

## ALCOHOL AND DRUG ABUSE POLICY

Harper Group PLC recognises both alcoholism and drug abuse as serious illnesses, which, except where absolutely necessary, should be treated medically rather than with disciplinary action. Alcohol and drug dependency not only affects the individual but also their team and our company and whilst we would prefer to raise awareness of the potential dangers of alcohol and drug abuse as a means of prevention, we recognise that some staff may still suffer from the illness.

Harper Group PLC is aware that any individual suffering such an illness is likely to require assistance and treatment, which we will where possible, try to provide. However, refusal of treatment as diagnosed by a qualified person or failing to co-operate where assistance is being offered could result in disciplinary action being taken. Similarly, if we are not made aware of the problem we may not have the opportunity to provide assistance and support. In any situation, an individual will be held responsible for their own actions, if being under the influence of drink or drugs results in a breach of the law.

If you suspect someone may be suffering as a result of alcoholism or drug abuse you should talk to your Manager before approaching the individual.



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**A.P. Rees**  
Group Managing Director

Dated: 31<sup>st</sup> January 2019  
Next Review: 31<sup>st</sup> January 2020