

	Document Title	Smoking/Vaping Drugs and Alcohol Policy			Prepared by	Simon Ruffles	Date	12.01.2022
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Controlled Document. Information contained in printed material may be suspended.								

The aim of this Policy is to ensure that all employees, contractors, agency staff and visitors understand the rules in place regarding smoking/vaping, drugs and alcohol, and to support those who have reported an addiction problem to their line manager.

Smoking or vaping is not permitted in workplaces or in company vehicles. It is a legal requirement that the premises and company vehicles display appropriate No Smoking Signs. The Company will not accept liability for any fixed penalty charges/court awarded fines or prosecutions as a result of an employee's failure to follow the smoke free legislation.

The Company holds health and safety as a core business value and has a zero-tolerance policy and does not permit illegal drugs or controlled substances to be consumed at any time. Drugs or alcohol can seriously impair an individual's decision and reactions increasing the risk of accidents and injuries.

- Employees are the lifeblood of any organisation and their health and wellbeing is central to its sustainability. All employees are to be treated consistently and fairly in line with this Policy.
- The rules on smoking/vaping, drugs and alcohol are to be strictly enforced for all employees.
- Any employee with a smoking, substance or alcohol problem will be encouraged to disclose this at the earliest opportunity to ensure support to overcome this problem, but they must bring the problem to their line managers attention.
- All matters concerning drugs and alcohol shall be treated as confidential.
- Employees who wish to smoke/vape may do so in their own time during lunch/tea breaks etc but only in the "Designated area". Employees will not be permitted to smoke/vape whilst carrying out their duties and responsibilities for DXB Pump & Power Limited.
- All employees taking prescription drugs on medical advice must be aware of any side effects and inform their line manager if there is any possibility that their performance may be affected. Misuse of prescription drugs is also substance abuse.
- No employee is to be in possession of or supplying others with illegal drugs or alcohol in the workplace.
- Employees may be required to undergo drug or alcohol screening at any time during their working hours on a random basis if there are reasonable grounds to suspect they may be under the influence of drugs or alcohol, or in the event of an accident.
- Employees will be subject to customer drug and alcohol Policies when working on a customer site.
- Employees should inform the appropriate manager of anyone who fails to comply with this Policy.
- All employees are made aware of this Policy as part of their commencing HSEQ Induction to the Company. The Policy is also displayed on the HSEQ Notice Board.

Failure to comply with this Policy will result in disciplinary action up to and including termination of employment.

Failure by contractors or visitors to comply with this Policy will lead to them being removed and being permanently barred from company premises.

Signed M. El

Date 12.01.2022