



DRUGS & ALCOHOL POLICY

Decent Cleaning recognises the importance of maintaining a healthy and productive workplace through the highest standards of safety and employment practices while reducing risk in all its areas of activity. This policy declares the Board's intent to provide a safe and healthy working environment free from the inappropriate use of alcohol and drugs in all Decent Cleaning undertakings.

Decent Cleaning acknowledges that the use of illegal drugs, misuse of legal drugs (including solvents), and the abuse of alcohol can impair job performance and pose a serious threat to safety, health, productivity, and the environment. All Decent Cleaning staff, sub-contractors, labour agencies, consultants, and their employees must comply with this policy when providing services at Decent Cleaning locations or on Decent Cleaning business. Decent Cleaning will ensure they are informed of this policy as part of its induction and communication procedures. Additionally, Decent Cleaning will ensure that any employee who voluntarily declares an addiction or habit related to drugs, alcohol, or substances is provided with appropriate advice and support.

No member of Decent Cleaning staff, workforce, subcontractors, labour agencies, consultants, or any of their employees shall:

- Arrive at work while under the influence of alcohol or illegal drugs, or misuse of legal substances (like solvents).
- Attend duty in an impaired condition due to alcohol, illegal drugs, or the inappropriate use of legal drugs (including solvents)
- Use alcohol or illegal drugs or improperly use legal substances (including solvents) while on duty.

Decent Cleaning reserves the right to test 'with cause' if any of the above characteristics are suspected. In addition, Decent Cleaning will, subject to any overriding client restrictions, carry out:

- mandatory drugs & alcohol testing at induction, and
- random testing at all its sites and offices.

Everyone involved in working with Decent Cleaning at a site with particular client specifications must adhere to the site's requirements and practices, including any additional specific stipulations from the client. All cleaning activities will align with this policy and its associated procedures. Workers who refuse testing or test positive will be deemed to be violating this Policy. They will be removed from the workplace and face disciplinary measures, potentially resulting in dismissal. Excluded individuals may also lose access to any Decent Cleaning site or office.

Signed:  Date: 17th July 2024

A.D Said, Director