



Qubit

DRUGS & ALCOHOL POLICY

QUBIT INTERIOR SOLUTIONS LIMITED
PIER HOUSE, THAMES ROAD, DARTFORD, DA1 4SL



DRUGS & ALCOHOL POLICY

Company: Qubit Interior Solutions Limited (Qubit Group)

Location: Pier House, Thames Road, Crayford, DA1 4SL

Prepared By: Kyle McGimpsey

Position: Managing Director

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1. Introduction

Our employees are our most valuable asset and their health and safety are the utmost importance to us. The Company is committed to maintaining healthy, safe and productive working conditions for its entire staff. Drug and alcohol misuse has the potential to damage the health and wellbeing of our employees and threaten the success of our business.

The Company recognises the impact that both alcohol and drugs may have upon an individual's ability to work safely and correctly and, as such, the Company aims to ensure a working environment free from the inappropriate use of substances and where its employees are able to carry out their duties in a safe and efficient manner. The Company recognises that in certain circumstances an alcohol or drug problem can be an illness.

Employees are also required to take reasonable care of themselves and others who could be affected by what they do.

There are often signs that might suggest that someone has a problem. These include a decline in work performance; a poor attendance record; unreliability; unexplained injuries; and changes in behaviour, such as irritability and lack of concentration.

This policy is designed to prevent and treat problems created in the workplace by inappropriate alcohol consumption and drug usage, in light of the potential dangers to the health and safety of alcohol and drug users and their colleagues if an alcohol or drug-related problem is untreated.

Any employee who has concerns about any aspect of this policy or its operation should contact their line manager to discuss their concerns in the first instance.

2. Policy Objectives

This policy aims to:



- Alert all employees to the risks and potential harm associated with drinking alcohol and using drugs and to promote good practice and a progressive change of behaviour and attitude concerning use.
 - Encourage and assist employees who suspect or know that they have an alcohol or drug problem to seek help and appropriate treatment at an early stage.
 - Achieve a balance between supporting individuals who come forward with a problem and the overriding needs of the business, including to maintain health and safety and to ensure employees perform efficiently in their roles.
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3. Policy Application

This policy applies to all employees within the Company whilst they are carrying out their work related activities or duties when representing the Company, whether on Company premises or elsewhere on Company business, including at customer premises and in Company /privately owned vehicles.

If an individual is visiting or working on third party sites, and their substance misuse policy applies stricter rules/limits, that shall take precedence.

For the purposes of this policy the term 'drug' includes:

- substances covered by the Misuse of Drugs Act 1971 (referred to as 'controlled drugs');
- prescribed and over-the-counter drugs, where these are misused;
- solvents and any other similar substances; and
- psychoactive drugs and new psychoactive substances (formerly known as 'legal highs') (even where these may not be banned under the Misuse of Drugs Act 1971).

All employees should familiarise themselves with this policy and must comply with the rules set out in it. In addition to the Company's employees, the requirements of this policy must be observed by all agency staff, contractors, consultants and any other individual working for, at or on behalf of, the Company.

The Company reserves the right to make additions or alterations to the policy from time to time to suit the needs of the Business

4. Responsibilities Under This Policy

The Company's management has overall responsibility for the operation of this policy.

Managers are responsible for:



- promoting the policy and ensuring its effective implementation in their teams;
- ensuring that they understand their responsibilities for action under the policy and for confidentiality, to ensure consistency of approach;
- undertaking appropriate training when it is provided; and
- being alert to the signs of misuse of alcohol and drugs and dealing with individual cases in accordance with this policy.

All employees are expected to:

- familiarise themselves with this policy and the implications of breaching it;
 - take personal responsibility for their own alcohol consumption and/or drug use; and
 - recognise that prescribed and over the counter medication may cause impairment to their safety and performance at work.
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5. Company Rules on Alcohol & Drugs

The use of alcohol and drugs can lead to reduced levels of attendance at work, reduced productivity and performance, impaired judgement and decision-making and increased risks to the health and safety of the individual concerned and others including, in serious cases, the risk of serious injury or death. In some cases, this may result in criminal prosecution or other action that in turn may damage the Company's reputation and business.

