

## Drug and Alcohol Policy

### Business Scope

Provision of Civil, Electrical and Mechanical Services to the Commercial, Industrial and Public Sectors, within the UK. These services are coordinated through a head office complex and delivered in the field via skilled and trained operators. The laying of Asphalt Mixes by hand and machine in accordance with National Highways Sector Scheme 16.

### General Statement of Intent

Northavon Group Limited is committed to providing a safe, healthy and secure environment to all of our employees, and anyone involved in our operations and activities. Our work and the reputation of Northavon Group Limited will not be compromised by the presence of individuals who are under the influence of alcohol; non-prescribed drugs or the abuse of prescribed medication or legal highs in the workplace. Therefore we enforce a zero tolerance policy for the use and abuse of drugs, alcohol and any other substance that would compromise safety and affect a person's fitness for duty and concentration. This policy is designed to eliminate the risk of drug, alcohol and substance abuse and applies to all our staff including senior managers and directors, contractors, subcontractors and also includes visitors to Northavon Group Limited or anyone who is representing us. Any use of prescribed or "over the counter" medication, which carries any risk of affecting a person's reactions, ability to take decisions or causes drowsiness requires a report to be made to the line manager or project supervisor as appropriate. We reserve the right to provide evidence of drug or alcohol misuse at work to any regulating body and/or the police in order to help promote the safety of its staff in the workplace.

### Policy Requirements

Employees must be able to carry out their duties and must not be under the influence of alcohol or any other substance that would impair their ability to work safely and within the law. We have a zero tolerance to drug abuse and alcohol. Employees are not permitted to work under the influence of drugs and alcohol – anyone suspected of being impaired due to alcohol, drugs legal or illegal or substance abuse will be reported and immediately suspended pending investigation and removed from the workplace. We reserve the right to carry out random testing and screening for alcohol and drugs. Testing will automatically be carried out on reasonable suspicion due to or following an incident or accident. We shall ensure that anyone who is deemed unfit for work in line with our zero tolerance policy will be dealt with in a fair, consistent and constructive manner. The use of illegal drugs will invariably adversely affect a person's ability to carry out his/ her duties and to make decisions. This causes that person to be a danger to both him/ herself and those around them. Any person found in possession of, or with traces of illegal drugs in a blood or urine sample will be immediately removed from the workplace and at the sole discretion of the company may be subsequently dismissed. You are reminded that whilst representing Northavon Group Limited you are liable to random drug and alcohol testing without prior notice as per our client's instructions and/or procedures. Failure to provide a sample upon request will render you liable to identical sanction as provision of a positive sample. The Directors endorse this policy to confirm their commitment to maintaining a safe and healthy workplace for all employees, contractors, visitors and the public.

***This policy is reviewed and revised at regular intervals, not less than annually, to ensure that it is relevant, up to date and fit for purpose.***

Signed:



**Mike Clancy**

**Group Managing Director**

**9 January 2023**