



# SAPPHIRE SERVICES

## DRUGS AND ALCOHOL IN THE WORKPLACE POLICY

Sapphire Services Ltd has a 0 tolerance for any employee or sub contractor working under the influence of alcohol or drugs. We believe that it is essential that all employees, workers and those who render services to the Company or at the Company's premises are in full command of themselves and of all their faculties throughout the working day.

- No person under the influence of drugs and alcohol will be allowed entry to any work site.
- No person carrying drugs and alcohol will be allowed entry to site. Sapphire Services Ltd requires all workers to present themselves for work on each occasion without dependence on alcohol or any other drugs of a non-medicinal nature and to maintain that state until the completion of your working hours.
- If during the course of a working day any worker has to take medicinal drugs on a regular basis, this fact should be known to their recruitment consultant confidentially and arrangements will be made.
- In the event that an employee presents themselves at work or during working hours and you are in a condition where the supervisor believes them to be under the influence of alcohol or drugs, they will not be allowed to commence work or continue work. Instead, they will be suspended without pay and not allowed to return until such a time as you are in full control of your faculties. This may result in the client refusing entry to site going forward. In addition, such behaviour will be subjected to the disciplinary procedure of Sapphire Services and after due investigation may result in dismissal as a result of Gross Misconduct. Sapphire Services Ltd is obliged to investigate all the circumstances surrounding such behaviour prior to commencing the disciplinary procedure and this may, where necessary, include seeking medical advice as to their condition including requiring you to submit to a medical examination.

Sapphire Services Ltd is obliged to investigate such matters in as much detail as possible and therefore expects the worker to comply with any requests that you submit to such examinations. Workers may appeal in accordance with the Company's disciplinary procedure. If the disciplinary procedure is evoked and a worker receives a disciplinary sanction short of dismissal or if they have a successful appeal Sapphire Services Ltd will recommend that the worker take advantage of counseling services to help control the problem and will be required to act on any such recommendation. In the event that a worker needs to be absent from work for a period of treatment for either alcohol or drug dependency a reasonable leave of absence will normally be granted to cover this on an unpaid basis. If Sapphire Services Ltd or our client's suspects that a



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worker is in possession of alcohol or drugs they will be required to consent to a search of your belongings. If found to be in possession of any alcohol or illegal substances, the worker will be suspended from your duties pending further investigation. This matter will be dealt with under the Company's disciplinary procedure and after due investigation it may result in dismissal for gross misconduct.

- If Sapphire Services Ltd or our clients believes a worker is dealing, buying, selling or receiving drugs or alcohol they will be suspended from their duties while an investigation is carried out. Where a criminal offence is suspected the Company shall inform the police.
- All employees and workers are required to inform Sapphire Services Ltd or any appropriate person if they suspect any fellow worker may be acting in breach of this policy.

All employees and workers are asked by Sapphire Services to comply fully with this policy for themselves and everyone's safety at the place of work, working within health and safety at all times.

Signed

Date 3<sup>rd</sup> January 2025

John Fletcher  
Company Director

Review date for this document 3<sup>rd</sup> January 2026 or when circumstance / legislation indicates.