

ALCOHOL AND DRUGS USE POLICY

SERAC is committed to maintaining safe places of work. It is recognised that alcohol or drug abuse by any employee or contractor may expose others, as well as the abuser, to unacceptable risk.

Although each case will be considered in detail, the following actions will usually be regarded as gross misconduct, liable to disciplinary action, which can include summary dismissal:

- The use, possession, distribution or sale of alcoholic beverages at the workplace.
- The use, possession, distribution or sale of illicit or un-prescribed controlled drugs.
- The misuse of prescribed drugs.
- Personnel being unfit to perform duties through alcohol or drug misuse. Any individual judged to be in this condition will be removed from duties immediately.
- In order to assist in the operation of this policy the following will be conditions of employment:

-SERAC may conduct searches for alcohol or drugs at any time.

-Employees or contractors may be tested for alcohol and/or drugs, either as a routine, or following an accident or incident.

-Refusing alcohol or drugs testing will usually be treated as gross misconduct.

-It is the duty of all employees and contractors to report any alcohol or drug dependency or the use of prescribed controlled drugs.

-Any employee or contractor who feels that they may be having difficulties with use or abuse of alcohol or drugs should bring this to the attention of their manager.

Notification of this policy

This policy statement will be brought to the notice of all employees and contractors. Any amendments, which stem from periodical reviews, will be similarly notified.

Signed:

Date: 01/06/04 – Version 2



D G J Glaister

Managing Director