Title: VALLEY PROVINCIAL LTD ALCOHOL AND DRUGS POLICY STATEMENT

Introduction

This policy statement applies to all employees, affiliates, contractors, temporary staff and visitors to the company premises and/or sites under the control of Valley Provincial Ltd.

Valley Provincial Ltd has a legal responsibility to maintaining a healthy, safe and productive working environment.
The Company is committed to provide a safe and healthy working environment for its staff, subcontractors, clients and visitors and to take appropriate action when the health and safety of those individuals is threatened or compromised.
The Company recognises the impact that drugs and alcohol may have on an individual's ability to work safely and correctly and aims to ensure a working environment free from the inappropriate use of substances and where employees are able to carry out their duties in a safe and efficient manner.
If you are concerned that you or any of your colleagues are misusing drugs, medication and/or are excessively consuming alcohol, you are encouraged to speak to your Line Manager as soon as possible. If you are prescribed medication by your doctor you must immediately discuss this with your Line Manager and provide confirmation from your doctor as to any possible side effects if:

- such medication may affect your ability to carry out your duties and/or drive and or operate machinery
- such medication is covered by the Misuse of Drugs Act 1971.

This will apply whether or not there is any actual threat to health and safety.

Valley Provincial Ltd will only concern itself with the use of alcohol or controlled drugs (not prescribed drugs) by any of its employees, and others listed, where it is seen to have a detrimental effect on work performance or is, or may be, prejudicial to the safety of other individuals.

Policy

The full Alcohol & Drugs Policy is available to all employed staff, subcontractors, clients and visitors.

Monitoring and review

All aspects of this policy are to be reviewed annually.

Signed: Paul Brown _____

Paul Brown, Managing Director

Date: **20.12.2024** _____

Review date: **20.12.2025** _____