



Est. 1833

W.B. Simpson & Sons LTD.

TILING

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WOOD FLOORING

www.wbsimpsonsons.co.uk

Drugs and Alcohol Policy

W.B. Simpson's has no desire to interfere with individual's personal life or to reduce any social activities carried out in a reasonable manner. Employees should however understand that the psychological and physical effects of alcohol and other substances that affect behaviour could inadvertently be brought into the workplace. Our policy is to ensure alcohol and drug problems are dealt with effectively and confidentially following a fair procedure across the board. This is to ensure workers are protected and those affected are encouraged to seek help. We expect all of those to whom this applies to support this policy and in doing so comply with the rules below.

W.B. Simpson's will conduct alcohol and drugs testing for employees, where there is reasonable cause to suspect any individual is unfit for work through alcohol or drugs while at work.

All employees should however note that if they are required to work at a third-party location that does operate a policy of random testing, then they will be subject to that policy as a condition of work. Failure or refusal to undertake a test under these circumstances will be regarded as a disciplinary matter.

Professional assistance and support can be made available to those to whom this policy applies. We would urge anyone who feels they may have an alcohol or drug problem to come forward (with a friend, or colleague) to discuss this confidentially with their relevant supervisor or line manager.

Rules

- Employees and sub-contractors or any person representing W. B. Simpson's must not report for work if they are unfit through alcohol or illegal drugs.
- You must not be in possession of any illegal drugs whilst working on our sites or premises.
- You must not, under any circumstances, be under the influence of alcoholic or drug substances whilst on our/client sites or premises. Note that, as previously consumed alcoholic or drug substances may affect your performance at work, you may still be under the influence.
- If you are on drugs for any medical reason, please inform your supervisor or manager at once.
- You must ensure you follow prescribed dosages, advice and instructions on packaging when using either prescription or over-the-counter medicines. If you feel you cannot, you must seek further advice from a GP or other relevant medical expert and if necessary, advise W B Simpson's in confidence, of any associated workplace risks. Failure to do so under these circumstances may lead to a breach of this policy.
- If your supervisor or manager believes that you are under the influence of alcohol or drugs whilst on our sites or premises, you will be asked to leave, having been advised of the support available to you and your rights in accordance with our disciplinary procedures.

- There may be circumstances where we would ask you to provide an alcoholic or illegal drug substance test sample. Any refusal to provide a test sample may lead to disciplinary action.

Scope

This policy shall apply to all employees and others working with us during the defined working hours excluding where authorisation has been granted in respect of a work-related function or social event.

Alcohol and Drugs at Work

Employees or others working with us who are prescribed medication or are taking over-the-counter medicine must seek advice from their GP or the Pharmacist regarding the possible effect on their ability to carry out their jobs and whether their duties should be modified, or that they should be temporarily reassigned to a different role. If this is the case, they must inform their line manager or the HR Department as soon as possible.

Employees and others working with us are prohibited from taking drugs other than prescription or over the-counter medicine during working hours which include but not limited to breaks, overtime, job related travel and time spent on call. Employees who are identified as taking drugs at work or who are found to be working with traces of drugs in their bodies will initially be suspended pending investigation. Employees who use prescribed drugs must ensure through consultation with their doctor that they will suffer no adverse effects whilst at work. A Director or Manager and their supervisor must be informed where prescribed drugs are likely to have an effect on a person's ability to carry out normal duties.

Where an employee discloses that they are undergoing treatment for an alcohol or drug-related problem, a sympathetic approach will be adopted in managing such issues where appropriate. However, the company reserves the right to apply the normal disciplinary procedure at any time.

Employees or others working with us must not drink alcohol at any location under the control of the company during working hours. Employees who consume alcohol while at work or who work under the influence of alcohol will initially be suspended pending investigation. Others working with us will be removed from the workplace immediately.

For-Cause and Post-Incident Testing

Where there is reasonable cause to suspect any individual is unfit for work through alcohol or drugs during normal work or as part of an incident investigation, they may be requested to provide samples to determine if alcohol or drugs may have been involved.

Refusal

Employees who refuse to provide a sample will be removed from the workplace location, as a refusal to comply may constitute a failure to adhere to reasonable instructions specified in the company's disciplinary procedure.

W.B. Simpson's seek to minimise alcohol and drug related human error as a cause of accidents in the workplace.

This is particularly important in view of construction work activities carried out.

All operatives and sub-contractors are therefore made aware that they are not allowed to consume alcohol or non-prescription drugs at any time during the working day, including lunch breaks, that could impair work skills, balance or judgement, and that disciplinary action will be taken if necessary.

The Company explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on company or customer premises or while carrying out any type of work detailed by the company.
- Being impaired or under the influence of legal or illegal drugs or alcohol away from the Company or customer premises, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs or alcohol away from the company or customer premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the Company's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs, alcohol, or prescription drugs not taken in accordance with a prescription given to the employee.

Signed: -

Marc Poland



Managing Director

Date: 20th August 2026