



Yacht Havens Alcohol and Substance Misuse Policy

Whilst alcohol and substance misuse may not be seen to be a problem within the company, it is important that we provide a clear and consistent response to problems associated with alcohol and substance misuse.

People misuse alcohol and substance for a variety of reasons and as a result, it is likely that their judgment, health or their relationships will suffer because of this. At work, it can have an impact on their own safety or the safety of others, the quality of their work, their productivity or may even lead to absenteeism.

The company set the highest standards and therefore the unauthorised possession or consumption of any alcohol or illegal/non-prescribed substances at any facility is considered a breach of company policy and constitutes gross misconduct.

Furthermore, the trafficking of drugs is an illegal activity and incidents occurring at any facility will be investigated, reported to the relevant authorities and will result in disciplinary action which may lead to dismissal.

This applies to all facilities and all employees, managers and third parties, e.g. temporary employees, fixed term employees, third party contractors, and visitors. This policy applies to all the above parties while on company property and while engaged in company business off site.

Definitions

Alcohol and substance misuse: the intermittent or sustained use of alcohol, drugs or chemical solvents to the extent that an individual's health capability or general conduct is impaired.

Prescribed medication: substances that have been authorized for use by a recognised medical practitioner.

Substances: These can be classified as illegal drugs or legal substances such as solvents obtained at work or purchased externally, prescribed medications, etc.

It is both the employee and employer's responsibility to maintain a safe and healthy work environment and the employee must bring any concerns about the use of misuse of alcohol or substances to the attention of their manager or HR representative. The manager may also notice a change of behaviour or be aware of personal problems that may affect employee performance and they are likely to record their actions and concerns in relation to this in an objective way.

We actively encourage employees to seek help with an alcohol and/or substances misuse problem, and we are not, therefore, unsympathetic to genuine causes, particularly where an employee has notified the

employer and confidentiality will be observed at all times. However, where there has been a deliberate breach of this policy, the employee may be subject to gross misconduct.

However, there are also legal implications involved with substance misuse. It is a criminal offence for a person to be in possession of a controlled drug except when it has been prescribed by a medical practitioner, it is a criminal offence for a person to supply a controlled drug to another person and, it is a criminal offence if a person knowingly allows controlled drugs to be used, kept or supplied on premises for which they are in charge.