



Drugs and Alcohol Policy Statement

JLES Group Ltd and its subsidiary companies are committed to make all reasonable efforts to provide a safe and productive working environment for all of its employees, contractors, clients, and visitors.

While the implementation and upholding of this policy is the duty of the JLES Group's Board, Directors and Managers; all employees including sub-contractors have a responsibility to ensure that the requirements of the policy are upheld.

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. JLES has a duty to protect the health, safety, and welfare of all its employees.

The nature of the works undertaken by JLES contractors requires working at height, handling goods, mixing substances, using power tools, working on sites using heavy machinery etc. Due to the hazards involved with such works, it is strictly prohibited for any person employed or providing subcontracted services to JLES to be intoxicated or under the influence of drugs or alcohol whilst at work.

Any employee or subcontractor who feels that their colleague may be under the influence of alcohol or drugs should inform their Manager/Director without delay. No automatic disciplinary procedure will be instigated against any employee who notifies the Company in such circumstances, provided that it is reported in good faith.

Alcohol misuse can be a serious problem and therefore should not be consumed in any workplace, on any site or in any office under the control of JLES other than as part of an agreed celebration by a company Director. When presented as gifts at festive periods or at any other time, all containers of alcohol must be closed and sealed.

Any employee in a workplace, on a site or in an office under the control of JLES who appears to be under the influence of drugs or alcohol will be removed and subject to further investigations under the Company's disciplinary procedure, which may include summary dismissal.

The Company will endeavour to ensure that employees' use of either alcohol or drugs does not impair the safe and efficient running of the Company or the health of its employees. JLES will take appropriate steps to ensure that none of its employees or subcontractors will:

- 🌀 Report for work having just consumed alcohol or under the influence of drugs.
- 🌀 Report for work in an unfit state due to the use of alcohol and drugs.
- 🌀 Be in possession, whilst at work, of alcohol or drugs.
- 🌀 Consume alcohol or take drugs whilst at work.

The definitions of drugs include:

- 🌀 Heroin
- 🌀 Cannabis / Marijuana
- 🌀 Cocaine
- 🌀 Ecstasy
- 🌀 Amphetamines
- 🌀 Any substances that are legal in themselves, but are subject to abuse, i.e. glue and solvents.
- 🌀 Any other substance classified as an illegal substance.

- Non-prescribed medicines (see below) or any other drugs which could compromise safety at work.

In addition, many medicines, obtained with or without a prescription, can affect employees' performance at work. JLES requires that its employees or contractors notifies us if they are taking any form of the following:

- Tranquillisers
- Antidepressants
- Sleeping Pills
- Antihistamines
- Some medicines for coughs, colds, or indigestion.
- Any other medicine which impairs concentration, senses or physical or mental ability

Employees are expected to inform their doctor or chemist of the type of work they do before taking any medicine. If medicines are prescribed which may affect employees' performance at work, their Supervisor or Manager must be informed.

Any person found in breach of this policy will be removed from the site/office and the appropriate disciplinary action taken. In certain cases, counselling may be deemed appropriate. Where there are grounds to suspect that the use of alcohol or drugs by a person(s) led to an incident / accident, JLES will instigate the appropriate detection measures.

Further information can be found in the Company Handbook, which refers to Alcohol and Drug use.

Signed



For and on behalf of JLES Group Limited

Paul Tomlinson
Director

Date

16th August 2021

Review Date

August 2022