


IMS Policy 11	Issue 01 Rev 02	Drug & Alcohol Abuse Policy	
Quality ISO 9001: 2015			
Environmental ISO 14001: 2015			
Health & Safety ISO 45001: 2018			

## General statement

Remondis aims to provide a working environment that is safe, which minimises any risks to health and which makes adequate arrangements for employees' welfare whilst they are at work.

The use or abuse of certain substances, including drugs or alcohol, by any workers may put themselves or others at risk and/or result in harm and/or injury to themselves or others. This policy is not contractual, but is intended to clarify our position and to help and protect workers from the effects of substance use or abuse at work.

This policy therefore aims to clarify the responsibilities of those employed or Sub-contracted to work with our business in relation to the use of alcohol and Drugs and to raise awareness of the impact misuse of alcohol and drugs may have. In addition, it deals with how misuse can be recognised, what support is available and to clarify at what point we regard alcohol, drug or substance use as a disciplinary matter rather than a health problem.

## Scope

This policy applies to all categories of worker, irrespective of status. All workers are engaged on the basis that they will provide the business with their best endeavours at all times. As judgement and the ability to make decisions are an essential element of all jobs at all levels, and as alcohol and other substances affect judgement and the ability to make decisions, it is important that no category of worker is excluded from this policy.

## Responsibilities

In applying this policy, we recognise the company responsibilities are:


- To place high importance on the health, safety and welfare of all employees and sub-contractors in the conduct of our business
- To accept the legal and moral obligation to provide and maintain a safe and healthy workplace
- To provide commitment to support employees who require help and rehabilitation for health problems and to ensure that those who place their trust in us by admitting to a substance abuse problem are treated with the utmost sensitivity and confidentiality
- To provide information about the harmful effects of substance abuse in order to promote preventative action.

Employees and workers have individual personal responsibility for their own health and safety. They also have individual personal responsibility for the health and safety of their colleagues, customers, suppliers and other personnel whom they may contact during the course of carrying out their duties or who may be affected by their acts or omissions.

## Definitions

"Alcohol" means any ethyl-alcohol containing product which, if consumed, has the capacity to induce intoxication.

"Drugs or substance abuse" means any substance capable of causing intoxication. This includes all controlled drugs contained in the Misuse of Drugs Act 1971 and specifically includes: cannabis (marijuana), opiates (including heroin), cocaine, any prescription drugs (including amphetamines and barbiturates) which are not obtained and used in a legally issued medical prescription, and any over-the-counter medicine or substance which is deliberately misused so as to impair the individual.

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The "workplace" includes all land, property, sites, car parks, buildings, structures, installations, lockers, toolboxes, vehicles or equipment owned, leased or used by Remondis for the conduct of its business and clients or suppliers' premises visited during the course of carrying out work duties.

### Alcohol

The use of alcohol affects individuals in different ways and there are a number of variables (such as size and weight) that mean some people feel the effects more quickly, and to a greater degree than others when drinking the same amount. However, the impact of alcohol (even with a relatively low intake) is likely to affect the drinker's thinking, judgement, mood, and lead to changes in behaviour which can have an impact on job performance, absenteeism and relationships with work colleagues. Co-ordination and speed of reaction may also be affected and it is the responsibility of the individual worker to ensure they do not attend work under the influence due to drinking before their shift starts. Attending work under the influence of alcohol and drinking alcohol at work will be regarded as gross misconduct meriting instant dismissal.

### Drugs

Like alcohol, drug misuse can affect thinking judgement and mood and lead to changes in behaviour which can have an impact on job performance, absenteeism and relationships with work colleagues. The effects of illegal substances vary, including dizziness, slowing down and feelings of sleepiness, excessive thirst, being detached from reality, suffering from hallucinations etc. It is the responsibility of the individual worker to ensure they do not attend work under the influence of non-prescribed drugs or illegal substances.

### Dealing and use of Drugs

The use, possession, distribution, purchase, sale, consumption, taking or being under the influence, of illegal drugs whilst at work is never permitted and workers must not under any circumstances bring illegal drugs into the workplace or to any event attended in the course of their employment, including social functions organised by the Company. Doing any of the above will be regarded as gross misconduct meriting instant dismissal.