All employees are expected to arrive at work fit to carry out their duties and to remain able to perform their duties throughout the working day, without any limitations or impairment due to the use, or after-effects, of alcohol or drugs.

The Company's rules on alcohol and drugs at work are as follows:

- **Limited Tolerance:** Staff should not drink alcohol during their working hours, on the Company's premises. If an employee drinks alcohol during any official breaks off the premises, they must ensure that they do not exceed (insert limit, e.g. the drink driving limit). and at official, work-related meetings and events. Drinking alcohol at work, or an employee attending for work where their work performance is affected by the consumption of alcohol will be treated as gross misconduct under the Company's disciplinary procedure and could lead to dismissal.
- **Limited Tolerance (Work Events):** The Company expects all employees to behave in a professional and responsible manner when at work, work-related functions and at work-related social events. If employees attend work-related functions or social events where alcohol is served, they must at all times act in a way that will not have a detrimental effect on the Company's business or reputation. Those entertaining



clients or representing the Company at such events, Christmas party, other Company seasonal or Birthday events must remain professional and fit for work.

Any employee who is taking prescribed medication must seek advice from their doctor or pharmacist about the possible effect on their ability to carry out their duties including on their ability to drive and/or operate machinery, and whether their duties should be changed or they should be assigned to a different role on a temporary basis. Should the doctor or pharmacist advise that the medication could have an effect, the employee should immediately discuss the relevant issues with their manager.

Dispensing, distributing, possessing, using, selling or offering to buy drugs at work is prohibited. Any such activity (including reasonable suspicion of it) on the Company's premises will be reported immediately to the police.

Various offences relating to driving or attempting to drive a vehicle on a road or other public place, when unfit through drink and/or drugs and/or when under the influence of drink and/or drugs are set out in legislation. Any such activity (including reasonable suspicion of it) will be reported immediately to the police. Conviction for drink-driving and/or drug-driving may harm the Company's reputation and, where an employee's job requires them to drive, that employee may be unable to continue to do that job. Committing a drink-driving or drug-driving offence while at work or at any time will be treated as gross misconduct and could lead to dismissal.

Any breach of these rules will be treated as gross misconduct and the employee could be liable to dismissal under the Company's disciplinary procedure.

6. Seeking Help

An employee who considers they may have drug and/or alcohol issues is encouraged to raise the matter with their manager. They are also encouraged to seek medical advice and assistance as soon as possible. 5

You can contact the Company's Employee Assistance (EAP) helpline to talk about this. The EAP is a confidential 24/7 helpline. BUPA EAP Line: 0800 269 616. Bupa.com/cbt PIN: BupaHM. bupa.co.uk/eaponline

7. Observing Colleagues

Any member of staff who is concerned that a colleague may have drug and/or alcohol issues should raise the issue with their line manager or HR.



8. Drug & Alcohol Testing

To assist in the effective implementation and operation of this policy, the Company reserves the right to require certain employees to undertake alcohol and/or drug testing tests when required to do so, namely:

- all staff who are subject to a requirement to undergo annual medical checks;
- any person who has been involved in a workplace accident or any incident that caused or could have caused a danger to health and safety;
- any person who management has reasonable grounds to believe or suspect:
 - is or may be under the influence of alcohol and/or drugs, or
 - that their work performance has been affected by alcohol and/or drugs

A rolling programme of random alcohol and drug testing will be carried out on members of staff who work in safety-critical roles, including those working with machinery, job duties involve driving, or job involves responsibility for the safety or care of others. The Company reserves the right to have drug and alcohol testing carried out at its discretion on any employee or employees. The reasons the Company may choose to conduct such testing include, but are not limited to the list below:

- Where there is a suspicion on the part of a manager that drugs and/or alcohol may have been used by an employee and their work performance is affected by such use.
- Following a criminal conviction which relates to drugs or alcohol including activities which have taken place outside of the workplace. • Following an accident in a Company vehicle or a vehicle in working time.
- Following any accident or near miss in working time.
- Following an incident resulting in damage to Company property.
- Following a report from a member of the public of dangerous driving in a Company vehicle.

