

City Building Services (NE) Ltd assess commercial and domestic customers and consumers needs to understand their requirements and to provide service and products tailored to their needs in:

- Fire Door Installation
- Passive Fire Stopping
- Domestic Retrofitting and remedial works
- Ground works
- External Construction works

Being under the influence of alcohol or drugs can seriously impair an individual's judgement and reactions leading to an increased risk of accidents and injuries occurring. Alcohol and drug abuse problems can also have a detrimental effect on work performance and behavior.

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

1. Employees may not consume alcohol or any unlawful drugs in the workplace during work time or during a period prior to work where they may still be under the influence of alcohol and drugs effects which may carry over to the working hours.
2. No employee shall be in possession of alcohol or illegal drugs in the workplace.
3. No employee should try to report to work when unfit due to alcohol or drugs.
4. No employee shall supply others with illegal drugs or alcohol in the workplace.
5. Employees who are taking prescription drugs should ensure that they are aware of any side effects and advise their manager or a member of the management team immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others
6. The Company policy involves two approaches;
 - Providing reasonable assistance to the member of staff with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem (see help and support below)
 - Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behavior at work (see enforcement below)

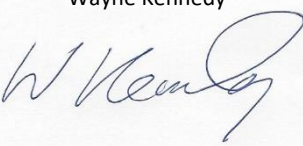
General policy provisions

- This policy applies to all employees.
- All employees will be treated consistently and fairly in line with this policy and all matters concerning alcohol and drugs shall be treated as confidential.
- This policy will be communicated to all employees at induction and the policy will be made available on the intranet and / or employee handbook.
- The Company will raise awareness of alcohol or drug issues in the workplace and will provide signposting to employees of the support that is available. This awareness raising will include providing information leaflets, information on staff notice boards and /or be included on the wellbeing pages on the intranet.
- All Managers will receive training on how to identify, deal with and provide support to staff that may have alcohol and drug issues.
- Disciplinary action in accordance with the Company disciplinary procedures will be undertaken where breaches of the policy occur. In the case of agency workers or contractors, services may be terminated immediately upon a breach of the policy.

Director

Wayne Kennedy

Signed:



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