

## **DRUGS AND ALCOHOL MISUSE POLICY STATEMENT**

KD Marine Ltd. has a **Zero Tolerance** to the use of or being under the influence of any controlled substance while at work, however this policy also relates to instances where individuals have become dependent on drugs or alcohol. Isolated instances of misconduct or absence from work caused by the effects of excessive alcohol or drugs will be dealt with under normal disciplinary process.

KD Marine Ltd. recognises that drug, alcohol and substance misuse are growing social and medical problems which can lead to accidents at work, reduced efficiency and poor decision making. We are committed to maintaining a safe working environment and have procedures which:

1. Minimise drugs, alcohol and substance misuse related problems in the work place
2. Offer support and advice for employees experiencing difficulties related to alcohol or drug use.

The objective of this policy is to:

- Comply with our legal responsibilities
- Assist managers in dealing with substance misuse related incidents in the workplace
- Demonstrate the organisations commitment to staff health and safety
- Raise awareness amongst staff on the effects of drugs and alcohol and the impact on themselves and the workplace.

KD Marine Ltd. Maintains a screening programme for drugs and alcohol. Failing the screening program or failing to cooperate will be grounds for dismissal.

Possible Indicators of misuse

- Coordination, response times and memory impairment
- Absenteeism – short term or frequent patterns
- Poor time keeping Erratic Performance
- Personality changes
- Sudden mood swings

These are examples there are more, these are only signs but can be caused by other factors.

Workers are responsible for:

- Not being under the influence while in the workplace.
- Not consuming alcohol or drugs whilst at the workplace or any company worksites
- Advising the immediate supervisor if they are taking any prescribed drugs
- Reporting to Line Management or Human Resources any concerns with misuse on company worksites or employees.

H C Petersen



**Managing Director**

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