



Overview

The GA Barnie Group Ltd.'s (the "Company") Alcohol and Drugs policy is in place to ensure safe working for all employees, and to identify the actions required should alcohol or drugs be found to be in use during working hours.

The company Alcohol and Drugs policy applies to every member of staff employed by the company, without exception. Overall responsibility for the Alcohol and Drugs Policy is vested in the Company Directors and Management Board who have approved this policy.

Our commitment

The company commits to:

1. Encouraging all to make healthy lifestyle choices.
2. Promoting an inclusive work culture where employees feel supported and able to raise concerns.
3. The company will supply employees with health and safety information, regarding the effects of drinking alcohol.
4. Direct managers and employees to training regarding raising awareness of alcohol and drugs misuse and mental health issues.

Why is this policy of relevance?

Our employees are our most valuable resource and their health and safety is of the utmost importance. We are committed to maintaining healthy, safe and productive working conditions for its entire staff. Drug and alcohol misuse has the potential to damage the health and wellbeing of our employees and threaten the success of our business. We recognise the impact that both alcohol and drugs may have upon an individual's ability to work safely and correctly and, as such, we aim to ensure a working environment free from the inappropriate use of substances and where its employees are able to carry out their duties in a safe and efficient manner.

The use of alcohol and drugs can lead to reduced levels of attendance at work, reduced productivity and performance, impaired judgement and decision-making and increased risks to the health and safety of the individual concerned and others including, in serious cases, the risk of serious injury or death. In some cases, this may result in criminal prosecution or other action that in turn may damage our reputation and business.

Your responsibilities

All employees have a responsibility to moderate their alcohol consumption and refrain from substance misuse, to ensure this does not have a detrimental effect on their work; for the safety of themselves and others. Anyone believing that a person may be under the influence of alcohol or drugs should report it to GA Barnie Group Ltd management immediately. All staff are expected to arrive at work fit to carry out their duties and to remain able to perform their duties throughout the working day, without any limitations or impairment due to the use, or after-effects, of alcohol or drugs.

In the event of any employee suffering from an alcohol or drug related disease, we will offer help and support as appropriate.

Employees who have concerns about the use of alcohol or drugs, have the right to discuss these issues with either Company Directors, Management Board members, HR, or the QHSE team in complete confidence. It should be noted that under these circumstances, advice should be sought from the company HR Manager.

What are our expectations?

The purpose of this policy is to explain the expectations and rules for all employees regarding alcohol and drug use within working hours:

1. Alcoholic drinks and unauthorised substances or drugs are strictly prohibited on all GA Barnie Group Ltd sites or premises, and any site which GA Barnie Group Ltd employees are working on.
2. The consumption of Alcohol on or off site during working hours by GA Barnie Group Ltd employees is strictly forbidden.
3. Anyone found under the influence of Alcohol or Drugs will be immediately removed from site or refused entry and will be asked to attend a Drugs & Alcohol test.
4. GA Barnie Group Ltd has no objection to a client asking a GA Barnie Group Ltd employees to have an alcohol or drugs test, failure to comply with site or client testing procedures will result in the employee's removal from site and will be treated as a positive test result and ultimately may result in disciplinary action.
5. The Company expects all staff to behave in a professional and responsible manner when at work, work-related functions and at work-related social events, including events where alcohol may be served. Staff must at all times act in a way that will not have a detrimental effect on our business or reputation. Those entertaining clients or representing the Company at events at any time are considered to be at work for these purposes and must remain professional and fit for work.
6. Any employee who is prescribed medication must seek advice from their doctor or pharmacist about the possible effect on their ability to carry out their job and in particular on their ability to drive and/or operate machinery and whether their duties should be changed or they should be assigned to a different role on a temporary basis. If so, the employee should immediately discuss the relevant issues with their manager.
7. Dispensing, distributing, possessing, using, selling or offering to buy drugs at work is prohibited. Any such activity (including reasonable suspicion of it) on the Company's premises will be reported immediately to the police.
8. Various offences relating to driving or attempting to drive a motor vehicle on a road or other public place, when unfit through drink and/or drugs and/or when under the influence of drink and/or drugs are set out in legislation. Any such activity (including reasonable suspicion of it) will be reported immediately to the police. Conviction for drink-driving and/or drug-driving may harm the Company's reputation and, where an employee's job requires them to drive, that employee may be unable to continue to do that job. Committing a drink-driving or drug-driving offence while at work or at any time may lead to disciplinary action and could lead to dismissal
9. GA Barnie Group Ltd may ask employees to attend a Drugs & Alcohol test as part of a disciplinary investigation or as part of a rehabilitation programme.

