

Drugs and Alcohol Policy Statement

This statement sets out our policy concerning any employee or contractor whose performance of their duties is, or may be, impaired as a result of taking drugs or drinking alcohol.

The company will ensure that all employees and contractors are made aware of this statement and become familiar with its content.

It is a requirement of Armourpost Limited that no employee or contractor shall:

- Report for duty in an unfit state due to the use of drugs, alcohol or solvents.
- Be in possession of illegal drugs while in the workplace.
- Consume alcohol while on duty.
- Use illegal drugs.
- Misuse prescribed medicines.
- Take solvents of any kind.

Employees must inform their Supervisor or Manager before undertaking a course of prescribed drugs which may have an effect on their performance at work.

The Company will not tolerate any departure from these rules and infringement will normally result in disciplinary action, and may lead to summary dismissal on the grounds of gross misconduct.

Any Company contractors are expected to apply the same standards and penalties.

Armourpost Limited policy is to assist with the rehabilitation of staff who voluntarily seek help for drugs or alcohol related problems. Such staff must ask their Supervisor for assistance at the earliest possible opportunity – disclosure prompted by impending discovery will not be acceptable. Refusal to take, or failure to complete, an approved course of treatment to deal with such a problem will normally result in disciplinary action and possible dismissal, should the employee's performance continue to be effected.

All requests for help will be treated in the strictest of confidence.

This Policy will be formally reviewed annually and is updated as the business changes.

For and on behalf of Armourpost Limited

Mr. Geoff Young



Managing Director Responsible for Health and Safety

Date: 09.11.2016