



**Electrical and Mechanical Design,  
Installation & Project Management  
UK and Overseas**

## 1. DRUGS AND ALCOHOL POLICY STATEMENT.

It is the policy of Interface Contracts Limited approved by its board of Directors, that operations carried out by the company are in accordance with the requirements of the Health & Safety at work act 1974, both in the spirit of the act and its legal obligations. The company accepts that misuse of alcohol or drugs can have an adverse effect upon individuals, and this can manifest itself in the workplace leading to an increased risk of accidents, sickness absence, and disciplinary problems and reduced efficiency. For these reasons, the Directors have introduced a policy as follows.

- We are compliant with relevant current legislation relating to drug and alcohol misuse i.e. The Health & Safety at Work Act 1974. The misuse of Drugs Act 1971 and the Transport and Works Act 1992.
- All employees who are employed by Interface Contracts Ltd, agency workers contracted by Interface or visitors such as trade representatives or consultants, must not try to report to work at our offices or sites if they are impaired due to the use of drugs ( illegal or not, including prescribed medication ) or alcohol.
- When at work, individuals must not consume drugs ( illegal ) or alcohol or be in possession of these items nor be involved in the sale or distribution of alcohol or drugs.
- Screening and testing will take place to ensure that due diligence is exercised and to deter and detect individuals working on our projects or in our offices whilst being impaired by drugs or alcohol.
- Any person suspected of being impaired due to the misuse of alcohol and/or drugs and that subsequently tests positive will be in breach of this policy. Employees will be placed on garden leave pending a full investigation and potential disciplinary under the process up to and including termination of employment. Subcontractors or visitors will be requested to leave our offices or site and will be referred to their employer to take appropriate action.
- Interface reserve the right to treat a refusal to provide a sample the same as a positive result. Any employee failing to consent for testing without good cause when requested will be placed on garden leave pending a full investigation and potential disciplinary under the process up to and including termination of employment. Subcontractors or visitors will be requested to leave our offices or site and will be referred to their employer to take appropriate action.
- Any employee identifying themselves as having a drug or alcohol dependency problem will be supported positively and confidentially and where applicable referred for treatment to overcome the problem. Help must be requested before a breach of this policy. The operation of this policy will be monitored by David B. Taylor and any changes to legislation will be communicated to all relevant stakeholders.

This statement is to be displayed in a prominent position at all work locations and sites.

Signed on behalf of Interface Contracts Ltd .....

*DB Taylor* 16th August 2012