

## Drugs and Alcohol Policy

Murform Limited aims to provide a safe and healthy working environment for all of its employees. It recognises that those who misuse alcohol, drugs or abuse substances may adversely affect their health, performance, conduct and relationships at work. The policy applies to all employees and aims to:

- Ensure that employee's use of alcohol, drugs and substances does not affect the Health and Safety of the individuals themselves, their fellow workers or others with whom they come into contact during the course of their work.
- Ensure that employee's use of alcohol, drugs and substances does not affect the efficient and effective operation of the Company's business.

The Company's policy is that the working environment should be free from the influence of alcohol, drugs and substances.

### Arrangements for Securing the Health and Safety of Workers

Employees and/or contractors shall not:

- Report (at the start of a shift, after a break or at other times) or try to report for work when unfit due to alcohol or drugs (whether illegal or not) or to substance abuse.
- Be in possession of alcohol or illegal drugs in the workplace.
- Consume alcohol or illegal drugs in workplace. The only exception to this is that employees may consume alcohol in moderation at company functions where such consumption has been previously authorised by a Director or Senior Manager. Such functions will be arranged at times so that employees do not have to return to work having recently consumed alcohol. This exception to the normal rule does not excuse drinking to excess or so as to create a risk to Health and Safety.

Whether an employee is fit for work is a matter for the reasonable opinion of management.

Contravention of these rules is a very serious matter and the company will take disciplinary action, which may well include dismissal, in the event of an infringement.

Employees are required to advise their immediate supervisor if they have grounds to suspect that any of their co-workers are under the influence of alcohol, drugs or abuse substances or are otherwise contravening this policy. The supervisor shall take steps to investigate and if necessary implement disciplinary proceedings.

Employees who have or believe they may have difficulties with alcohol, drugs or abuse of substances are encouraged to report this to the Occupational Health Advisor (OHA) on a confidential basis. In such circumstances, the OHA may, in consultation with the Company provide advice, treatment and/or counselling as is deemed at the absolute discretion of the Company to be reasonable, necessary and/or appropriate.

Signed



Mr. Lee Murphy

Director

Dated: 2nd January 2024