

TITLE Smoking/Vaping, Drug and Alcohol Policy				
REFERENCE PP Policy 04 Rev 7	PREPARED BY Sue Alsop	APPROVED BY Andrew Golding	DATE ISSUED 01 st February 2018	PAGE 1 OF 1

Smoking and second hand smoke is a known health hazard and is not permitted in enclosed workplaces. Smoking/vaping is prohibited in company vehicles and applies to all employees whether employed directly by Pioneer Pump or through an agency.

The Company has a zero tolerance policy and does not permit illegal drugs or controlled substances to be used or consumed at any time. Drugs or alcohol can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries occurring.

The aim of this policy is to ensure the safety of all employees, contractors and visitors by having clear rules in place regarding use and possession of drugs and alcohol, and to support those who have reported a problem with drug or alcohol dependence.

Principles:

- All employees to be treated consistently and fairly in line with this policy.
- The rules on smoking, drugs and alcohol are to be strictly enforced for all employees.
- Those who admit to having a problem with drugs or alcohol shall be fully supported by their line manager.
- Employees with an illness related to drugs or alcohol are encouraged to disclose this at the earliest opportunity to ensure support and help with treatment.
- All matters concerning drugs and alcohol shall be treated as confidential.

Scope:

- The Companies smoking/vaping, drugs and alcohol policy applies to all employees.
- Employees who wish to smoke or vape may do so in their own time during lunch breaks only in the designated areas. Employees will not be permitted to smoke/vape whilst carrying out their duties and responsibilities for Pioneer Pump.
- Misuse of prescription drugs shall be considered to be substance abuse.
- Company equipment is any equipment provided by the company, including tools, machinery and vehicles.
- Any employee taking prescription drugs on medical advice must be aware of any side effects and inform their supervisor/manager if there is any possibly that their performance may be affected.
- No employee to be in possession of or supplying others with illegal drugs or alcohol in the workplace.
- Employees may be required to submit to substance/alcohol screening at any time during their working hours on a random basis, if there are reasonable grounds to suspect they are under the influence of substances or alcohol, or in the event of an accident.
- Employees shall be subject to client substance and alcohol policy at all times when working on Pioneer Pump or client's premises.
- Any employee with a smoking, substance or alcohol problem will be given all the assistance that can be reasonably expected to overcome this problem but they must bring the problem to the employer's attention.
- Employees should inform the appropriate manager of anyone who fails to comply with this policy.
- All job applicants will be made aware of this policy as part of their commencement induction.

Failure to comply with this policy by employees may lead to disciplinary action up to and including termination of employment.

Failure to comply with this policy by contractors and other visitors will lead to them being removed from site and being permanently barred from company premises.

Signed: - 
Andrew Golding - Managing Director
Date: - ...01st February 2018.....