

DRUGS AND ALCOHOL POLICY

(This Policy should be read in conjunction with Policy Guidance Document ([SHE_GN_004](#))).

INTRODUCTION

The Company are committed to controlling the risks posed by the use or misuse of alcohol and drugs by employees and contractors working for or on behalf of Quantum and its subsidiary companies.

SCOPE

The Drugs and Alcohol Policy applies to all Company employees and contractors working for or on behalf of Quantum and all subsidiary* companies. It applies to all premises the Company has responsibility for and includes all Company vehicles. It also includes all locations which an employee is required to attend for the purpose of their employment and includes travelling to and from such locations and when they are at work.

The Policy will be applied equally, regardless of grade or status.

PURPOSE

Whilst delivering compliance with the requirements of relevant statutory legislation, Quantum is committed to protecting the health and safety of employees and all those employed on its sites along with ensuring the safety of customers and the public in general.

The Company also aims to ensure that its business and commercial interests are not compromised by the risks posed by the use or misuse of alcohol and drugs at work.

POLICY

Appropriate action will be taken against anyone on our premises, on business on behalf of any part of the Company, or operating at any work location for the purpose of the Company's undertakings, who:

- Is found to be unfit to be at work through the use or misuse of alcohol or drugs;
- Fails to inform their manager or supervisor of any medication they are taking that they know, or ought reasonably to know, might render them unfit for work;
- Attempts to sell, distribute or supply alcohol whilst on Company premises or at work;
- Attempts to sell, distribute or supply drugs which contravene the Misuse of Drugs Act 1971 and the Medicines Act 1968, whilst on Company premises. Any breach of this, without exception, will be reported to the Police;
- Consumes alcohol or illegal drugs or misuses legal drugs.

In support of this Policy, Quantum will carry out a programme of testing which will consist of pre-employment testing (based on criticality of role), unannounced random testing, specific testing based on reasonable cause and testing following a work related incident.

The Company encourages employees to seek our help if they have or are developing a drug or alcohol dependency. The Company will offer assistance in these circumstances, where the employee is prepared to accept and comply with the assistance offered by the Company. However, any employee with a drug or alcohol dependency who seeks assistance when a serious misconduct issue has arisen or before a test takes place or when they are proven to be in breach of this Policy will be subject to the same disciplinary procedures as any other employee who breaches this Policy.

ACTION

A breach of Policy, by an employee or contractor will be fully investigated. Due to the potential impact on the safety and health of employees, contractors and customers, and the reputation of the company, breaches of this Policy are considered a serious matter and will be deemed to be gross misconduct which will lead to disciplinary proceedings for employees which may include dismissal. For contractors they will be referred to their own employer to be dealt with in accordance with their contract.

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Nick Down
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