



HIGHLANDER PAPER RECYCLING LTD

DRUG & ALCOHOL POLICY STATEMENT

The following document sets out the policy of the Company on alcohol and drug abuse. It is important that every employee is aware of their obligations under this policy, and any queries should be addressed to Management.

Alcohol Abuse Policy

- The Company's policy is to forbid the consumption of alcohol on the Company's premises. In certain circumstances, for instance, office functions permitted by the Company, this policy may be temporarily waived. However, employees must note that attendance at these functions is still subject to the normal disciplinary rules in relation to acceptable behaviour in the workplace.
- If any employee is found to be intoxicated at work or is found consuming alcohol on the Company's premises, other than at a Company permitted function, that employee will face disciplinary action on the grounds of gross misconduct under the Company's disciplinary procedure.
- The Company has the right to conduct regular health checks to establish whether there are any alcohol or drug problems amongst the staff.
- As a condition of any offer of employment all prospective employees must complete a health declaration and may be requested to undergo a medical examination conducted by management which will seek to determine whether the prospective employee has an alcohol abuse problem or has taken a controlled drug.
- If a prospective employee refuses to give consent to such an examination or refuses to undergo the screening the Company has the right to immediately withdraw any offer of employment made.

Drug Abuse Policy

- The Company strictly forbids the possession, use or distribution of drugs for non-medical purposes on the Company's premises.
- An employee who is prescribed drugs by their doctor or is taking over the counter medication which may affect their ability to perform their duties should inform their line manager and update their health declaration form.
- Where it is suspected that there was a breach of the prohibition on substances, or if it is suspected an employee's work performance or conduct has been impaired through substance abuse, the Company reserves the right to require an employee to undergo a medical examination to determine the cause of the problem, and drug or alcohol testing may be undertaken.
- Where any employee at such a request refuses to undergo a medical examination, such refusal will amount to gross misconduct in accordance with the Company's disciplinary procedure.
- The Company reserves the right to search an employee or any of an employee's property held on the Company's premises at any time if the Company has

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- reasonable grounds to believe that the prohibition on substances is being or has been infringed. The search will be carried out by a member of staff of the same sex as the employee and will be witnessed by another member of staff. The employee's consent to these searches will be sought prior to commencement.
- If an employee refuses to comply with these search procedures, such action will normally be treated as amounting to gross misconduct and will entitle the Company to take disciplinary action.
- The Company reserves the right to inform the police of any suspicion it may have regarding the use of controlled drugs by any of its employees on the Company's premises.
- Random, on the spot, and unannounced drug & alcohol testing will be carried out by management to ensure this policy is being followed.

Pre-employment

Potential employees will be asked to declare if they have any medical conditions, e.g. epilepsy, drug dependency, which could affect their ability to work safely, with regard to their own safety, and that of others. The Company will consider, after taking professional advice, these conditions, and decide what position, if any, within the Company would be suitable.

**Approved by Board of Directors
February 2020**