



Alcohol and Drugs Misuse Policy

Introduction

Alcohol and drug misuse can have an adverse effect not just on you as an individual but also on your colleagues, customers and 3rd parties. Having a safe working environment, providing excellent customer service by maintaining productivity levels and avoiding days being lost due to illness are all critical to our success.

We require all employees to comply with the "Alcohol and Drugs Misuse Policy. Breaches of the policy will be taken very seriously and may be dealt with under our "Disciplinary Policy and Procedure".

For the purpose of this policy, the term 'drugs' means illegal substances (or legal substances which induce similar effects to legal drugs) or other substances, for example, solvents. Drug misuse also refers to the misuse of prescribed medication.

Policy

Metaverse VR (MVR) strongly discourages you from drinking any alcohol or taking drugs prior to driving and you must not attend work, or perform your work duties, under the influence of alcohol or drugs.

Unless you have express permission to do so, you must not drink alcohol during work time. Work time is any time between when you report for work and the time you finish, including lunchtimes.

The use, possession, storage, transportation, promotion and/or sale of drugs or drug equipment is forbidden during work time, whether in the workplace or at another location on business.

Please note: You may be required to undergo testing for alcohol or drugs in your system in certain circumstances (see Testing section).

Prescribed Medication

This policy is not intended to apply to or stop you from using prescribed medication, over-the-counter medication or herbal remedies. However, medication such as tranquillisers, sleeping pills, pain-killers, decongestants, cough suppressants, antihistamines (for treatment of hay fever or other allergies) and antidepressants can make you feel drowsy and may affect your work performance or put your safety and the safety of others at risk. Therefore, if you are taking any medication you should:

- Check the possible side effects with your doctor or pharmacist and
- Let your line manager know, in confidence, you are taking medication and the possible side effects. Your line manager will, if necessary, make alternative arrangements for you.

Assistance

If you come forward voluntarily and seek help for an alcohol or drug problem we will provide you with help and support. If you think you may have a problem and may be violating this

policy as a result, we strongly encourage you to speak to your line manager and seek help.

Your line manager will be sympathetic and ensure you get access to the help and support you need, which may include external specialists. If you voluntarily inform us you have

an alcohol or drug problem, you will be treated with dignity at all times and any discussions will be carried out in the strictest of confidence.

You may continue to struggle with alcohol or drug dependency even after you have sought and are receiving assistance. As an organisation we will make every effort to provide ongoing support to you.

Absence

If you are absent from work due to attending treatment in relation to alcohol or drug abuse, your absence will be treated as normal sickness absence.

Formal Procedures

Whilst we will be sympathetic and supportive if you are experiencing difficulties with alcohol and drugs, it may be appropriate to implement a disciplinary or capability procedure if your conduct or performance is not satisfactory, which could ultimately result in termination of your employment.

Criminal activity in the workplace involving drugs will, in every case, require us to alert the police.

Right of Search

We reserve the right to search you. The right to search covers you, your car, your personal belongings and MVR vehicles. Only an authorised senior manager will carry out searches. In addition, no search will be conducted without you having the opportunity for a work colleague to attend as a witness.

If you are found to be in possession of drugs or alcohol on company premises or while working or representing MVR, this may constitute gross misconduct and may lead to summary dismissal (immediate dismissal, without notice).

Testing

The benefit of testing is it provides an objective way of measuring whether you have used alcohol or drugs rather than relying on opinions and observations of others.

Tests may be carried out where we have reasonable grounds to believe you may be under the influence of alcohol or drugs within the scope of this policy.

The test will be carried out by an independent and reputable external screening company, under a tightly controlled procedure, ensuring the results are fair, accurate and objective. Tests will be carried out in the strictest confidence and privacy, to protect your dignity. You may nominate a colleague to witness the test where this is reasonable and practical and we will arrange this where requested.

If you have undertaken a test and been required to leave our premises, and the screening result is not available by the time you should next start work, depending on the circumstances, you may either remain suspended from duty on contractual pay or be re-allocated to risk-free work until the results arrive.

We will take appropriate action in response to you refusing to be tested under the provisions of this policy, or any attempt by you to falsify a test result, either scenario could result in disciplinary action under our "Disciplinary Policy and Procedure", up to and including dismissal.

All personal data collected for the purpose of testing will be processed in line with current Data Protection legislation.

Work Events

If, in the course of your duties, you are required to attend events with clients to build and nurture client relationships, you are permitted to drink alcohol, but please do not allow yourself to become intoxicated or allow your judgement to become impaired. Your line manager, or a more senior colleague at such an event, is able to ask you to stop drinking alcohol because they reasonably believe you are at risk of causing offence or harm to others, harm to yourself and reputational damage to the organisation.

Employee Assistance Programme

MVR have an Employee Assistance Programme with Aviva giving you access to a confidential counselling telephone service, which can provide advice and guidance if you have an alcohol or drug problem. The service can be accessed by visiting aviva.co.uk/business/workplace-wellbeing/wellbeing/wellbeing-solutions/

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