



ALCOHOL AND DRUGS POLICY

Consumption of Alcohol on the Premises

Unless authorised by management, employees are expressly forbidden from consuming alcohol when at work or from bringing it onto Company premises. Any breach of this rule will be treated as gross misconduct and is likely to result in summary dismissal.

Drug Misuse or Abuse on the Premises

Employees who take, sell, buy or possess non-medicinal drugs during working hours or on Company premises or in Company vehicles will be committing an act of gross misconduct and are likely to be summarily dismissed.

Intoxication at Work

An employee who is under the influence of alcohol or non-medicinal drugs during working hours or on Company premises will be escorted from the premises immediately. The Company will take disciplinary action when the employee has had time to sober up or recover from the effects of intoxication. Intoxication at work will normally be treated as gross misconduct and is likely to result in an employee's summary dismissal.

General

All employees are encouraged not to cover up for colleagues with a drink or drug problem but rather to recognise that collusion represents a false sense of loyalty and will in the longer term damage those colleagues.

Employees who recognise that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward for help. They should speak in confidence with their line manager.

For ETS Group

A handwritten signature in black ink, appearing to read 'Mark Cole', is written over a horizontal line.

Mark Cole

Managing Director

July 2021