### Enforcement

In order to enforce this policy against the use of or being under the influence of alcohol drugs or intoxicating substances other than prescribed drugs the following procedures have been defined


### Prescription Drugs

A worker taking prescription drugs the effect of which acts during working time must inform their GP of the type of work they do and get clearance from him to work without special provision being made. If, in the opinion of the workers GP, the drug might adversely affect the health and safety of the worker or their colleagues, or the competency of the worker, they must advise their manager so that adjustments to the work environment can be implemented.

### Behaviour

If a worker appears to be under the influence of alcohol drugs or illegal substances the company reserves the right to suspend that worker from work and to administer an appropriate test or tests to determine objectively if there is a real or potential problem. In the event a worker is involved in an accident at work the company reserves the right to test the worker for alcohol drugs or illegal substances

In the interests of their own and their colleagues' safety, any employee then believed to be under the influence of either alcohol or illegal drugs will be escorted off site pending investigation.

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In order to enforce this policy, Remondis reserves the right to inspect and search the workplace and, with their consent, any person or personal property. Whilst we have no power to enforce a personal search, failure to comply will be taken into account when considering whether disciplinary action is necessary.

### Drugs and Alcohol Screening

Alcohol & Drug screening may be undertaken in the following circumstances

- Detect the use of drugs & alcohol by both existing and potential employees.
- Detect the use of alcohol and/or drugs by any person(s) involved in an incident where there are grounds to suspect that the actions of the person(s) led to the incident.
- Detect the use of alcohol and/or drugs where abnormalities of behaviour prompt managerial intervention which may include a request for screening.
- Allow random unannounced drug and alcohol tests to be carried out on all employees to ensure continued compliance.

In the event of a drug and alcohol screening workers screened will be advised of the purpose of the screening, exactly what information will be collected and held, and for how long, the reasons for this and the consequences of the tests. Refusal to provide the necessary biological samples will be regarded as gross misconduct and will be dealt with under our disciplinary procedure.

All matters relating to medical assessment, test results and management communications will be treated in a confidential manner.

In addition, if we suspect that an employee's work performance or conduct has been impaired through substance abuse, we reserve the right to require the employee to undergo a medical examination to determine the cause of the problem.

### Support


Remondis will provide employees who seek help for substance abuse problems, with support internally and through external agencies (where appropriate).

Employees must recognise that it is their responsibility and in their best interests to seek help at the earliest possible stage when treatment is more effective and before the problems affect their work sufficiently to become a disciplinary matter. Employees enrolled in a rehabilitation programme will be subject to the normal sickness absence rules.

If an employee declines the offer of referral for assessment and treatment, discontinues treatment before its satisfactory completion and continues to fall below standards required or either disobeys an instruction given by the business with regard to rehabilitation or suffers a relapse during or following treatment, we reserve the right to withdraw our support and will deal with the matter under our disciplinary procedure.

This policy will be communicated to all staff and will be included in the Employee Handbook.

Breach of this policy by any employee will be fully investigated and dealt with under our disciplinary procedure. Any other person breaching this policy will be asked to leave the workplace. In order to meet legal obligations, Remondis will inform the police and any other appropriate authorities if there is reasonable suspicion that a criminal act has been committed in the workplace.

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Any employee concerned about the implementation of this policy, or who has concerns for his/her health and safety, should raise these in the first instance with his/her line manager. If appropriate action is not taken to resolve the situation within five working days, he/she should raise the issue with their line manager

We reserve the right at all times to inform the police of any suspicions we may have with regard to the use of illegal drugs or other substances by our workers on our premises.

The management team have overall responsibility for implementing and monitoring this policy, which will be reviewed on a regular basis following its implementation (at least annually) and additionally whenever there are relevant changes in legislation or to our working practices. Employees will be consulted about any proposed changes, and adequate notice given of these.

Signed:



..... Date: ...1<sup>st</sup> March 2023.....

Managing Director  
David Hughes