

ALCOHOL, DRUG & SUBSTANCE MISUSE

Policy Statement

Introduction

Crossland Tankers is committed to a safe, healthy and productive workplace for all employees and third parties (contractors, suppliers, customers, visitors etc.) entering Crossland Tankers sites. The Company recognises that the consumption of alcohol and use of drugs and other substances (*which is capable of impairing behaviour, judgement or job performance*) is an area of social concern which can adversely affect the work performance of individuals and can have serious detrimental effects on employee safety and the company as a whole.

It is the policy of the company to:

- ❖ Comply with all current legislation including: Health & Safety at Work Act 1974, Misuse of Drugs Act 1971, Transport and Works Act 1992, Road Traffic Act 1988, Road Traffic Order (NI) 1995, Health & Safety at Work (NI) Order 1978 (the Order), Management of Health & Safety at Work Regulations (NI) 2000 and Data Protection Act 1998.
- ❖ Operate a nil alcohol and drugs strategy.
- ❖ Not knowingly permit any employee or any individual working on behalf of Crossland Tankers to report for work under the influence of alcohol, drugs or other substances nor to consume them on Company premises - persons who consume prescription drugs for medical reasons over a long period of time must report this to management so that all reasonable measures can be taken to assist in finding suitable alternative work duties during that period.
- ❖ Take all reasonable measures to prevent the abuse of drugs, alcohol or other substances by employees or third parties involved in company activities which may lead to the impairment of the individual's ability to perform their job safely.
- ❖ Encourage company employees with drug, alcohol or other substance abuse problems to voluntarily seek treatment and rehabilitation.
- ❖ Provide reasonable assistance (support and advice) to employees with drug, alcohol or other substance abuse problems who is willing to cooperate in treatment for that problem.
- ❖ Carry out "for cause" drug and alcohol testing on any company employee or third party at its discretion where felt necessary by management.
- ❖ Take appropriate disciplinary action against anyone in the event of non-compliance with this policy.
- ❖ Keep all personal health / medical information private and confidential at all times.

Disciplinary Rules / Actions

Integral to the policy above, The Company will apply the following measures to ensure compliance with this policy:

- ❖ The prohibition of alcohol, drugs and other substances in the workplace during working hours or during a period of time prior to work where the effects may carry over to the workplace.
- ❖ "For cause" alcohol or drug testing in which a particular incident, behaviour or performances creates reasonable concern that alcohol, drug or other substance abuse may be a contributory factor.

In line with the company's disciplinary rules, involvement in the following will be considered gross misconduct and will result in disciplinary action which is likely to involve termination of employment, exclusion from company premises and, if appropriate, notification of legal authorities:

- ❖ Attending work and/or carrying out duties under the influence of alcohol, drugs or other substances.

- ❖ Consumption of alcohol, drugs or other substances whilst on duty.

Where a breach of these rules occur, but it is established that an alcohol or drug abuse related problem exists and the employee is willing to co-operate in referral to an appropriate service and subsequent treatment, the Company will suspend application of the Disciplinary Procedure and provide assistance as described below. Employees who do not comply with the treatment suggested or who continue to abuse alcohol, drugs or other substances will be subjected to the application of the Disciplinary Policy.

Assistance for Employees

The company recognises that employees with alcohol, drugs or other substance abuse problems are treatable conditions that require help and support, therefore the company will, where possible, assist in:

- ❖ Helping to raise awareness to employees of the adverse social, psychological and physical effects associated with alcohol, drug and other substance abuse and the effects it has on safety, judgement and performance at work.
- ❖ Helping employees to recognise the nature of their problem, through referral to a qualified medical professional (e.g. GP, hospital) or agency (e.g. counselling service).
- ❖ Supporting employees during a period of treatment (sick leave or other approved leave).
- ❖ Providing an opportunity to remain or return to work following the completion of a course or treatment, as far as is practicable, in either the employees own post or an alternative post.

The company's assistance will depend upon the following conditions being met:

- ❖ Approved diagnoses from a medical professional confirming an alcohol, drug or other dependency on another type of substance.
- ❖ Self-acceptance that they are suffering from an alcohol, drug or substance abuse problem and are prepared to co-operate fully in referral and treatment from appropriate sources.

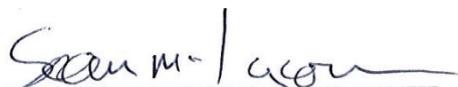
The company and its employees must recognise the following limitations in the assistance that the Company can provide:

- ❖ Where an employee fails to cooperate in referral or treatment arrangements, no special assistance will be given and any failure in work performance and behaviour will be dealt through the Disciplinary Procedure.
- ❖ If the process of referral and treatment is completed but is not successful, and failure in work performance or behaviour occurs, this will be dealt with through the Disciplinary Procedure.
- ❖ An employee's continuation in his/her post or an alternative post during or after treatment will depend upon the needs of the Company at that time.

This policy has received full commitment from senior management within the Company and will be communicated to all employees and third parties (contractors, suppliers, customers, visitors etc.) entering Crossland Tankers sites. Sufficient time and resources will be made available to ensure fulfilment of this policy.

Authorised By:

Signed: _____



Sean McKeown
(Managing Director)

Date: 18/01/2017

Review Date: 18/01/2018