

You must not present yourself for work whilst under the influence of alcohol or drugs. Any attempt to work whilst in such an intoxicated condition is a serious breach of the Company's rules and will result in disciplinary action being taken against you.

Chase Services Group is mindful of the welfare of all its staff, is concerned that the use of alcohol and/or drugs by its employees should not impair their health. Moreover, to the extent that misuse of alcohol and/or drugs may have detrimental effects on an employee's attendance and work performance.

Chase Services Group regards an individual's dependency on either alcohol or drugs as an illness. The same provisions and allowance for treatment will be made as for other illnesses.

**For the purpose of the policy, alcohol dependence is defined as:**

*"The habitual drinking of intoxicating liquor by an employee, whereby the employee's ability to perform his/her duties is impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others".*

**and drug dependence is defined as:**

*"The habitual taking of drugs by an employee other than drugs prescribed as medication, whereby the employee's ability to perform his/her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others".*

Chase Services Group will assist any member of staff who is dependent on alcohol or drugs to find out about and assess his/her problem and to obtain confidential counselling.

Any member of staff who is concerned that he/she may have a dependence on alcohol or drugs is encouraged to seek help and advice from his/her General Practitioner. If it is shown that the working environment is contributing to a dependency problem, then Chase Services Group will take all reasonable actions to eliminate such problems.

If, because of alcohol or drug dependency - or for any other reason - a member of staff behaves or carries out his/her work in such a way as to endanger himself/herself or others, prompt corrective action will be taken as necessary to prevent damage being done. In this sort of situation, the employee's alcohol or drug dependency will be considered, but it will not necessarily free the person concerned from the consequences of his/her conduct.

In rare cases an employee who develops dependency on alcohol or drugs may become unsuited to his/her post. Special consideration will need to be given to the position of such employees and, wherever possible, a suitable alternative post sought.

Agreement to accept treatment for alcohol or drug dependency will not be detrimental to a member of staff's general conditions of service.

Signed: 

Date: 02/09/2024

**Managing Director**