



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 who is found to be under the influence of drugs or alcohol while at work will be immediately removed from the premises and subject to a formal investigation under the Company's disciplinary procedure. Being under the influence of drugs or alcohol at work will be regarded as gross misconduct and 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.

Definitions:

For the purpose of this policy, the term **drugs** includes (but is not limited to):

- Illegal substances such as heroin, cannabis, cocaine, ecstasy, and amphetamines.
- Legal substances that are subject to abuse (e.g., solvents, glue, nitrous oxide).
- Non-prescribed medicines or other substances that may impair safety or performance at work.
- Any substance classified as illegal under UK law.



Prescription and Over-the-Counter Medications

Some medications, whether prescribed or purchased over the counter, can impair performance and compromise safety. Employees are required to:

- Notify their supervisor or manager if they are taking medication that may affect their ability to work safely or effectively.
- Seek advice from their doctor or pharmacist regarding the impact of medication on their ability to carry out their role.
- Exercise caution with medications such as tranquillisers, antidepressants, sleeping pills, antihistamines, cough/cold remedies, and any other medicines that impair concentration, senses, or physical/mental ability.

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 investigative measures.

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

Signed

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

For and on behalf of JLES Group Limited

Paul Tomlinson
Director

Date

21/08/2025

Review Date

AUGUST 2026