



## **Smoking, Alcohol And Drugs**

Capral is committed to ensuring a safe and productive work environment for all employees, customers, suppliers and visitors.

Smoking is only permitted in designated areas. On no account should anyone smoke in an area where it is not clearly indicated that smoking is permitted.

All employees must be fit to carry out their duties and must not be under the influence of, or involved with the consumption, possession, sale, or transfer of Alcohol and or Drugs in the work place, or in the course of their employment with Capral. On no account should alcohol or illegal drugs be bought onto company property in any shape or form. Any involvement with Alcohol or Drugs in the workplace (including possession) will not be tolerated.

You must report for work, and remain at work, in a condition free from the effects of Alcohol or Drugs. You should remember that this includes the after-effects of alcohol or drug use. As employees of Capral, it is your responsibility to ensure that activities undertaken outside of work do not adversely affect your ability to carry out your role in a safe and responsible manner. This includes excessive drinking the evening prior to commencing work. As a general rule, you should not consume any alcohol for at least 8 hours prior to starting work.

Any involvement in illegal substance abuse outside of working hours which could have an adverse effect on an employee's job performance or could jeopardise the safety of other employees, will not be tolerated.

Employees have an obligation to check with a doctor or pharmacist to ensure any prescribed or over the counter drugs you are currently taking will not affect your work performance (for example drowsiness, lack of concentration etc). You are also responsible for notifying your manager immediately if there are any side effects that have an impact on your work. Arrangements will then be made to review your tasks in line with your individual circumstances.

31 December 2005