

# Drug and Alcohol Policy and Procedure

## Introduction

This policy applies to employees, workers and contractors. The purpose of the policy is to set out the Company's position on drug or alcohol misuse in the workplace, to protect the health and safety of workers and to comply with relevant legislation.

Interr is committed to maintaining a professional working environment and to ensuring that the use of alcohol and/or drugs does not have an adverse effect on the working and social conditions of our staff, clients and consumers. We recognise that alcohol and drugs will play a part in the lives of some people, however we cannot condone such activities. This document is designed to inform you of our Policy in relation to these issues. Our staff, clients and consumers contribute in creating a safe and happy environment, in which everyone can socialise, free from inappropriate disturbance.

Any use of Alcohol or Illicit Drugs by anyone engaged by will not be tolerated and any breaches to this may be viewed as gross misconduct and may result in disciplinary action up to and including dismissal without notice.

## Your responsibilities

You must not be under the influence of drugs or alcohol when you report for work or during working time. Employees must not under any circumstances attend work if under the influence of drugs or alcohol or have / are displaying behaviour that indicates they will be placing themselves and others at risk at work. If identified or believed that you are under the influence of drugs or alcohol or are displaying behaviours that indicates you are, you will be sent home immediately from work and the company reserves the right not to pay for the entirety of the shift(s) that you have attended work in this manner. This will be treated as gross misconduct followed by disciplinary action.

Due to the nature of our business the Company does not permit the consumption of any alcohol or non-prescribed drugs before or during working hours.

Staff are also reminded that alcohol consumption outside of work leading to hangovers can also be detrimental to performance at work, can lead to absenteeism and will not be tolerated and will be treated as gross misconduct followed by disciplinary action.

In addition, employees must:

- ensure you are aware of the side effects of any prescription drugs and over the counter drugs;
- advise your line manager or a member of the management team immediately of any side effects of prescription or over the counter drugs, which may affect work performance or the health and safety of yourself or others. For example, drowsiness;
- if you are taking medication or herbal remedies that may affect your work performance, or the safety, of yourself or others, you must inform the Company as soon as possible of which medication you are taking and the possible side effects.

Failure to notify the company prior to attending work whilst taking prescription or over the counter drugs that may have any side effects which could affect your work performance or the health and safety of yourself or others is unacceptable and could lead to disciplinary action. Interr and our Clients have a legal responsibility to provide a safe environment for staff and patrons and will take appropriate steps to ensure this environment is established and maintained.

All persons entering our clients premises, both staff and patrons, may be subject to a thorough search, failure to comply can result in entry being refused. Any persons found to be using or in possession of any will be asked to leave our premises and possibly face exclusion from the venue and the police contacted. Anything found in your possession will be confiscated and handed to the authorities and you will face disciplinary action and the police contacted. Anyone found to be selling illegal substances will be handed over to the Police.

### **Support for alcohol or drug misuse problems**

If you have or believe you or someone else may have an alcohol or drug problem, you should inform the Company and seek medical advice before it affects your performance or conduct at work. If you come forward and seek help for an alcohol or drug problem, you will be treated sympathetically and any discussions will remain confidential.

The Company will treat any absence due to drug and alcohol abuse in the same way as sickness absence on condition that you have obtained professional help and/or are receiving treatment. However, you must not be under the influence of alcohol or drugs at work throughout this time of support.

The use, possession, storage, transportation, promotion and/or sale of illegal drugs are forbidden in any situation connected to the Company. The Company reserves the right to involve the relevant authorities if it is deemed appropriate. You are also expected to comply with any third party site rules, policies and procedures.

### **Misuse of Drugs Act 1971**

Under this Act it is an offence for the occupier of the premises or a person concerned in the management of the premises to knowingly allow certain activities including the smoking of cannabis and/or the unlawful supply of a controlled drug to another person. Interr will take appropriate action if such incidences occur and will refer these to the management of the Client and Police.

### **Alcohol Licensing Act 1964**

The supply and consumption of alcohol are subject to the restrictions of the Act. Licence holders have a legal responsibility and have the authority to ban people for their anti-social behaviour from the venues.

### **Licensed Leisure Industry**

#### Further Controls

All staff should be able to distinguish between drunkenness, paranoia, general illness and to recognise the signs of drug use in particular heat stroke. Should any member of staff see a patron looking unwell, please offer assistance, i.e. ask them if they are feeling ok, offer them a seat, then immediately inform a manager, your security supervisor, and if available a member of the medic team. If a patron refuses help and you feel that they may be a danger to themselves or others, please make a mental note of their whereabouts in the venue and what they look like i.e. the clothes they are wearing so they are easily identifiable to you then immediately inform a manager and your security supervisor.

Signs to be aware of:

- Drunkenness
- Loss of balance/control
- Difficulty in moving and speaking
- Hallucinations and blurred vision
- Nausea/Vomiting
- Over heating
- Confusion and disorientation
- Sleepiness
- Aggressiveness

The majority of deaths associated with dance drugs have been caused by acute hypothermia, more commonly known as heat stroke. Other deaths have been caused by brain damage brought about by excessive water consumption, liver failure and heart failure. It is widely known that many people at dance events will take a combination of drugs such as ecstasy (MDMA, MDA, MDEA), speed (amphetamines), alcohol, cocaine, ketamine, GHB and LSD (acid).

### **Procedure**

The Company will take all reasonable steps to prevent anyone carrying out work-related activities, if they are considered to be unfit or unsafe to undertake the work as a result of drug or alcohol consumption.

It is also important to recognise that many Customers require the Company to undertake random drug and alcohol testing as part of the contractual arrangements. Where random testing is undertaken, this will be done by random selection process and under controlled conditions.

The Company reserves the right to also undertake drugs/substance or alcohol testing where there is reasonable cause to suspect an individual believed to be operating under the influence of such substances found within the workplace. All testing will be carried out by a competent personnel.

If you are suspected to be under the influence of alcohol or drugs during working hours or on Company premises, the Company reserves the right to send you home. This type of incident may be viewed as a gross misconduct offence and dealt with under the Company's Disciplinary Procedure, which could result in dismissal without notice. If the Company has reasonable grounds to believe that you were under the influence of drugs and/or alcohol at work you will not be paid for this day

## **Policy Review**

This policy was last reviewed and agreed by the board and seeks to be reviewed and updated annually. Any queries arising regarding this policy should be addressed to Mick Tabori.

A handwritten signature in black ink, appearing to read 'Mick Tabori', is enclosed in a thin black rectangular border.

Mick Tabori - CEO  
January 2023