

NON-SMOKING, DRUGS & ALCOHOL POLICY

This policy has been developed as part of an overall commitment to the health, safety and welfare of staff, students and apprentices and trainees. It also recognises the need for effective and consistent action, while striking a proper balance between work, study, privacy and concern for the individual.

CCGT, together with our host employers and registered training organisations, provide a work environment that aims to ensure the health, safety, respect and productivity of all employees, students, apprentices and trainees. This environment is to be drug and alcohol free. The use of drugs and alcohol may impair an individual's capacity to perform their job safely, efficiently and with respect for work colleagues and customers. The use of such substances may result in the risk of injury or a threat to the wellbeing of the impaired person, other employees, students, customers or any other parties.

Our policy is that no employee (including apprentices and trainees) shall possess, consume or be under the influence or effects of alcohol or drugs at any time whilst at work, either in vehicles or any worksite.

The consequences of breaching this policy are detailed in our Discipline and Termination Policy.

Vehicles, machinery and equipment owned by CCGT or by our host employers, are not to be operated by anyone who is under the influence or effects of alcohol or drugs.

CCGT will accept no liability for incidents occurring as a result of a breach of this policy or the law. This includes but is not limited to:-

- Any damage to vehicles, machinery or equipment owned by CCGT, host employers or any third party, or
- Injury to any person,

All liabilities shall rest with the operator/driver concerned.

If you take prescription drugs please check with your doctor to establish if the use of the drug will impact on your work performance. If so, please obtain this advice in writing and provide this to your host employer and the Accounts & Payroll Coordinator of CCGT. This advice should include the possible hazards that taking this medication may present. CCGT and your host employer will assess the risks to ensure that safety is not compromised.

If it becomes evident that an employee's performance is being impaired by alcohol or drug use, the employee will be given an opportunity to discuss the matter in total confidence, and will be encouraged to seek professional assistance for rehabilitation.

Consistent with this policy, the employee agrees to submit to random drug testing at any time on request of CCGT Management or their host employer. Where any employee refuses to submit to drug testing, he or she will have their employment terminated.

At all times during the implementation of the drug and alcohol testing process, consideration will be given to the employee's rights. Confidentiality will be maintained at all times.

Smoking in the workplace is a recognised health hazard and as such is not permitted in any company office, training area, company vehicle or other area designated as non-smoking.

Employees or visitors to our facilities, who smoke outside the premises, should not do so near the main entrances to the building. They should also ensure that they dispose of cigarette butts and other litter in the bins provided.





Endorsed by the Board of Directors on

11/04/2017

CCGT Chairman

CCGT Senior Manager

