

Drug and Alcohol Policy, Statement of Intent



PLY6, Dated: 2nd March 2017 (Rev. F)

Morland Utilities Limited recognises the importance of the health and welfare of our employees and their fellow workers with regards to the influences of Drugs and Alcohol while at work. Morland Utilities Limited also understands that drug usage can be both prescribed and illegal with the effects of their use potentially influencing the employee's performance and capabilities.

In pursuance of Health and Safety at Work Act 1974, Misuse of Drugs Act 1971 and amendments Act 2001 and the Transport and Work Act 1992 the following will be adhered to by all employees and non-employees working on behalf of Morland Utilities Limited.

- Any employee who is feeling the effects of drugs or alcohol must not attend work and must contact their Supervisor and/or Human Resources Department for assistance and advice.
- Whilst at work employees will not take illegal drugs or consume alcohol of any type.
- Employees who are taking prescribed drugs that may influence their performance are given advice not to drive or operate machinery and they must notify their Supervisor or Human Resources Department as soon as possible.
- If any employee of Morland Utilities knows of anyone having a problem or issue with a Drug and/or Alcohol use Morland Utilities encourages employees to contact their immediate supervisor, Human Resources Department or anyone within Morland Utilities that they feel comfortable approaching.
- No employee will distribute or accept from others drugs or alcohol whilst at work.
- Morland Utilities in pursuance of the health and safety of the Individual and those working around them may suspend an employee considered to be under the influence of drugs or alcohol while at work.
- During any suspension co-operation will be sort with the individual concerned together with a full investigation and appropriate support.
- Following an investigation any individuals found to be taking or under the influence of illegal drugs and/or alcohol will be dismissed.

Morland Utilities Health Goal: -

- Ensuring all employees and non-employees are free from the effects of drugs and alcohol whilst at work thereby ensuring the health, safety and welfare of themselves, their fellow employees and non-employees.

This Drug and Alcohol Policy Statement is subject to regular formal review on a minimum of an annual basis.

A handwritten signature in black ink, appearing to read "SH", written over a horizontal line.

Steve Holland
Managing Director

Next Review Date: 2nd March 2018