



GENIE
CLEANING GROUP

DRUG & ALCOHOL POLICY

PURPOSE

The Genie Group LTD is committed to providing a safe and healthy workplace for all employees. This policy outlines our approach to drug and alcohol use within the company premises and during work hours to ensure the safety of our employees, clients, and the public.

SCOPE

This policy applies to all employees of The Genie Group LTD, including full-time, part-time, temporary, and contract workers.

POLICY

Prohibition of Substance Abuse: The use, possession, distribution, or sale of illegal drugs or controlled substances while on company premises or during work hours is strictly prohibited.

Alcohol Consumption: The consumption of alcohol during work hours or while on company premises, except during authorised company events with prior approval, is prohibited. Employees must not report to work under the influence of alcohol.

Prescription and Over-the-Counter Medication: Employees must disclose the use of any prescription or over-the-counter medication that may impair their ability to work safely and effectively. The company will assess the situation and may make reasonable accommodations where possible.

Drug and Alcohol Testing: The Genie Group LTD reserves the right to conduct drug and alcohol testing under the following circumstances:

Pre-Employment: As part of the hiring process, candidates may be required to undergo drug and alcohol testing.

Reasonable Suspicion: If there is reasonable suspicion that an employee is under the influence of drugs or alcohol while at work.

Post-Incident: Following a workplace accident or incident where drug or alcohol use is suspected to have been a contributing factor.



Random Testing: Periodic random drug and alcohol testing may be conducted across the workforce.

CONFIDENTIALITY AND SUPPORT:

All information obtained through drug and alcohol testing will be treated confidentially. Employees who seek help with substance abuse issues will be provided with support and access to resources for assistance.

CONSEQUENCES OF VIOLATION:

Violation of this policy may result in disciplinary action, up to and including termination of employment, in accordance with company procedures.

ACKNOWLEDGMENT

All employees are required to read, understand, and acknowledge receipt of this policy. By signing the acknowledgment, employees agree to comply with the policy and understand the consequences of non-compliance.

CONCLUSION

The Genie Group LTD is committed to maintaining a safe and healthy work environment for all employees. Compliance with this drug and alcohol policy is essential for the well-being of everyone associated with the company.

SIGNED:



DATE: 03/08/2024

