

DWP_5-3 Dworkin® Drug and Alcohol Policy

Dworkin® ISO 9001: 2015 Documentation

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1. Policy Statement

The purpose of this policy is to ensure public safety and to maintain a safe, and productive work environment for all employees by preventing accidents or other dangerous incidents that may result from drug or alcohol use. This policy pertains to all employees of the company who have cause to be on company premises and other properties. The possession, use or sale of alcohol on company premises during work hours is strictly prohibited. Further, the possession, use or sale of illegal drugs is prohibited at any time. Employees are prohibited from reporting to work under the influence of alcohol or drugs.

Drugs and alcohol testing is not routinely or randomly carried out by Dworkin®. Dworkin® has a proven track record with no cases of drugs or alcohol having ever been a problem. Dworkin® is a medium sized IT support business and as such maintains a culture of trust with regards to its employees.

Dworkin® has a very relaxed working environment. The prevailing culture within the company is one that trusts its employees to carry out their duties in a trustworthy manner. This trust is totally reliant upon the maturity and self discipline of all employees. Dworkin® does not wish to dictate what an employee may do or not do in their own time, nor does Dworkin® wish to enforce tough rules regarding the use of drugs or alcohol.

If a suspected incident occurs regarding drugs or alcohol, Dworkin® will strive to ensure that the matter is dealt with fairly and honestly taking into account any underlying problem that a person may have on a particular occasion with drugs or alcohol.

Upon joining the Dworkin® Team you will have read understood and signed Annex A to the document declaring the fact that you fully understand the Dworkin® Drug and Alcohol Policy.

2. Company discipline with regard to drugs and alcohol

2.1 Overview

Dworkin® delivers IT support to customers all over Europe and the rest of the world. All Dworkin® employees are trusted, in that they are made aware when joining the Company, that they are never to be under the influence of drugs or alcohol at work. Certainly under no circumstance are they to be under the influence whilst visiting our customers.

2.2 Record to Date

To date there have been zero instances of any infringements of this policy having ever been committed. That is not to say that in the future should there be any suspicion of either drugs or alcohol even suspected of becoming a problem, Dworkin® will immediately be forced to adopt more draconian rules.

2.3 Proof of employees being under the influence of drugs or alcohol

Because of Dworkin®s in-house, some would perhaps say trusting policy on drugs and alcohol, the Company reserves the right to make an educated decision when there is suspicion of an employee being under the influence of drugs or alcohol. This means that if there is suspicion of a Company Employee being under the influence they would accept that there would be reasonable grounds for accusation.

2.4 Disciplinary Action

An employee who is suspected of being under the influence of drugs or alcohol can expect to be summoned for a disciplinary interview, the results of which could incur a form of punishment or sanction up to and including dismissal from Dworkin®.

3. Table of Amendments

Name of Amender	What was Amended	Date of Amendment
Michael WILLIAMSON	Change of entire document to new Dworkin® font design	14.01.2020
Michael WILLIAMSON	Checked document for viability	14.01.2020
Michael WILLIAMSON	Checked document for viability	18.01.2021
Michael WILLIAMSON	Checked document for viability	12.08.2022
Michael WILLIAMSON	Checked document for validity and viability	26.01.2023
Michael WILLIAMSON Martin KRIVY	Checked document for validity and viability	03.01.2024
Michael WILLIAMSON	Changes made to front cover	27.02.2025

4. Annex A to Dworkin® Drug and Alcohol Policy

4.1 ADMINISTRATIVE:

The company strictly prohibits the use, possession and/or sale of illegal drugs, drug paraphernalia or unsanctioned use of alcohol within company or customers property. Dworkin® will cooperate fully with public authorities in the prosecution of anyone in violation of said prohibition. Information concerning drug and/or alcohol violations of this policy will be treated as confidential information. Such information will be released only to management representatives who have a need to know. This information will also be provided to the civil authorities where required by law or regulation.

4.2 ALCOHOL AND DRUG POLICY ACKNOWLEDGMENT

I, _____, acknowledge that I have read the company drug and Alcohol policy, and that I fully understand that violation of this policy could be grounds for immediate termination of my employment.

Signature _____ Date _____

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