



Summit Timber Group Ltd : Drugs & Alcohol Policy

1. Policy Statement

Summit Timber Group Ltd (“the Group”) is committed to maintaining a **healthy, safe, and productive working environment** for all staff. The Group recognises the potential dangers that alcohol, non-prescription drugs, and other substances may pose to an individual’s health, safety, and ability to perform their job effectively.

The purpose of this policy is to ensure a **working environment free from the inappropriate use of substances**, while providing support where possible to employees experiencing dependency or abuse problems.

2. Prescribed Medication

Employees taking medication prescribed by a registered medical practitioner must:

- Inform their manager if the medication may impact their ability to perform their job safely, for example by causing drowsiness or affecting concentration.
- Ensure their medical practitioner is aware of the nature of their job when prescribing medication.
- Understand the potential side effects of their prescribed medication and report any concerns to their manager or supervisor.

This ensures both the safety of the employee and colleagues, and compliance with workplace health and safety requirements.

3. Use of Alcohol and Non-Prescribed Drugs

Employees **must not report to work under the influence** of alcohol, non-prescription drugs, or other substances that may impair their performance. Consumption of alcohol or use of drugs is **strictly prohibited during working hours**, as it may adversely affect safety, productivity, and decision-making.

Employees who believe they may have a dependency or abuse problem are encouraged to **seek confidential help from their manager or a Director at the earliest opportunity**. The Company aims to detect and manage such issues sensitively and at an early stage wherever possible.

4. Prohibition on Soliciting or Supplying Substances

Employees must **not**:

- Dispense, distribute, promote, sell, or offer to buy alcohol, non-prescription drugs, or other prohibited substances on Company premises, in Company vehicles, on customer sites, or during work hours.

Any breach of this rule will be treated as **gross misconduct**, which may result in **summary dismissal**. Contractors, visitors, or other third parties suspected of such behaviour will be required to leave the premises immediately, and the Company reserves the right to notify the Police, where appropriate.



5. Reporting and Support

- Employees, managers, or supervisors who suspect a colleague may have a drug, alcohol, or substance abuse problem should **report their concerns to their line manager**.
- Employees who recognise that they have, or may be at risk of developing, a substance dependency issue are encouraged to **seek confidential support** from a Director.

In roles where substance abuse or dependency would be incompatible with job responsibilities, the Company reserves the right to take **disciplinary action**, up to and including dismissal.

6. Responsibilities

Management

- Lead by example in adhering to this policy.
- Ensure employees are aware of the policy and provide guidance on support mechanisms.
- Act promptly on any concerns raised regarding substance use in line with this policy.

Employees

- Comply with the policy at all times.
- Notify managers of any prescribed medication that may affect their ability to perform their duties safely.
- Seek support confidentially if experiencing issues with alcohol or substance dependency.

7. Confidentiality

All reports or disclosures regarding substance use will be handled **sensitively and confidentially**, in line with GDPR and the Company's internal policies.

8. Policy Review

This policy will be reviewed **annually**, or sooner if legal requirements or operational circumstances change, to ensure it remains effective and compliant.

9. Approval

Approved by the Board of Directors of Summit Timber Group Ltd