



Drugs & Alcohol Policy Statement

This policy clearly defines Lorclon's approach to preventing the abuse of alcohol and drugs by its employees and subcontractors in work environments. It is intended to ensure compliance with current legislation and specific client/contract requirements. Results of D&A testing shall be recorded on the company database.

Under the provisions of this policy and associated legislation no employee or contractor shall:-

- Report or attempt to report for duty in an unfit state through drugs or alcohol.
- Consume alcohol whilst at work.
- Use, possess or supply any drugs of abuse whilst at work or on work premises.
- Discontinue an agreed course of treatment for a drug or alcohol related problem without good reason.
- Fail to tell their supervisor if they are taking any medication which may affect ability to work safely.

Lorclon will take reasonable steps to ensure the employees or Sub-Contractors are made aware of the contents of this policy, and the implications therein. The Company will have in place procedures to prevent, in so far as is reasonably practicable, breaches of this policy. We will also implement a monitoring process to continually measure the effectiveness of the procedures.

The procedures referred to will be implemented to:

- Detect the use of drugs & alcohol by both existing and potential employees.
- Detect the use of alcohol and/or drugs by any person(s) involved in an incident where there are grounds to suspect that the actions of the person(s) led to the incident.
- Detect the use of alcohol and/or drugs where abnormalities of behaviour prompt managerial intervention which may include a request for screening.
- Allow random unannounced drug and alcohol tests to be carried out on all employees to ensure continued compliance.

If employees are on prescribed medication or are taking medicines that may make them drowsy, e.g. cold cures, they should advise their Doctor and seek alternatives AND report the fact to their Line Manager.

The Company will not tolerate any departure from these rules and will take the appropriate disciplinary action in the event of any infringement. Refusal by any employee to undertake any screening required by this policy or procedures enabled by them will also be regarded as a positive result and appropriate disciplinary action will be taken.

We are not looking to victimise employees who admit to having a drink or drug related problem, and who approach Lorclon for help and are prepared to undergo an agreed form of treatment. Lorclon has a policy of assistance with the rehabilitation of staff who voluntarily seek help for alcohol or drug related problems. Any such instances will be treated with the utmost confidence. Such staff must, however, seek assistance at the earliest possible opportunity – subsequent discovery of a disclosure prompted by impending screening will not be acceptable.

Signed:

Managing Director

A handwritten signature in black ink, appearing to read "L. P. M. G.", is written over the "Signed:" label.

Date:

1/6/23