford Garrard, CEO**

Last Review Date: October 2024

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## Auxo drug & alcohol policy

Alcohol and drug misuse or abuse can be a serious problem within the workplace. Employees who drink excessively or take unlawful drugs are more likely to work inefficiently, be absent from work, have work accidents and endanger their colleagues. The Auxo Group has a duty to protect the health, safety and welfare of all its employees.

This policy sets out the Auxo Group’s stance in respect of any employee or contractor whose improper performance of their duties is, or may be, impaired as a result of drinking alcohol, taking illegal drugs or prescribed or over-the-counter medication.

The Auxo Group will ensure that employees or contractors are made aware of the contents of this policy.

### Prohibition on alcohol and drug consumption in the workplace

No alcohol or drugs must be brought onto or consumed on company or client premises at any time or whilst attending any training courses, whether internal or external, and for these purposes include performance-enhancing drugs used for “doping” purposes, even if they are not unlawful under the criminal law, unless they have been medically prescribed by a doctor and is evidenced. Staff must never drink alcohol or take drugs if they are required to drive private or company vehicles on company business. Staff must also not drink alcohol or take drugs when they are on operational standby or on call.

Employees representing the Auxo Group at business/client functions or conferences or attending company organised social events outside normal working hours are expected to be moderate if drinking alcohol and to take specific action to ensure they are well within the legal limits if they are driving. They are prohibited from taking drugs on these occasions.

Social drinking after normal working hours and away from the company’s premises is, of course, generally a personal matter and does not directly concern the Auxo Group. The company’s concern only arises when, because of the pattern or amount of drink involved, the employee’s attendance, work performance or conduct at work deteriorates.

A breach of these provisions is a disciplinary offence and will be dealt with in accordance with our disciplinary procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in the employee’s summary dismissal.

### Alcohol and drug related misconduct

Relevant action will be taken under the Auxo Group’s disciplinary procedure if misconduct takes place at work as a result of drinking or taking drugs, or if an employee is found to be under the influence of alcohol or drugs whilst at work, and this includes when driving private or company vehicles on company business. Even a small amount of alcohol can affect work performance and, if an employee is found under the influence of alcohol whilst at work, there could be serious health and safety consequences. The same applies to being under the influence of drugs.

Incapacity or misconduct caused by an excess of alcohol or drugs at work (including being over the legal alcohol limit, or being unfit to drive because of taking drugs, when driving private or company vehicles on company business) is a potential gross misconduct offence under our disciplinary procedure and the employee is therefore liable to be summarily dismissed.

It is also a potential gross misconduct offence for an employee to buy or sell drugs, alcohol or smoked tobacco products or to be in possession of or consume drugs on the Company’s premises, and this includes buying or selling drugs, alcohol or smoked tobacco products from and being in possession of or consuming drugs in company vehicles.

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The Auxo Group reserves the right in any of these circumstances to arrange for the employee to be escorted from the premises immediately and sent home without pay for the rest of the day or shift. We also reserve the right to suspend the employee on full pay while carrying out an investigation.

## Alcohol and Drug Testing

On the grounds of protecting health and safety and only where necessary to achieve a legitimate business aim, the Auxo Group reserves the right to carry out random alcohol and drug screening tests on those employees in the workplace whose activities and job duties have a significant impact on the health and safety of others. If an employee receives a positive test result, this will be viewed as a potential gross misconduct offence and renders the employee liable to summary dismissal in accordance with the company disciplinary procedure. Unreasonable refusal to submit to an alcohol or drug-screening test will also be dealt with through the disciplinary procedure.

## Staff/Contractors on Client Sites

Staff placed on temporary contracts to work on client sites will be required to also work to client rules at offices and sites. Client rules on drugs and alcohol testing may and can include the following:

- Drug and alcohol testing where there are reasonable grounds to suspect that safety has been compromised through the consumption of drugs or alcohol. Such a person shall not be allowed to resume work until the result of the drugs and alcohol test are known
- Random, unannounced testing

It is a requirement of the company that no employee or contractor shall:

- Report or endeavour to report for duty having just consumed alcohol or under the influence of drugs of abuse or medication either prescribed by a medical practitioner or purchased over the counter
- Report for duty in an unfit state due to the use of alcohol, drugs of abuse or medication either prescribed by a medical practitioner or purchased over the counter.
- Be in possession of drugs of abuse in the workplace
- Consume alcohol or drugs of abuse whilst on duty

Should you encounter changes to your medical condition or are taking any medication that may affect performance at work, this must be reported to your line manager immediately.

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