

Hercules Site Services Ltd is committed to health and safety and we ensure that our employees and those affected by our work are not put at risk. To assist in the safe performance of our duties, Hercules operates a strict policy of **no alcohol** and **no drugs** in the workplace.

The purpose of this policy is to acquaint employees with their obligations in respect of drugs and alcohol at work. It is aimed at minimising problems arising from the misuse of drugs and alcohol.

For their own safety, that of their workmates and members of the public, any member of staff believing that another member of staff is under the influence of drugs or alcohol should report this immediately to their manager.

Should any employee be taking a drug due to health matters, whether prescribed or not, they must inform their supervisor and management immediately. Hercules Site Services shall endeavour to provide help and support if any issues or problems are disclosed, and any matters shall be treated with the utmost confidentiality.

Information and Training

Hercules Site Services Ltd will provide all employees with a written copy of the Drug and Alcohol Policy.

In order to ensure that the Policy is being adhered to testing is carried out as standard practice, whether at recruitment stage or, especially in the light of suspicion, undertaking random Drug and Alcohol tests.

Non-Compliance

The use, possession, consumption or selling of illegal drugs as well as the misuse of prescribed drugs on company premises or on site, or to report to work under the influence of drugs or alcohol shall be treated with zero tolerance, and result in disciplinary action that could result in dismissal.

This policy applies to all Hercules Sites Services employees and operatives.

The Managing Director shall review this policy annually or following significant changes.



Brusik Korkmaz
Director
Hercules Site Services Ltd

Approved on: 02/01/2018

