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LOST ART LIMITED: DRUGS AND ALCOHOL POLICY

DRUGS & ALCOHOL POLICY AND GENERAL INFORMATION

1. PURPOSE OF THE POLICY

The purpose of this document is to inform you/remind you of Lost Art's Policy on Alcohol and Drugs. As your employer, we have a legal responsibility to protect you from harmful effects on your health and provide a safe environment for you and your colleagues to work. Our policy is designed to protect you and prevent accidents caused by impaired performance as a consequence of substance mis-use. The use of illegal drugs and the inappropriate use of prescribed drugs, alcohol and substances will have very serious consequences for your safety and will affect you, your colleagues, your work and the Company.

2. WHO DOES THIS POLICY APPLY TO?

Our policy applies to all Lost Art employees and those contractors, agency workers and third parties working for, or on behalf, of Lost Art.

3. DEFINITIONS

3.1 Illegal Drugs and substance mis-use

Illegal drugs are controlled drugs which are classified in categories A to C by law and are neither prescribed by a doctor or pharmacist nor are available over the counter.

Lost Art forbids the use of all illegal drugs and substances, some examples of which are given below:-

- Heroin, Cannabis/Marijuana, Cocaine, Ecstasy, Amphetamines, etc (A full list can be made available if you are unsure by contacting Damian Liptrot in the Lost Art office or by email)

In addition, the company also forbids all substances that are legal in themselves but are subject to abuse, such as alcohol, glue, hallucinogenic matter and solvents.

3.2 Inappropriate use of prescribed drugs: Medicines/Tablets

Many medicines obtained with, or without a prescription, can affect performance at work.

They include, but are not limited to, some brands of:-

- Tranquillisers, anti-depressants, sleeping pills, some anti-histamines for hay fever, some medicines for coughs, colds and indigestion

Inappropriate use is where these are not taken in accordance with the prescribed limits or pharmacy direction and/or taken by the person not originally prescribed for.

REMEMBER TO ADVISE YOUR SUPERVISOR/MANAGER OR DAMIAN LIPTROT THAT YOU ARE TAK/NG MEDICATION OR THAT YOUR PRESCRIPTION HAS CHANGED SIGNIFICANTLY. THIS INFORMATION WILL BE TREATED IN STRICTEST CONFIDENCE · THIS WILL PROTECT YOU AND YOUR COLLEAGUES.

4. IMPLEMENTATION

Lost Art will take all reasonable steps to ensure that everyone listed in section 2 is made aware of the contents of this document.

It is a requirement of the company that you or anyone listed in section 2 will NOT:-

- report, or attempt to report for work, having just consumed alcohol or drugs, or believed to be under the influence of alcohol or drugs. It should be remembered that ALL absenteeism is recorded and is subject to constant management review.
- report for work in an unfit state due to the misuse of drugs or alcohol.
- be in possession of alcohol or illegal drugs in the workplace or attempt to sell drugs or alcohol in the workplace.
- consume alcohol or illegal drugs whilst at work
- consume alcohol or illegal drugs whilst in company vehicles or sites even at the end of your shift.

Lost Art will operate a zero tolerance approach to any departure from these rules. Any infringements will result in disciplinary action leading to dismissal and legal proceedings, where necessary, even for a first offence. Any non employee of Lost Art (i.e. a contractor, agency worker or third party) who breaches these rules will be removed from the site/office and would not be allowed to work on any Lost Art sites/offices again.

In addition, it is a condition of employment that we must all undertake random screening for drugs and alcohol.

Therefore, to comply with our Policy on drugs and alcohol and to maintain the high standards of behaviour required, you should avoid:-

- drinking alcohol or taking drugs (except appropriately prescribed or over the counter) before going to work (remember that alcohol is still in your bloodstream up to 18 hours after you stop drinking) - know your limits.
- drinking or taking drugs (except appropriately prescribed or over the counter) during breaks (either paid or unpaid)
- drinking alcohol whilst wearing your corporate clothing in licensed premises both during and out- with working hours.
- using illegal drugs at any time.
- having the smell of alcohol on your breath while at work. (Medical conditions which may affect you should be declared to management and will be dealt with in confidence.
- being involved in an unexpected call out if you have any doubt about your fitness for work (your supervisor should be informed immediately in this instance)

4. ALCOHOL AND DRUG TESTING/SCREENING

A programme of screening and testing has been put in place. This includes procedures to:-

- detect the use and consumption of both alcohol and drugs by both existing and potential employees.
- detect the use of alcohol and or drugs by anyone involved in an accident or incident where there are grounds to suspect that the actions of the person led to the incident.
- detect the use of alcohol and or drugs where abnormalities of behaviour, (which may include a request for screening) prompts managerial intervention.

All testing will be carried out by competent and fully trained personnel and always by someone of the same sex. You will be told before the testing takes place what will constitute a fail. Therefore, you must submit to an alcohol or drugs test if requested to do so.

If the result of your drug test is positive, and/or you fail the alcohol test, disciplinary action will be taken and you will be summarily dismissed in accordance with Company policy. If you refuse to be tested, disciplinary action will follow and you will be summarily dismissed (summarily dismissed is a dismissal without notice or pay in lieu of notice). This also applies to contractors, agency workers and third parties who will be removed from site or the work area and their employer notified that they will not be allowed to work on any site or office of Lost Art again.

If you are tested by the police after an accident or incident, you:-

- could be arrested.
- must be prepared to give your manager a printed copy of any alcohol test.

The difference between passing and failing is just one milligram of alcohol in your blood/alcohol level - that equals one fifth of a teaspoonful.

Remember that traces of some drugs can be detected days, even weeks after use. A trace of an illegal drug found during screening will lead to dismissal.

6. GET HELP NOW

Lost Art has a policy of helping employees who voluntarily seek help for drugs or alcohol related problems.

Therefore you must:

- declare any alcohol or drugs related problem which you have or suspect you may be developing, this will be dealt with sympathetically and in confidence.
- report immediately any prescriptions or over the counter medication you are taking which may affect your ability to undertake your normal duties.

Employees must seek help at the earliest possible opportunity. Subsequent discovery or a disclosure prompted by an impending alcohol or drug test will not be acceptable.

Contact Damian Liptrot if you think you may have a drug or alcohol addiction. It will be too late to help you if you:-

- are involved in an accident or incident, or
- are called for a test, or
- fail a test.

7. GENERAL QUESTIONS

Please contact Damian Liptrot if you have any general questions or queries.

DRUGS & ALCOHOL POLICY DECLARATION

I confirm that I have read/heard/understand the Company's Alcohol and Drug Policy, effective from 1st January 2023.

PRINT NAME

SIGNATURE

DATE

Policy owner	Damian Liptrot/Office Manager
Approved by	Dominic Liptrot/Managing Director
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