



Ref: P020	TLS Drug & Alcohol Abuse Policy
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The Company has a duty to safeguard the health and safety of all employees at work. It also wishes for both you and the Company to be as successful as possible. It is for these reasons that the alcohol and drugs policy has been formulated.

Alcohol

The Company's policy is to forbid the consumption of alcohol on the Company's premises or any site candidates are designated to.

The Company also reserves the right to carry out random tests without warning on any site candidates may be designated to.

Other than at an official Company function, if you are found to be consuming alcohol on the Company's premises or to be intoxicated at work, the disciplinary procedure will be invoked.

Drugs

The possession, use or distribution of drugs for non-medical purposes on Company premises or any site the candidates are designated to, is strictly prohibited.

If your doctor prescribes any drugs, which may affect the candidate's ability to perform work, they must discuss the problem with the line manager.

If the Company suspects any candidates have breached the prohibition on drugs or their work performance or conduct has been impaired through such abuse, the disciplinary procedure will be invoked. Such breaches are deemed to be gross misconduct and you may be dismissed. Prior to dismissal a suspension will be enforced pending a medical review which will be carried out at the cost of the candidate. All costs relating to failed tests will be charged to the candidate and if a medical review is concluded as negative to banned substances the cost will be reimburse.

The Company reserves the right to search candidates or any of their property held on Company premises or designated sites at any time, if there are reasonable grounds to believe that the prohibition on substances is being or has been infringed.

The Company also reserves the right to carry out random tests without warning on any site a candidate may be designated to.

If a candidate refuses to comply with these search/test procedures, a refusal will be treated as a failure to comply and the disciplinary procedure will be invoked.

The Company has a public duty to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the Company's premises or designated sites.

Paul Chamley

A handwritten signature in black ink, appearing to read 'P. Chamley'.

Managing Director

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Revision History

Revision	Date	What has changed?	Who has written it?	Who has approved it?
00		First Issue	QE&SH Manager	MD
01		Reviewed	QE&SH Manager	MD
02		Reviewed	QE&SH Manager	MD
03	05/01/2018	Reviewed	QE&SH Manager	MD
04	26/05/2020	Reviewed, updated to new document control format, name & signature of MD added	Systems Manager	MD
05	26/05/2021	Reviewed and TA logo added	Systems Manager	MD
06	26/05/2022	Reviewed	Systems Manager	MD
07	24/01/2023	New TLS Group Logo added	Systems Manager	MD
08	17/01/2024	Annual review	Systems Manager	MD
09	17/01/2025	Annual review	Systems Manager	MD
10	17/01/2026	Review	Systems Manager	MD

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