

Drugs and Alcohol Policy

Introduction

Leinster is committed to providing a safe, healthy, and productive work environment for all employees. The misuse of drugs and alcohol can impair performance, judgment, and decision-making, posing significant risks to health, safety, and productivity, particularly in the construction industry. This Drugs and Alcohol Policy is designed to protect the health and safety of all employees while promoting a productive work environment. By adhering to this policy, Leinster demonstrates its commitment to workplace safety and employee well-being. This policy outlines the company's position on drugs and alcohol and provides guidance on managing issues related to substance use.

Purpose

The purpose of this policy is to:

Ensure a safe and healthy work environment.

Comply with relevant legislation and industry standards.

Support employees in seeking help for substance use issues.

Maintain the company's reputation for quality and safety.

Scope

This policy applies to all employees, contractors, and visitors on company premises or worksites, including all construction sites managed by Leinster.

Prohibited Conduct

The following behaviours are strictly prohibited:

Possession, use, or distribution of illegal drugs on company premises or worksites.

Being under the influence of drugs or alcohol while performing work duties or operating company vehicles or equipment.

Consumption of alcohol during working hours, including breaks, unless at a company-sanctioned event with prior management approval.

Misuse of prescription or over-the-counter medications that impair the ability to perform job duties safely.

Prescription Medications

Employees using prescribed or over-the-counter medications that may affect their ability to work safely must inform their supervisor. The company may require a medical assessment to determine if it is safe for the employee to perform their duties.

Testing

To ensure compliance with this policy, the company reserves the right to conduct the following tests:

Pre-employment testing: As part of the hiring process.

Random testing: On a random basis for safety-sensitive positions.

For-cause testing: When there is reasonable suspicion of substance use.

Post-incident testing: Following workplace accidents or incidents where substance use is suspected.

All testing will be conducted in accordance with relevant legislation and with respect for employees' privacy and dignity.

Confidentiality

All information related to substance use and testing will be kept confidential and shared only with individuals who need to know for the performance of their duties or as required by law.

Support and Rehabilitation

Leinster is committed to supporting employees who seek help for substance use issues. Employees are encouraged to disclose their substance use problems and seek assistance through:

Employee Assistance Programs (EAP)

Counseling services

Rehabilitation programs

Voluntary disclosure and participation in rehabilitation will not affect an employee's job security, provided they comply with the treatment and maintain satisfactory job performance.

Responsibilities

- Management

Ensure the policy is communicated and understood by all employees.

Provide training on the risks of substance use and the company's policy.

Enforce the policy consistently and fairly.

Support employees seeking help for substance use issues.

- Employees

Comply with the policy and avoid prohibited conduct.

Report any substance use issues that may affect work performance.

Participate in testing when required.

Seek help for substance use issues when needed.

- Contractors and Visitors

Adhere to this policy while on company premises or worksites.

Cooperate with company requests for compliance.

Disciplinary Actions

Violations of this policy will be subject to disciplinary actions, which may include:

Formal warnings

Suspension

Termination of employment

Referral to law enforcement authorities (for illegal activities)

Review

This policy will be reviewed annually and updated as necessary to ensure its effectiveness and compliance with current laws and industry standards.

Managing Director: Frank Brazil

A handwritten signature in blue ink, reading "Frank Brazil", with a large circular flourish at the end.

1st April 2025