

1 Smoking

- 1.1 The company has a duty to ensure, as far as practicable, the health and safety and welfare of its employees. The company is of the view that to allow smoking on its premises is inconsistent with this duty. Accordingly the company operates a no smoking policy.
- 1.2 The company's no smoking policy has been arrived at following consultation with the staff and with their widespread approval. This is consistent with the fact that those who smoke are in the minority, not only in the company's employment but in the population at large. The policy means that no smoking is permitted on the company premises at any time.
- 1.3 Breach of the company's no smoking policy constitutes misconduct for the purposes of the disciplinary procedure.

2 Drinking

- 2.1 The company's policy is to forbid the consumption of alcohol on the company's premises.
- 2.2 Any employee who is found consuming alcohol on the company's premises or is found to be intoxicated at work, or whilst on company business (including when driving a company car or the employee's own car) will face disciplinary action on the grounds of gross misconduct under the company's disciplinary procedure and is liable to be summarily dismissed under that procedure.
- 2.3 The company, from time to time, may hold social functions during and outside working hours. Employees in attendance are expected to act responsibly at such functions and with proper consideration towards others. In particular employees should moderate their consumption of alcohol and those who are to drive at the end of the function should not drink alcohol at all. Soft drinks are always available.

3 Drugs

- 3.1 The possession, use, or distribution of drugs on company premises is strictly forbidden. Anyone caught on the premises involved in any of these activities will normally be dismissed for gross misconduct under the company's disciplinary procedure. The company reserves the right to call in the police in any case it deems necessary.
- 3.2 Any employee who is found to be under the influence of controlled substances whilst at work, on company business or otherwise on the company's premises will be liable to summary dismissal for gross misconduct under the company's disciplinary procedure.

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- 3.3 Anyone convicted outside of work of any offences in connection with controlled substances will be the subject of disciplinary proceedings for misconduct under the company's disciplinary procedure. Matters such as the nature of the conviction and the sentence, whether the convictions affects the employee's ability to do the job, and the effect on the company's image and reputation will be taken into account when considering any possible dismissal under the disciplinary procedure.
- 3.4 Any employee who is prescribed drugs by their doctor which may affect their ability to perform work (for example by making the drowsy or affecting concentration) should inform their manager.