

I & H Brown recognises the problems associated with alcohol and drug misuse in the workplace and agree that employees require support and encouragement to overcome these problems. The Company is committed to ensuring the health, safety and welfare of its employees and others who may be affected by its undertakings. The Company acknowledges that this commitment should extend to protecting the Company, its employees and others from risks caused by employees whose ability to perform their duties may be affected through misuse of alcohol and/or drugs.

Whilst unequivocally condemning the misuse of alcohol or drugs, the Company believes it is essential to have a positive policy designed to encourage identification of alcohol and drug related problems, thus providing the Company with a constructive and preventative strategy regarding the misuse of alcohol and drugs affecting the employee at work, whilst offering support to employees who may be vulnerable. The Company recognises that an alcohol or drug problem may be an illness to be treated in the same way as any other illness.

The provisions contained in this policy do not apply to employees who, because of their excessive indulgence in alcohol or misuse of drugs on random occasions, behave in a manner contrary to the normal required standards of safety and conduct. Such instances will be viewed as gross misconduct in accordance with the Company's Disciplinary Policy and will be subject to normal disciplinary procedures.

MANAGING DRUG & ALCOHOL MISUSE

A definition of drug and alcohol misuse can be found in the associated Drug and Alcohol Procedure.

All employees are expected to ensure that their personal consumption of alcohol or use of drugs whether prescribed, over the counter or illegal does not interfere with their ability to perform their duties safely and competently. Specific requirements or controls regarding alcohol or drug use, including random testing, may be determined as a result of risk assessments carried out by the Manager, in conjunction with the SHEQ Manager, HR Manager or an Occupational Health provider.

Employees who acknowledge that they may have an alcohol or drug related problem will be supported and given access to professional assistance. There may be occasions where employees are required to take prescribed medication whilst at work. Appropriate arrangements, including safe storage, should be made available in consultation with their Manager and the SHEQ Manager.

The consumption of alcohol in the workplace or during work times is forbidden and employees will be committing an act considered to be gross misconduct and be subject to the Company's Disciplinary Procedures. The consumption of alcohol during unpaid/paid meal breaks during the working day is discouraged, the only exception being for a designated function approved by a Director.

An employee who is offered support will be expected to make an ongoing commitment to control their health problem. A failure to adhere to or maintain the necessary commitment may result in the Company applying its normal procedures relating to performance, conduct, absence or disciplinary action up to and including dismissal.

To maintain best working practices the Company reviews this policy when necessary to reflect changes in legislation and industry standards and all Company policies are reviewed by the Board of Directors annually in June each year.

J SCOTT BROWN
MANAGING DIRECTOR

Date: June 2023