

## Drug and Alcohol Policy

<b>Company Name:</b>	Education Placement Group Limited and subsidiary companies including Supply Desk Limited, Teach In Limited and Qualified Schools Limited ('the Company')
<b>Topic:</b>	Drug and Alcohol
<b>Date:</b>	May 2019
<b>Version:</b>	9

1. It is essential that all employees, workers and those who render services to any group company or at any of Supply Desk Limited's premises are in full command of themselves and of all of their faculties throughout the working day.
2. You are required to present yourself for work on each occasion required under your employment contract in complete command of all your faculties i.e. without any dependence on alcohol or any other drugs of a non-medicinal nature and to maintain that state until the completion of your working hours under your contract. If during the course of your working day you have to take medicinal drugs on a regular basis which may have an effect your performance or capability, this fact should be made known to the HR Department confidentially.
3. In the event that you present yourself during working hours in a condition where your line manager reasonably believes you to be under the influence of alcohol or drugs and you are not able to carry out your duties in a proper, fit and safe way you will not be allowed to commence work or continue work. Instead you will be suspended without pay and not allowed to return until such a time as you are in full control of your faculties.
4. Such behaviour will be dealt with in accordance with the Disciplinary Procedure and, after due investigation, may result in dismissal as a result of gross misconduct.
5. As part of a disciplinary investigation, medical advice about your condition may be sought and you may be required to submit to a medical examination.
6. Supply Desk Limited may recommend that you take advantage of counselling services to help control your problem and you will be required to act of any such recommendation. In the event that you need to be absent from work for a period of treatment for either alcohol or drug dependency a reasonable leave of absence will normally be granted to cover this on an unpaid basis.
7. If you are reasonably suspected of being in the possession of alcohol or drugs during working hours or on any of Supply Desk Limited's premises, you will be

required to consent to a search of your belongings. If you are found to be in possession of any alcohol or illegal substances you will be suspended from your duties and denied access to any of Supply Desk Limited's premises pending further investigation. This matter will be dealt with under the Disciplinary Procedure and after due investigation it may result in dismissal for gross misconduct.

8. If it is reasonably believed that you are dealing, buying, selling or receiving drugs or alcohol, you will be suspended from your duties while an investigation is carried out. Where a criminal offence is suspected the Company shall inform the police.
9. All employees and workers are required to inform their line manager, the HR Department or any appropriate person if they suspect any fellow worker may be acting in breach of this policy.