

## **Extract From NDT Maincal Ltd Company Handbook**

### **10.5 Alcohol and drugs policy**

Alcohol and drug misuse or abuse can be a serious problem within the workplace. Employees who drink excessively or take unlawful drugs are more likely to work inefficiently, be absent from work, have work accidents and endanger their colleagues. The Company has a duty to protect the health, safety and welfare of all its employees. However, the Company recognises that, for a number of reasons, employees could develop alcohol or drug related problems. In relation to drugs, these rules apply to those that are unlawful under the criminal law and not to prescribed medication. These rules aim to promote a responsible attitude to drink and drugs and to offer assistance to employees who may need it. This policy is intended as guidance for management and employees and does not confer any contractual rights.

### **Advice and counselling**

It is the Company's intention to deal constructively and sympathetically with an employee's alcohol or drug related problems, such as alcohol or drug dependency. The Company expects employees who are aware of an alcohol or drug problem to advise their manager in the first instance so that advice and guidance on suitable action may be sought. The primary objective of any discussions will be to assist the employee with the problem in as compassionate and constructive a way as possible. Any discussions of the nature of an employee's alcohol or drug problem and the record of any treatment will be strictly confidential unless the employee agrees otherwise.

If you have an alcohol or drug problem, you should seek appropriate help. If you have 35

an alcohol or drug problem which affects your conduct or performance at work and you refuse the opportunity to receive help, the matter will be referred for action under the Company's disciplinary procedure as appropriate. Likewise, if after accepting counselling and assistance, and following review and evaluation, your conduct or work performance reverts to the problem level, the matter may also be dealt with through the disciplinary procedure.

### **Prohibition on alcohol and drug consumption in the workplace**

No alcohol or drugs must be brought onto or consumed on Company premises or on customer premises at any time. Employees must not report or try to report for work when unfit due to alcohol or drugs (whether illegal or not) or substance abuse.

Employees must never drink alcohol or take drugs if they are required to drive private or Company vehicles on Company business, or when they are on operational standby or on call. Employees must not drink alcohol or take drugs during meal breaks or in the hours prior to reporting for work.

Employees representing the Company at business functions or attending Company organised social events outside normal working hours may be permitted to consume alcohol, however are expected to be moderate if drinking alcohol and must ensure they are well within the legal limits if they are driving. They are prohibited from taking illegal drugs on any occasion.

Social drinking after normal working hours and away from the Company's premises is of course generally a personal matter and does not directly concern the Company. The Company's concern only arises when, because of the pattern or amount of drink involved, the employee's attendance, work performance or conduct at work deteriorates. Whether an employee is fit for work is a matter for the reasonable opinion of management.

A breach of these provisions is a disciplinary offence and will be dealt with in accordance with the Company's disciplinary procedure. Depending on the seriousness of the offence, it may amount to gross misconduct and could result in the employee's summary dismissal.

### **Alcohol and drug related misconduct**

Whilst this policy is aimed at assisting employees with alcohol or drug problems, action will nevertheless be taken under the Company's disciplinary procedure if misconduct takes place at work as a result of drinking or taking drugs, or if an employee is found to be under the influence of alcohol or drugs whilst at work. Even a small amount of alcohol can affect work performance and, if an employee is found under the influence of alcohol whilst at work, there could be serious health and safety consequences. The same applies to being under the influence of drugs and other substances.

Incapacity or misconduct caused by an excess of alcohol, drugs and substances at work is a potential gross misconduct offence under the Company's disciplinary procedure and the employee is therefore liable to be summarily dismissed. This also applies to any employee believed to be buying or selling drugs or in possession of or taking drugs on the Company's premises.

The Company reserves the right in any of these circumstances to arrange for the employee to be escorted from the Company's premises immediately and sent home without pay for the rest of the day or shift.

### **Alcohol and drug testing**

On the grounds of protecting health and safety and only where necessary to achieve a legitimate business aim, for example compliance with customer site rules, the Company reserves the right to carry out random alcohol and drug screening tests on those employees in the workplace whose activities and job duties have a significant impact on the health and safety of others.

If an employee receives a positive test result, this will be viewed as a potential gross misconduct offence and renders the employee liable to summary dismissal in accordance with the Company's disciplinary procedure. Unreasonable refusal to submit to an alcohol or drug-screening test will also be dealt with through the disciplinary procedure.

L. Wilde.....

Technical Director

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