

## ALCOHOL AND DRUG MISUSE POLICY OF CITY CHANGE MANAGEMENT

### 1. POLICY AIMS

- To reduce the risk of accidents caused by impaired judgement.
- To reduce the cost of absenteeism or impaired productivity.
- To provide help and support to employees who declare an alcohol- or a drug-related problem.

### 2. RULES

- 2.1 Employees must not consume alcohol at all during working hours, including during meal breaks or before work whenever work performance will be adversely affected.
- 2.2 Employees must not use drugs, CCM have a zero tolerance approach to drug abuse and alcohol in the system at work. Breach of this policy followed by a positive test WILL result in instant dismissal.
- 2.3 Employees agents, contractors, consultants and any other individual representing CCM who are prescribed drugs by their doctor that may affect their ability to work should inform their manager immediately.
- 2.4 Inappropriate discussion about drug use, whatever the situation, will be classed as a serious offence and will result in Drug Test.
- 2.5 Possessing, using or supplying controlled drugs at work is prohibited. The company is obliged to comply with the Misuse of Drugs Act and notify the police if any such activity (including reasonable suspicion of it) takes place on company premises.

### 3. TESTING

- 3.1 CCM reserve the right to conduct drug and alcohol tests at random. On a construction site there is zero tolerance to a positive result for drugs and alcohol. On non construction sites, an alcohol tolerance of less than 29 milligrams of alcohol per 100 Millilitres of blood is acceptable, anything above this level will be recorded as positive.

### 4. ORGANISATIONAL RESPONSIBILITY

- 4.1 The management of CCM and Site Managers undertake to promote this policy and ensure its effective implementation. They should be alert to the signs of misuse of alcohol and drugs and deal with individual cases in accordance with this policy.
- 4.2 All employees, agents, contractors, consultants and any other individual representing CCM are expected to take personal responsibility for their own alcohol consumption and to co-operate with management in assisting colleagues who have an alcohol or drug use problem.
- 4.3 Absence for treatment and rehabilitation will NOT be regarded as normal sickness
- 4.4 The Company will periodically review this policy to ensure that it is being adhered to.

### 5. CONFIDENTIALITY



5.1 Employees with alcohol or drug problems will be treated in strict confidence, subject to the provisions of the law.

Signed:

Site Manager \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Employee, Agent, Contractor \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_