If a random test is undertaken it will be explained to the person who is being tested what they are being tested for. This will be organised by an independent third party. Employees are advised that a request to undergo alcohol and drug testing does not, in itself, indicate that they are suspected of wrongdoing. All tests are sent to by the independent third party to laboratory for testing.

Where testing takes place, the individual will be expected to sign a written consent to be tested. Failure to give consent, or refusal to supply a sample of urine, blood, hair or other sample as reasonably required, will be considered to be a breach of the employee's contract of employment and/or Employee Handbook and may be treated the same as a positive test result.

The Testing will be conducted under the direction of the Company, and test results interpreted by a professional external service that meets appropriate standards and best practice guidelines.



When testing for alcohol, any alcohol found in the employee's system will usually be treated as a positive result. When testing for drugs, any drugs found in the employee's system unless already declared as being taken will usually lead to a positive finding.

9. Testing Results

Where there is a negative result for the testing undertaken, no further action will be taken.

If there is a positive result from the testing, this will be considered to be a breach of this policy, leading to suspension from work and it will be treated as gross misconduct. Individuals will be dealt with in accordance with the Company's disciplinary procedure and are liable to dismissal.

All employees are required to follow reasonable management instruction as set out in the Employee Handbook. If a test is refused due to an individual not being in a fit and able position to give consent or there is an active refusal to take a test, this will be treated the same as a positive test result.

10. Confidentiality

The Company aims to ensure that matters concerning alcohol or drug misuse will be kept confidential as far as possible. However, in certain circumstances it will be necessary to inform an employee's manager of alcohol/drug issues, if the employee has not approached their manager already.

11. Data Protection

The Company have conducted an impact assessment to ensure that any testing is necessary and proportionate.

The reason testing is carried out where there is a suspicion on the part of a manager that drugs and/or alcohol may have been used by an employee and their work performance is affected by such use. These reasons are not limited to:

- Following a criminal conviction which relates to drugs or alcohol including activities which have taken place outside of the workplace.
- Following an accident in a Company vehicle or a vehicle in working time. 7
- Following any accident or near miss in working time.
- Following an incident resulting in damage to Company property.



- Following a report from a member of the public of dangerous driving in a Company vehicle.

The Company will ensure that test results are treated confidentially as far as is possible. Test results will be processed in accordance with data protection act 2018 (DPA 2018) and shall be retained in accordance with our data protection policy.

The Company may utilise an external drug and alcohol testing company to carry out the appropriate testing. If such an external company is used, we shall ensure that there are appropriate terms and conditions in place to ensure that any test results will be processed securely.

The Company will ensure that any drug and alcohol testing will be carried out only by qualified personnel.

12. Other Sources of Information & Support

Information and support are available from a number of organisations, such as:

- **Drinkline**—a government-funded free service: helpline: 0300 123 1110; website: www.drinkaware.co.uk
- **Talk to FRANK**—a government-funded free service, previously the National Drugs Helpline, helpline: 0300 123 6600; website: www.talktofrank.com
- **Alcoholics Anonymous**—a self-help group for people who acknowledge they cannot handle alcohol. Services are free. Helpline: 0800 9177 650; website: www.alcoholics-anonymous.org.uk
- **Narcotics Anonymous**—a self-help group for people who want to stop using drugs. Services are free. Helpline: 0300 999 1212; website: www.ukna.org
- **Cocaine Anonymous**—national self-help group specifically for cocaine users. Helpline: 0800 612 0225; website: www.cocaineanonymous.org.uk
- **Adfam National**—an organisation that works with and on behalf of families affected by drug and alcohol problems; website: www.adfam.org.uk

13. Monitoring & Review

We carry out regular reviews of this policy to monitor its effectiveness.

Reviewed / Approved By:

Name: Kyle McGimpsey

A handwritten signature in black ink, appearing to read "K.L. McGimpsey".

Interior Solutions Limited
Hames Road, Dartford, DA1 4SL

QUBI0006 – Revision1

Position: Managing Director

Signature:

Date: 19/11/2025

