



## Drugs and Alcohol Policy Statement

JLES Group Ltd and its subsidiary companies are committed to make all reasonable efforts to provide a safe and productive working environment for all of its employees, contractors, clients, and visitors.

While the implementation and upholding of this policy is the duty of the JLES Group's Board, Directors and Managers; all employees including sub-contractors have a responsibility to ensure that the requirements of the policy are upheld.

Alcohol and drug misuse or abuse can be a serious problem, within the workplace. Employees who drink excessively or take unlawful drugs are more likely to work inefficiently, be absent, have accidents and endanger their colleagues. JLES has a duty to protect the health, safety, and welfare of all its employees.

Given the nature of the works undertaken by JLES contractors, including working at height, handling goods, mixing substances, using power tools, and operating heavy machinery, it is strictly prohibited for any person employed or providing subcontracted services to JLES to be intoxicated or under the influence of drugs or alcohol whilst at work.

Any employee or subcontractor who suspects a colleague may be under the influence of alcohol or drugs should inform their manager or director immediately. No automatic disciplinary procedure will be taken against an employee who reports such concerns in good faith.

Alcohol misuse can be a serious problem and must not be consumed in any workplace, on any site or in any office under the control of JLES other than as part of an agreed celebration by a company Director. Any alcohol presented as gifts, especially during festive periods, must remain sealed while on JLES premises.

Any employee found to be under the influence of drugs or alcohol while at work will be removed from the premises and subject to investigation under the Company's disciplinary procedure, which may result in summary dismissal.

JLES will take all necessary steps to ensure that the use of alcohol or drugs does not impair the safety, efficiency, or health of its employees or the operation of the Company. JLES will take appropriate steps to ensure that none of its employees or subcontractors will:

- Report for work having just consumed alcohol or under the influence of drugs.
- Report for work in an unfit state due to the use of alcohol and drugs.
- Be in possession, whilst at work, of alcohol or drugs.
- Consume alcohol or take drugs whilst at work.

### **The definitions of drugs include:**

- Heroin
- Cannabis / Marijuana
- Cocaine
- Ecstasy
- Amphetamines
- Any substances that are legal in themselves, but are subject to abuse, i.e. glue and solvents.

- Any other substance classified as an illegal substance.
- Non-prescribed medicines (see below) or any other drugs which could compromise safety at work.

**Use of Prescription and Over-the-Counter Medications:**

Many medications, whether prescribed or over-the-counter, can affect employees' performance at work. JLES requires that its employees or contractors notifies us if they are taking any form of the following:

- Tranquillisers
- Antidepressants
- Sleeping Pills
- Antihistamines
- Some medicines for coughs, colds, or indigestion.
- Any other medicine which impairs concentration, senses or physical or mental ability

Employees must inform their doctor or chemist about the nature of their work before taking any medicine. If prescribed medications may affect performance at work, employees must inform their Supervisor or Manager.

**Policy Enforcement:**

Any person found in breach of this policy will be removed from the site or office and the appropriate disciplinary action will be taken. In certain cases, counselling may be deemed appropriate. Where there are grounds to suspect that the use of alcohol or drugs by a person(s) led to an incident / accident, JLES will instigate the appropriate detection measures.

Further information can be found in the Company Handbook, which refers to Alcohol and Drug use.

**Signed**

For and on behalf of JLES Group Limited

**Paul Tomlinson**  
**Director**

**Date**

19th August 2024

**Review Date**

AUGUST 2025