

## Alcohol & Drugs Policy

Orchard Professional Solutions Ltd has agreed with all its clients to issue all temporary workers with the following policy on drugs and alcohol, this policy must be adhered to at all times.

The purpose of a policy is to ensure that all temporary workers are aware of the standards required of them, and to ensure consistent and fair treatment of issues that fall within the scope of its procedure.

### Alcohol

The use of alcohol on all premises of the employer is forbidden, any temporary worker who is found using alcohol on the premises may be removed from the workplace and from their position working for until manage Orchard Professional Solutions Ltd ment is satisfied the temporary worker is fit and responsible to undertake their duties.

### Drugs

The use of controlled drugs for non-medical purposes is strictly forbidden and may also result in the temporary worker being removed from the workplace and from their position working for Orchard Professional Solutions Ltd

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with Orchard Professional Solutions Ltd immediately.

The use of alcohol and drugs at work is extremely dangerous especially when operating machinery, if for any reason you suspect anyone to be under the influence of alcohol or drugs whilst at work please report it immediately.

Craig Wardale  
Director  
Orchard Professional Solutions Ltd