

Document Title	Drug and Alcohol Policy	
Department	HSQE	
Document ID	JG-MP-003	
Original Issue Date	July 2025	
Version	V2	

Introduction

E. Jordon (Refrigeration) Ltd recognises that Drug and Alcohol abuse related problems are an area of health and social concern. We also recognise that a member of staff with such problems may need help and support from their employer.

Drug and alcohol abuse problems can have a detrimental effect on work performance and behaviour. The Company has a responsibility to its employees and customers to ensure that this risk is minimised so far as reasonably practicable.

For purposes of this policy, alcohol dependence is defined as:

“The habitual drinking of intoxicating liquor by an employee whereby the employee’s ability to perform his/her duties is impaired, his/her attendance at work is interfered with, or he/she endangers the safety of others”

Drug dependence is defined as:

“The habitual taking of drugs by an employee other than drugs prescribed as medication by a recognised medical practitioner (i.e. doctor), whereby the employees ability to perform his-her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others”

Policy

No employee, agent, or sub-contractor of E. Jordon (Refrigeration) Ltd. may enter a company vehicle, worksite or perform a service for the company whilst under the influence of alcohol or any controlled substances.

- Use of alcohol and/or illegal drugs on the job or prior to the job at any time such that the employee is under the influence when they report to work is strictly prohibited. This policy extends to all company facilities, vehicles, customer premises and at any company function where the employee may be seen as a representative of the Company.
- Use of over-the-counter drugs that impact the employee’s ability to perform their assigned tasks safely and efficiently are also prohibited unless the Managing Director and Health & Safety Coordinator have been informed of any required prescription or required use of over the counter drugs.
- Any member of staff who is concerned that they may have a dependence on drugs and/or alcohol is encouraged to seek help and advice from their GP. The company has the right to ask for a report on the employees’ condition and any advice regarding treatment strategy and their suitability to fulfil their responsibilities to the company.
- If it is shown that the working environment is contributing to a dependency problem, then the company will take all reasonable actions to alleviate such problems.
- The company has the right to test for drugs and/or alcohol prior to employment, at any reasonable time when there is reasonable suspicion of intoxication and after any workplace accident/incident, whether an injury is sustained or not. Reasonable suspicion may include (but not be limited to) physical evidence or use, erratic behaviour, reports of suspicious activity / behaviour and decline in work/productivity. Refusal to take part in

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drug and/or alcohol testing may be seen as an admission of guilt and result in disciplinary procedures.

- Driving any company vehicle under the influence of drugs and/or alcohol is strictly prohibited. The company will report the use and/or possession of illegal drugs to the Police.
- Any employee found to be in breach of this policy may be subject to disciplinary action, including immediate termination of employment. If the breach is found to be a result of a dependency problem, such action may be suspended for an appropriate period due to treatment. Should reasonable help be refused, treatment unreasonably discontinued or after a reasonable interval there is no improvement, disciplinary procedures will be resumed or initiated.

This policy applies to all employees and contractors working for and on behalf of E. Jordon (Refrigeration) Ltd.

Signed:.....  Managing Director

Date: ...25/09/2025.....