

## **ALTEREGO CONSULTANCY – DRUGS & ALCOHOL POLICY 2016**

We are fully committed to ensuring the health, safety and welfare of all our employees and others who may be affected by our operations.

It is Alterego Consultancy's policy that all employees will be free from the effects of drugs, alcohol and other substances.

The misuse of drugs and alcohol can affect performance and impair judgement, which may be a threat to the safety of the individual and of others.

The use of alcohol and illicit drugs on company premises or work locations is expressly prohibited. Failure to comply with this requirement may result in disciplinary action.

Employees must not be under the influence of alcohol or illicit drugs whilst undertaking their duties. Failure to comply with this requirement may result in disciplinary action.

An individual's ability to drive may be seriously impaired by the consumption of these substances. Company vehicle drivers are particularly reminded that it may be illegal to drive any vehicle whilst under the influence of illicit drugs or alcohol.

Employees should also be aware of the hazard that some legitimate prescribed and non prescribed drugs pose to their capabilities to drive or operate machinery.

The company recognises that employees may use drugs or alcohol outside of the workplace and outside of working hours. Employees should familiarise themselves with the potential residual effects of this on their working hours.

The company will encourage employees identified with a drug or alcohol problem to seek professional advice.

Signed:



Date: 4 April 2016

Derek A Bolton (Managing Director)