

**Procladd (Scotland) Ltd & Procladd (Small Works) Ltd** provide high quality innovative and robust Building Envelope Solutions to suit our client's needs. We operate under a management system certified to Standards BS EN ISO 9001, BS EN ISO 14001 and BS EN ISO 45001.

Procladd endeavors to ensure that employee's use of psychoactive substances, such as alcohol and drugs, does not impair the safe and efficient running of the Company or the health and safety of workers. Our policy commitments will be actively reviewed, at least once per annum as part of our management system requirements.

If you are prescribed medication, you must seek advice from your GP or pharmacist about the possible side effects on your ability to carry out your job and whether your duties should be modified or you should be temporarily reassigned to a different role. If so, you must tell Human Resources / Management without delay. Details are to be captured on the medical questionnaire refresher.

All employees may be subject to for cause Drug and Alcohol testing.

All employees working on a Procladd site must comply with Main Contractor random testing procedures.

Any positive results will be subject to removal from Procladd premises/site and disciplinary meeting will be organized to discuss further.

Any refusal to comply with Drug and Alcohol testing will be escalated to senior management with the potential for disciplinary action.

## **Being Aware**

Supervisors and managers should be aware that the misuse of drugs or alcohol by employees may come to light in various ways. The following characteristics, especially when arising in combinations, may indicate the presence of an alcohol or drug-related problem.

## **Absenteeism**

- Instances of unauthorized leave
- Frequent Friday and/or Monday absences
- Leaving work early
- Lateness (especially on returning from lunch)
- Excessive level of sickness absence
- Strange and increasingly suspicious reasons for absence
- Unusually high level of absence in respect of colds, flu, stomach upsets
- Unscheduled short-term absences, with or without explanation

## **High Accident Level**

- At work
- Elsewhere i.e., driving at home

## Work Performance

- Difficulty in concentration
- Work requires increased effort
- Individual tasks take more time
- Problems with remembering instructions or own mistakes

## Mood Swings

- Irritability
- Depression
- General confusion

## Misconduct

An employee's alcohol or drug problem may come to light as a mitigating factor in a disciplinary interview. It should be treated as a mitigating factor for certain 'less serious disciplinary offences, such as poor timekeeping or lateness, provided the person is prepared to undergo treatment.

## Self-referral

In some instances, employees may seek help and advice themselves.

## Intervention

Supervisors and managers who feel an employee's unsatisfactory performance may be drug or alcohol-related should arrange to hold a meeting with the employee.

## Treatment

Where employees acknowledge that they have a problem and are given help and treatment, this will be on the understanding that:

- They will fulfil the obligations of the treatment arranged by the Company
- Where necessary, while undergoing treatment, they will be on sick leave and will be entitled to sick pay, where applicable
- In the event of in-patient treatment being necessary for a prolonged period, they will be on sick leave and will be entitled to sick pay, where applicable.

Where a return to work would jeopardize either a satisfactory level of job performance or the employee's recovery, the manager will review the full circumstances of the case and agree a course of action to be taken. This may include the offer of suitable alternative employment, the consideration of retirement on the ground of ill-health, or dismissal.

## Refusal of Help

Any employee who declines the offer of referral for assessment and treatment, or discontinues treatment before its satisfactory completion and who continues to fall below standards required, will be subject to the normal and recognized procedures e.g. disciplinary.

## Relapse

Where an employee, having received treatment, suffers a relapse, the Company will consider the case on its individual merits. Medical advice will be sought in an attempt to ascertain how much more

treatment/rehabilitation time is likely to be required for full recovery. At the Company's discretion, more treatment or rehabilitation time may be given in order to help the employee to recover fully.

## Recovery Unlikely

If, after an employee has received treatment, recovery seems unlikely, the Company may be unable to wait any longer for the employee's recovery. In such cases, dismissal may result, but in most cases a clear warning will be given to the employee beforehand and a full medical investigation will have been undertaken.

## Serious Misconduct Caused by Alcohol or Drugs

### Intoxicated Employees:

If an employee is intoxicated by alcohol or drugs during working hours or on Company premises, arrangements will be made for the employee to be escorted from the premises immediately. Disciplinary action will take place when the employee has had time to become sober or recover from the effects of drugs. This kind of behavior will normally be treated as Gross Misconduct.

### Consumption of Alcohol on the Premises:

Employees are expressly forbidden to consume alcohol when at work or bring it onto Company premises under any circumstances. Any breach of this rule will be treated as Gross Misconduct.

### Drug Abuse on the Premises:

Employees who take drugs which have not been prescribed on medical grounds during working hours or on Company premises, will be committing an act of Gross Misconduct and will thus render themselves likely to be summarily dismissed, as will any employee believed to be in possession of, or buying or selling unprescribed drugs, during working hours or on Company premises. In addition to disciplinary action the company will involve the police in cases of suspected/ confirmed drug abuse.

## GENERAL

All employees are encouraged not to cover up for employees with a drink or drug problem but to recognise that collusion represents a false sense of loyalty and will in the longer-term damage those employees.

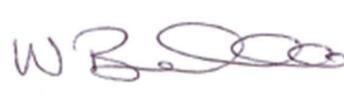
Employees who recognize that they have a drink or drug problem, or that they are at risk of developing one, are encouraged to come forward for confidential help. They should speak in confidence with their manager or secure the help of a colleague in this respect.



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