

LEARNING SPOT LTD

Trading as The Builders Academy™

Drugs and Alcohol Policy Statement

Purpose

This Drugs and Alcohol Policy is designed to promote a safe, healthy, and productive working environment for all employees, contractors, visitors, and members of the public who may be affected by our business activities. The misuse of drugs and alcohol can negatively affect performance, safety, judgement, attendance, and behaviour in the workplace and may place individuals and others at risk.

The company is committed to ensuring that all employees are fit to carry out their duties safely and responsibly at all times.

Policy Statement

The possession, use, distribution, sale, or being under the influence of illegal drugs, controlled substances, or alcohol during working hours, while on company premises, in company vehicles, or while representing the company is strictly prohibited.

Employees must report to work in a fit condition and remain capable of performing their duties safely and effectively throughout their working hours. Any employee suspected of being under the influence of drugs or alcohol may be removed from duty pending further investigation.

The company also reserves the right to take appropriate disciplinary action where an employee's misuse of drugs or alcohol outside working hours affects their performance, conduct, attendance, safety, or the reputation of the business.

Prescription and Over-the-Counter Medication

Employees must inform their manager if they are taking any prescribed or over-the-counter medication that may affect their ability to work safely or perform their duties effectively. Any information disclosed will be treated confidentially where possible.

Employee Responsibilities

All employees are expected to:

- Comply with this policy at all times
- Report to work fit and capable of carrying out their duties safely
- Avoid any behaviour that may place themselves or others at risk
- Report concerns relating to drug or alcohol misuse in the workplace
- Cooperate with any investigation relating to suspected breaches of this policy

Support and Assistance

The company recognises that drug and alcohol dependency may be a health issue and encourages employees who may be experiencing difficulties to seek help at an early stage. Where appropriate, support and assistance may be offered to employees seeking treatment or rehabilitation.

Breach of Policy

Any breach of this policy may be treated as serious misconduct and could result in disciplinary action up to and including dismissal. Where illegal activities are suspected, the matter may also be reported to the relevant authorities.

Review

This policy will be reviewed periodically to ensure it remains effective, appropriate, and compliant with current legislation and workplace standards.

Created By: T Ismail April 2025

Updated By: T Ismail April 2026

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