

Drug, Alcohol and Substance Abuse Policy

PHX088

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Purpose

The purpose of this policy is for Phoenix Software to:

- show our responsibility and commitment to ensure a safe and healthy environment for our staff
- ensure that our employees can work in an environment free of alcohol/drug use and abuse
- ensure our employees can socialise in an environment free of drug use and abuse
- outline the company's expectations and requirements for creating and maintaining an alcohol and drug free work environment and for dealing with substance and alcohol abuse
- provide an opportunity to employees with a substance use problem to get well rather than provide grounds to terminate their employment

Scope

This policy applies to all employees of Phoenix Software and also includes visitors and sub-contractors:

- All individuals working at Phoenix Software are expected to report fit for work and be able to perform assigned duties safely and acceptably without any limitations due to the use or after-effects of alcohol, illicit drugs, non-prescription drugs, prescribed medications, or any other substance.
- Off the job or on the job involvements with alcohol or drugs can have adverse effects within the workplace, on the integrity of our services, the safety of other staff, the wellbeing of our staff's families and the ability to accomplish the business goals of an alcohol and drug free environment. Phoenix Software therefore wants to emphasise that it has zero tolerance for employees who arrive at work under the influence of alcohol or drugs or whose ability to work is impaired in any way by the consumption of alcohol or drugs, or who consume alcohol or drugs on company property.
- All social and work events held outside of the workplace, whether hosted directly by Phoenix Software or in relation to third party organised events associated to Phoenix Software, including but not limited to customer, vendor and supplier hosted events are covered by this policy. Zero tolerance is in place for employees relating to drug use and abuse and inappropriate alcohol use.
- Phoenix Software strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption or possession of drugs or alcohol on company property. To this end, the Company reserves the right to conduct searches for drugs or alcohol including, but not limited to, searches of desks, drawers, filing cabinets, packages, bags, etc. which are on company property including cars. Any drugs or alcohol found as a result of such a search will be confiscated and the owner/user of the substance will be subject to disciplinary action, up to and including termination of employment.

- An exception to this policy, is if alcohol is presented by the Company or a Vendor as part of a promotion or gift. Personal gifts between employees are also allowed, this alcohol can be kept in the building at the time of presentation however it must be removed at the earliest possible opportunity.
- Employees must never drive a vehicle under the influence of alcohol or drugs or with associated after-effects. Employees must never represent Phoenix under the influence of alcohol or drugs or with associated after-effects including but not limited to meetings, visits to customer's premises or vendor presentations. Any of these instances will be subject to disciplinary action, up to and including termination of employment
- With the adoption of a hybrid working pattern where part of the working week is conducted as WFH, this policy also applies to any period of time that is worked from a remote location. Employees who choose to WFH must never represent the Company under the influence or suffering the effects of drugs or alcohol.

Roles & Responsibilities

It is the responsibility of all employees to identify concerns about an individual's ability to perform their job and take appropriate steps. Where necessary, they must inform a manager who will remove any employee who is suspected of breaching this policy. They will be removed from company premises pending investigation and a decision of appropriate consequences including possible disciplinary action.

Here is some guidance on how to administer this policy however not every situation can be predicted:

- if an employee arrives at the workplace and you have reasonable cause to suspect that they are under the influence of alcohol or drugs the manager will immediately remove the employee from the work environment. If you have any doubt about whether they are or not impaired, you should err on the side of caution and ask for them to be removed
- unexpected circumstances can arise when an off-duty employee is requested to work. It is the employee's responsibility to refuse the request and ask for it to be directed to another person if the employee feels unfit due to the influence of alcohol or drugs
- employees who are prescribed medication are expected to ask their doctor if the medication will have any potential negative effect on their job performance. They are required to report to their manager if there is any potential risk, limitation or restriction that may require a modification of their duties and provide appropriate verification on any restrictions in performance of their duties
- if an employee believes that any colleague in a more senior position is in violation of this policy, they must get a second opinion where possible. They are also expected to notify the relevant manager or director
- in support of those who may have developed or are developing the issue of a chemical/alcohol dependency, all employees are required to document and report any violations of this policy. Any employee not complying with requirement is enabling the dependence. Enabling behaviour leads to on-going health and safety concerns for an addicted individual and those around them.

Version Control

<u>Author</u>	<u>Version</u>	<u>Date</u>	<u>Description</u>
Trevor Hutchinson	1.0	01/11/2019	Original Document
Trevor Hutchinson	1.0	01/11/2020	Annual review – no changes
Trevor Hutchinson	2.0	01/11/2021	Amendments following annual review
Trevor Hutchinson	3.0	06/01/2022	Expansion to include social elements
Trevor Hutchinson	3.0	01/11/2022	Annual review – no changes

Document Approval

<u>Name</u>	<u>Version</u>	<u>Date</u>	<u>Position</u>
Sam Mudd	1.0	01/11/2019	Managing Director
Sam Mudd	2.0	01/11/2021	Managing Director
Sam Mudd	3.0	06/01/2022	Managing Director
Clare Metcalfe	3.0	01/11/2022	Operations Director

Signed: *Clare Metcalfe* Clare Metcalfe, Operations Director

Dated: 01/11/2022