

H G Leach Alcohol and Drug Policy

HG Leach is committed to creating a drug and alcohol free workplace to safely achieve its business objectives. This commitment:

- › supports the company values
- › is part of the way we work
- › achieves a healthier and safer workplace and workforce

HG Leach will support our people in achieving this goal through the following initiatives:

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| Voluntary Rehabilitation | HG Leach offers its employees the opportunity to voluntarily join the company Drug and Alcohol Rehabilitation Programme. |
| Pre-employment Testing | The company offers new appointments contingent on applicants returning a negative drug and alcohol test. |
| Post-Accident or Incident Testing | Company employees may be tested for the presence of drugs or alcohol when an accident, incident or near miss occurs. |
| Reasonable Cause Testing | Employees may be tested for the presence of drugs or alcohol where their actions, appearance, behaviour or conduct suggests drugs or alcohol may be impacting on their work. |
| Random Testing | All employees at a randomly selected site may be tested for the presence of drugs or alcohol on one or more occasions each year as instigated by the COO. |
| Dilute Samples | A sample is 'dilute' when added fluid reduces the concentration of a drug or drugs. Fluid may have been added to the body prior to sampling or to the sample after collection. If an employee's test results note the sample as being dilute another specimen will be collected as soon as possible. If a test result from a job candidate notes the sample as dilute, the candidate will have the option of withdrawing their application or submit to a re-collection as soon as can be arranged. Re-collection to be at the candidate's cost. |
| Serious Misconduct | Employees observed taking, selling, transferring or being in the possession of drugs or alcohol at work will be disciplined according to the company's serious misconduct procedures. |
| Compulsory Rehabilitation | The company provides a Drug and Alcohol Rehabilitation Programme for employees testing positive for drugs or alcohol under the post accident or incident, and reasonable cause clauses of the drug and alcohol policy. The company's compulsory rehabilitation programme is instigated when the employee has not been dismissed for serious misconduct. |

Paul Brown
Chairman

Mark Baillie
Chief Operating Officer

17/08/21
Date