

Dockside Personnel Limited

Alcohol and Drug Abuse Policy for Agency Workers

1. Purpose

Dockside Personnel Limited ("the Company") is committed to providing a safe, healthy, and productive working environment for all workers, clients, and third parties. This Alcohol and Drug Abuse Policy sets out the Company's approach to preventing alcohol- and drug-related risks in the workplace.

The purpose of this policy is to: - Protect the health and safety of agency workers and others - Reduce the risk of accidents, injuries, and unsafe behaviour - Set clear standards regarding alcohol and drug use - Explain the consequences of policy breaches and how concerns are managed

2. Scope

This policy applies to: - All agency workers supplied by Dockside Personnel Limited - All client sites, including warehouses and associated workplaces - All working hours, including breaks and any time spent representing the Company

This policy also applies to work-related travel and any situation where a worker's conduct may affect safety or the Company's reputation.

3. Legal Framework

This policy is informed by and must be applied in accordance with relevant UK legislation, including but not limited to: - Health and Safety at Work etc. Act 1974 - Misuse of Drugs Act 1971 - Equality Act 2010 - Road Traffic Act 1988 (where driving is involved)

4. Policy Statement

Dockside Personnel Limited has a zero-tolerance approach to attending work under the influence of alcohol or illegal drugs.

- Agency workers must be fit for work at all times.
 - Alcohol or drug misuse that may impair performance or safety will not be tolerated.
 - The misuse of legal or prescribed medication that affects safety must be declared.
 - The Company will act reasonably and proportionately when addressing concerns.
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5. Alcohol

Agency workers must not: - Attend work while under the influence of alcohol - Consume alcohol during working hours or breaks - Possess alcohol on client premises unless expressly authorised by the client

Residual alcohol from the previous day that affects fitness for work is also prohibited.

6. Drugs and Substances

Agency workers must not: - Use, possess, distribute, or sell illegal drugs - Attend work while under the influence of illegal drugs - Misuse prescription or over-the-counter medication

Where prescribed medication may affect alertness, coordination, or judgment, workers must inform Dockside Personnel Limited or the on-site supervisor before starting work.

7. Testing

Where permitted by law and client site rules: - Alcohol and/or drug testing may be carried out - Testing may be conducted as part of random checks, for-cause situations, or following incidents - Testing will be conducted fairly, lawfully, and with respect for dignity

Refusal to participate in a reasonable and lawful test may be treated as a breach of this policy.

8. Prohibited Conduct

Breaches of this policy include, but are not limited to: - Being unfit for work due to alcohol or drugs - Possession of illegal substances - Tampering with or attempting to falsify test results - Encouraging others to misuse alcohol or drugs

9. Reporting Concerns

Agency workers are encouraged to report concerns where: - They believe a colleague may be unfit for work - There is a risk to health and safety - They are experiencing substance-related issues and require support

Concerns may be raised with: - A Dockside Personnel Limited consultant or manager - An on-site supervisor or client representative

Reports will be handled sensitively and confidentially where possible.

10. Support and Rehabilitation

Dockside Personnel Limited recognises that substance misuse may be a health issue.

- Workers are encouraged to seek help at an early stage
- Where appropriate, the Company may support workers in accessing external support services
- Seeking help will not automatically result in disciplinary action

However, safety-critical roles may require immediate removal from site.

11. Breaches of the Policy

Where a breach of this policy is identified: - The worker may be removed from the client site - The matter will be investigated - Disciplinary action may be taken, including termination of assignments - Illegal activity may be reported to the police

12. Equality and Fair Treatment

This policy will be applied fairly and consistently.

- No worker will be treated less favourably due to a protected characteristic
 - Reasonable adjustments will be considered where appropriate
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13. Policy Checks

This policy will be reviewed annually or sooner if legal or operational changes require it.

14. Policy Review

Approved by: Dockside Personnel Operations Team
Review Date: 31/12/2026