10. GA Barnie Group Ltd may ask employees to attend a randomly selected Drugs & Alcohol test at any time, as part of GA Barnie Group Ltd's Drugs & Alcohol testing program.
 - a. Employees are advised that a request to undergo alcohol and drug testing does not, in itself, indicate that they are suspected of wrongdoing.
 - b. Where testing takes place, the individual will be expected to sign a written consent to be tested. Failure to give consent, or refusal to supply a sample of urine, blood, hair or other sample as reasonably required, will be considered to be a breach of these rules and may lead to disciplinary action being taken.
 - c. Screening tests will be conducted under the direction of, and test results interpreted by, a professional external service that meets appropriate standards. Staff will have access to a duplicate of any sample taken to enable them, if they wish, to have it independently analysed. Other arrangements relating to screening will be discussed with affected members of staff at the time.

Should any employee be found to be in breach of this policy, the company reserve the right to take appropriate disciplinary action.

What happens if there is a breach of this policy?

Consequences of Alcohol and Substance/ Drug misuse within working hours or affecting working ability may amount to gross misconduct:

1. The individual who has had a positive drugs and alcohol test, or who has failed to attend, or refused a drugs and alcohol test, will be removed from site with immediate effect.
2. The individual will report to the HR Manager, Company Directors, or Management Board members, and will be placed on suspension from work, pending a disciplinary investigation.
3. Employees will have the opportunity to discuss concerns with the member of senior management handling the incident, however it should be noted that these discussions will form part of the disciplinary investigation and shall be noted.
4. The Employee will remain on suspension from work until such time as the investigation is concluded, during this period the Employee should be available to attend any investigatory meetings, further testing appointments as arranged by GA Barnie Group Ltd.
5. An outcome meeting will be held between the Employee and the member of senior management handling the disciplinary; all employees have the right to appeal any disciplinary actions, with the appeal process being documented in the disciplinary outcome letter.
6. Employees should note that they may be subject to a rehabilitation course of support and testing provided by our occupational health providers. This will be agreed with the employee at the disciplinary outcome meeting.

GA Barnie Group Ltd conduct themselves under SJIB guidance and grievance and disciplinary procedures can be found within Section G of the SJIB Handbook, copies of which are available online at <https://sjib.org.uk/handbooks/sjib-handbook/>.

Other sources of information and support

Information and support is available from a number of organisations, such as:

- Drinkline—a government-funded free service: helpline: 0300 123 1110, website: www.drinkaware.co.uk
- Talk to FRANK—a government-funded free service, previously the National Drugs Helpline, helpline: 0300 1236600; website: www.talktofrank.com
- Alcoholics Anonymous—a self-help group for people who acknowledge they cannot handle alcohol. Services are free. Helpline: 0800 9177650; website: www.alcoholics-anonymous.org.uk
- Narcotics Anonymous—a self-help group for people who want to stop using drugs. Services are free. Helpline: 0300 9991212; website: www.ukna.org
- Cocaine Anonymous—national self-help group specifically for cocaine users. Helpline: 0800 612 0225; website: www.cocaineanonymous.org.uk
- Adfam National—an organisation that works with and on behalf of families affected by drug and alcohol problems. Website: www.adfam.org.uk

Signed By: Alex Barnie

Dated: 13/12/2023

Signed:



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