

**BALLYMORE CIVILS LTD T/A BALLYMORE SERVICES LTD
INTEGRATED MANAGEMENT SYSTEMS MANUAL**

Drugs and Alcohol Policy

Ballymore Civils Ltd T/A Ballymore Services Ltd believes that one of its most important functions is the prevention of accidents and ill health. We do not wish any of our employees or any other person to suffer as a result of our activities or work processes. To this end, we intend to rigorously comply with all relevant health and safety legislation, including the Health & Safety at Work Order (NI) 1978, all regulations made under this Order, all Codes of Practice and best guidance. The effective management of drug and alcohol abuse is an integral part of this.

It is the policy of Ballymore Civils Ltd T/A Ballymore Services Ltd:

- To comply with all current legislation, in particular the Health and Safety at Work etc. Act 1978, the Misuse of Drugs Act 1971 and the Transport and Works Act 1992.
- To not knowingly permit any employee of Ballymore Civils Ltd T/A Ballymore Services Ltd, its consultants and trade contractors, or anyone engaged directly or indirectly (a "Worker") to report for work or attend work premises under the influence of alcohol or drugs, nor to consume these whilst on duty or on the premises.
- To implement control measures to prevent, as far as reasonably practicable, such people reporting for work or attending work premises:
 - when affected by drugs or excess alcohol; or
 - Consuming drugs or alcohol at work.
- To provide a positive approach to those Workers seeking help or guidance in overcoming alcohol and/or drug related problems, but only where these problems are raised at any time prior to being selected for random testing.
- To not knowingly employ or retain any Worker, directly or indirectly, who has been justifiably dismissed by any employer for drug and/or alcohol related offences.
- To take suitable action, usually dismissal or termination of contract, against anyone testing positive to alcohol or drugs in breach of this policy.

Any worker found to have tested positive after any drugs or alcohol test will be immediately suspended from the work in which they are engaged, pending a full investigation.

Workers testing positive for drugs or excess alcohol, or refusing to take a test, face sanctions up to and including termination of contract.

The above Policy will be reviewed in line with changes to legislation.

Anthony Marley.

Anthony Marley

Director

22.1.20

Date: 22.01.2020