

<b>Document Name</b>	<b>Alcohol and Drugs Policy</b>
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The Company regards the abuse of alcohol and drugs as a disciplinary offence. The abuse of alcohol and drugs in the workplace may lead to your dismissal. The following rules will apply:

- If an employee is found to be consuming alcohol or under the influence of alcohol in the workplace or in their working hours (without authorisation) then this will be treated as gross misconduct under the Company's disciplinary procedure.
- The taking of drugs or being under the influence of drugs by any employee in the workplace or during working hours will be treated as gross misconduct under the Company's disciplinary procedure.
- The possession of drugs for any reason other than medical is forbidden. If you are taking drugs for medical reasons you should inform your Manager immediately and discuss whether they will affect your ability to work.
- The Company may ask you to undertake a medical examination if you have a problem relating to alcohol and/or drugs to assess if this is affecting your ability to work. You may be suspended from work until the problem is resolved. The Company will decide whether to treat this as a disciplinary matter.
- The Company will inform the Police if it believes that there has been an abuse of controlled drugs for which criminal controls are appropriate by its employee either in the workplace or when working on behalf of the Company when they are off the Company's premises.

A handwritten signature in black ink, appearing to read "Abdul Mukith".

**Abdul Mukith – Managing Director**