



## **Alcohol and Drugs Policy Statement**

### **1. Introduction**

- 1.1 This Statement sets out the policy of A Rapid Response Security Limited (The Company) in respect of any employee, self-employed person and or contractor under our control whose proper performance of their duties is or may be impaired or otherwise affected because of the consumption of alcohol and/or illegal substances.
- 1.2 Provided that persons referred to above adhere to the provisions contained within this policy, they will normally be considered to have demonstrated compliance with the conditions of employment or contract insofar as they refer to the use of alcohol and drugs.
- 1.3 All persons are to be made aware of the contents of this Policy and become familiar with the conditions laid down.

### **2. Policy**

- 2.1 The Company will take all reasonable measures to ensure that those persons referred to above are made aware of the contents of this Policy and the effect on their continued employment by the Company in the event of any breach of this Policy.
- 2.2 The Company will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed on any person by this Policy.
- 2.3 Employees of the Company will always exercise diligence in monitoring their colleagues and others who from time to time may be under the control of the Company and noting any evidence of alcohol and/or drug abuse.
- 2.4 Should any employee suffer any problems or difficulties in respect of the misuse of drugs and/or alcohol, or should they have reason to believe that a colleague may be experiencing such difficulties, they may approach the signatory of this Policy, who will at all times treat any information provided with complete confidence and take such measures as are deemed necessary to ensure that the matter may be resolved with the minimum of distress to the person concerned and any others who may be affected.

### **3. Conditions**

- 3.1 It is a condition of employment by the Company that no person referred to in 1.1 above shall: -



## Alcohol and Drugs Policy Statement

- i). Report, or endeavour to report, for duty whilst under the influence of alcohol or drugs.
- ii). Report, or endeavour to report, whilst in an unfit state due to the previous consumption of alcohol or drugs.
- iii). Be in possession of alcohol or non-prescribed drugs during working hours.
- iv). Consume alcohol or non-prescribed drugs during working hours.

3.2 The Company will not accept any deviation from the above conditions.

3.3 Failure to maintain the standards set out by this Policy will be considered as gross misconduct; appropriate action will therefore be taken in all cases.

### 4. Compliance

4.1 In order to comply with this Policy and to maintain the stated and accepted standards of the Company, those persons referred to in 1.1 above should, always avoid: -

- i). Consuming alcohol or non-prescribed drugs in the eight hours immediately preceding attendance at work.
- ii). Consuming alcohol or non-prescribed drugs during meal or other break times.
- iii). Consuming alcohol or non-prescribed drugs during working hours.
- iv). Consuming alcohol or non-prescribed drugs whilst not in work but "on call".

4.2 In addition, those persons to which this Policy applies must ensure that the signatory to this Policy are made aware of any prescribed medication being taken which may in any way affect their performance at work and the nature of any such medication which it is necessary for them to carry with them during working hours.

The responsibility for the implementation of this policy is vested in Mr. Azam Rana Managing Director.

**Azam Rana**

A handwritten signature in black ink, appearing to read "Azam Rana", is placed over a light grey rectangular background.

**Date 04<sup>th</sup> January 2023**

**Managing Director**