

The logo consists of the letters 'EH' in white, bold, sans-serif font, enclosed within a circular emblem. The emblem has a green-to-white gradient and a subtle shadow effect.

EH

Eamon Hanley Concrete Structures Ltd



SUBSTANCE ABUSE POLICY

EAMON HANLEY
CONCRETE
STRUCTURES LTD

SUBSTANCE ABUSE

Policy Statement

Eamon Hanley Concrete Structures Ltd (EHCS Ltd) recognise an essential element of the provision of a safe service is the ability of all personnel involved to carry out their duties during working hours without that ability being impaired by what is known as substance abuse. This need to work without impairment is equally important whether working within the Company's own premises or on a client's site, as well as when travelling between the two.

Introduction

In making the above general Policy Statement, the Company recognises that there are certain locations and work environments that can be considered as having a higher risk potential so that stricter rules that go beyond those given in the subsequent sections of this policy may apply.

Examples of such locations might be those where the work process involves the production or storage of highly volatile chemicals, liquids or gas. If any such locations have their own laid down policy then all company personnel visiting or working there must comply with its requirements, as well as following those given here.

Current legislation under the Road Traffic Acts makes it an offence to drive on the highway whilst under the influence of drugs or alcohol. The Company also recognises that substance abuse is a major factor in causing accidents at work. The aim of this policy is to eliminate that factor and it can only be achieved with the co-operation of all personnel.

Definition

Substance abuse usually takes the form of an individual drinking alcohol or taking drugs so that their reactions are affected. However, substances other than those two can have equally harmful effects, e.g. glue sniffing, so to take account of human ingenuity both past and future a narrow definition has to be avoided.

Dependence on Drugs and Alcohol

The taking of drugs and alcohol over an extended period can be habit forming and lead to dependence. Dependence is recognised as an illness by the Company and any employee who believes that he or she may have a problem developing, is encouraged to discuss it with a person in authority that the individual feels comfortable with who will provide support and advice on obtaining treatment. The employee is expected to meet the cost of any treatment but the Company will be supportive and understanding while treatment is continuing.

Drugs

When prescribing drugs for some diagnosed condition a doctor will normally advise on whether or not the driving of vehicles or operation of plant should be avoided during the period of treatment. Any advised restriction should be communicated to the employee's superior.

Substance Abuse at Work

The Company policy remains unchanged, in that no employee should consume alcohol or take drugs, other than on medical advice as above, or use any other inhibiting substance during working hours. Being apparently under the influence of drink or drugs is classified as gross misconduct under the Company Disciplinary Policy. The company will operate a random drug and alcohol screening process at its premises or sites in order to ensure a drug and alcohol free environment in which to work, and also support and comply with any procedures operated by clients.

Before Starting Work

It is recommended that employees do not drink alcohol or take any drugs during any given period before starting work or driving any company vehicle, which may result in the failure of a drug or alcohol test.

When an employee is called out to work after normal working hours he should inform the supervisor calling him out if he has been drinking within the previous eight hours. The supervisor will decide whether or not another employee has to be called out.

In any event, no employee should report for work or drive a company vehicle if there was a chance that he or she might fail a breath test.

The company believes that any employee under the influence of alcohol and / or drugs during working hours is a danger to themselves, their colleagues and members of the public.

Any employee who displays any sign, or is suspected of being under the influence of alcohol or drugs will be requested to provide a sample for test as soon as can be arranged, they will be stopped from their normal works till such a test is carried out, should he/she refuse, this will be taken as an admission of guilt and will render themselves liable to disciplinary action, which may lead to dismissal. As will ANY positive result.

Where an employee is required to drive, operate equipment or carry out general duties on behalf of the company, they may be subject to drug and alcohol screening or random testing. Any employee refusing to provide a specimen for testing will be removed from site and face disciplinary action as an act of gross misconduct. Should an employee's sample provide positive, the individual will be dismissed for gross misconduct.

If you are on medication that may affect your performance at work or risks the safety of yourself or others, your manager must be advised as a matter of urgency.

The use, sale, distribution or possession of illegal drugs or other such substances is prohibited. Such incidents will normally lead to dismissal and are considered a criminal offence. The company reserves the right to involve the police.

The company recognises that any employee with alcohol or drugs related problems may require help and treatment and depending upon the circumstances the company aims to support anyone seeking assistance.

Whenever employees are required to entertain or be entertained on company business, they are expected to use their common sense and exercise discretion when offering or accepting alcohol.

Customer Requirements

Some customers have their own policy on substance abuse. All our employees are required to co-operate with the requirements.

In the event of a customer complaining that one of our employees "appears to be under the influence" the individual will be replaced as soon as possible and an investigation undertaken by a senior member of staff. Fairness will be of prime importance during any investigation.

Eamon Hanley, Managing Director March 2010