

AJAK ENERGY LIMITED

POLICY

Policy: *Drug and alcohol policy*

REF: POL10 ISSUE DATE: January 2024 REVISION NO: V1	PURPOSE: Outline and describe the Company's policy on drug and alcohol misuse and to state the procedure for random drug and alcohol testing.
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Effective Date	January 2024	
Rev No	01	
Created By	C Armitage	
Approved By	C Armitage	
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Revision History

Date	Author	Description of Change

SUMMARY

Under the Health and Safety at Work Act (1974) the Company has a duty to ensure the health, safety and welfare at work of all its employees and other persons, including visitors and contractors using the premises. The Act places a general duty on employees to take reasonable care of their own health and safety and of any other persons, who may be affected by their acts or omissions, whilst at work. Therefore, the Company aims to control the risk to Health and Safety from drugs and alcohol in the workplace. In addition to its Health and Safety responsibilities, the Company recognises that alcohol and drug misuse affects performance, conduct and relationships at work and at home. People who develop alcohol or drug related problems cause harm to themselves and to others.

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POLICY / PROCEDURE

Definitions

Drugs

For the context of this policy drugs will include:

- Illegal drugs
- Prescription drugs
- Over-the-counter medicine or non-prescription drugs

Illegal Drugs

Illegal drugs are those controlled by the Misuse of Drugs Act 1971 and include, but are not limited to, heroin, cannabis, cocaine, ecstasy and amphetamines.

Prescription Drugs

Prescription Drugs are drugs prescribed by a Medical Practitioner as part of a course of treatment for a current ill health condition. Any employee taking prescription drugs, who has been advised by a doctor not to drive or operate machinery, must inform the Company without delay.

Non-Prescription Drugs

Non-prescription drugs are available as over-the-counter medicines for the treatment of current ill health conditions. Over-the-counter medicines may carry warnings regarding driving or operating machinery and these must be observed.

NOTE: From March 2015 there is a new offence of driving with certain controlled drugs over the legal limit. The new law will work alongside the existing offence of driving impaired through drug and alcohol use.

Substance Abuse

Deliberate misuse of substances which include, but are not limited to, solvents, glue, aerosols, stimulants etc., that affect the individual's behaviour and performance.

Alcohol

Alcohol includes, but is not limited to, wines, beers, spirits and all other intoxicating liquor.

Employees

For the purposes of this policy, employees are defined as any permanent employee, contractor, agency, temporary worker or other individual whilst working for the Company and/or on the Company's premises or as part of the Company's business activities.

Fit For Work

Whether or not an employee is fit for work is a matter for reasonable opinion made by the Company.

Positive Test

Drugs

A positive laboratory test for drugs, for which no justifiable explanation can be found. If a sample is found to be "non-negative" at the time of testing, the sample will be sealed and sent to the laboratory for further testing.

Alcohol

A positive test result is a level in excess of that of the Government's legal drink/drive limit, as amended from time to time. The current limit, as at the date of this Policy, is set at 107 milligrams of alcohol per 100 ml of urine, 35 micrograms of alcohol per 100 ml of breath, or 80 milligrams of alcohol per 100 ml of blood.

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The Drugs and Alcohol Policy applies to all employees.

The Company believes drugs and alcohol misuse is unacceptable under any work-related circumstances and, therefore, the Company applies a zero-tolerance approach.

Staff may be tested for drugs and alcohol if they are involved in a serious accident/incident or appear to be under the influence of either drugs or alcohol. Such a situation is known as “for cause” testing.

Employees should note it is a criminal offence to be unfit, through drugs or alcohol, while doing work deemed to be safety critical work.

The Company operates a random testing policy for all employees and sampling teams may attend the AJAK Energy site at any time without warning.

Refusal to take a test will be treated as a positive result and may result in disciplinary action.

Any employee who is concerned that they may have a dependence on alcohol or drugs should seek advice from their General Practitioner. The company will do all it can to support people in such a situation.

The Company will deal with drug or alcohol problems in a confidential manner.

All employees have a role to play in enforcing this policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety regarding addressing any breach, they should seek senior management support.

Failure to comply with this policy may lead to a lack of clarity over job role content, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Company’s Disciplinary Policy up to and including dismissal.