



EFT Group Ltd – Alcohol and Drugs Policy

Policy

It is the policy of the company to actively control the use of drugs and alcohol by employees at work at others within our control.

It is the Company Policy that no controlled drugs or alcohol are allowed on Company premises unless it is with the explicit permission of a Director.

Purpose

The purpose of this procedure is to explain the company's method of controlling the use of drugs and alcohol.

The use of drugs or alcohol can significantly affect an individual's ability to work safely. Drugs and alcohol affect a person's ability to identify hazards and impair judgement when interacting with hazards. This can lead to significant risks being created which affect not only the drug / alcohol user, but also their work colleagues and others.

Scope

The scope of this procedure is all employees and workplaces controlled by the company.

Responsible Persons

Managing Director

Employees taking prescription drugs

Employees involved in rail work

All employees

Procedure for Drugs and Alcohol

It is prohibited to bring illegal drugs onto company premises, and for any person to use, sell, pass on or keep such substances on company premises.

Any person taking prescription drugs who believes that in so doing may be creating a risk to himself or herself or others must declare the situation to their Manager. The Manager can ask the Managing Director for advice and guidance on this matter.

It is the Company Policy that no alcohol is allowed on Company premises unless it is with the explicit permission of a Director.

Employees and subcontractors must not:

- Start work if you have consumed alcohol in the previous 8-12 hours. This will depend on the total consumption of alcohol, its strength, a person's body weight and metabolism.
- Come to work in an unfit state as a result of consuming alcohol or taking any drug
- Use, possess or supply any drug of abuse whilst at work or on Company or Client premises
- Consume alcohol or take any illegal drug or other drug of abuse in the workplace or while at work
- Discontinue an agreed course of treatment for a drugs or alcohol related problem without good reason

Employees and subcontractors must:

- Agree to take a drugs and alcohol test if asked
- Tell your manager about any drug or alcohol-related problem you have or think you may be developing
- Tell your supervisor, manager or Director about any prescription or over the counter medication you are taking which could affect your ability to work safely.

Any person involved in an accident, serious incident or suspected of being unfit through drugs or alcohol will undergo 'for-cause' testing.

Should any person fail a drugs test, they will face disciplinary action, which may result in formal dismissal from the company.

Failure to agree to a drugs or alcohol test is considered gross misconduct and may result in dismissal.

Signed

Adam Watts

Adam Watts - CEO

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