



DRUG & ALCOHOL POLICY

Trinity Guards

1. Statement of Intent

Trinity Guards is committed to providing a safe, healthy, and productive working environment. The misuse of drugs or alcohol can impair performance, increase risks, and compromise safety.

This policy sets out the company's approach to managing drug and alcohol use in the workplace.

2. Scope

This policy applies to all employees, contractors, and personnel working on behalf of Trinity Guards at any site or location.

3. Policy Statement

Trinity Guards operates a **zero-tolerance approach** to drugs and alcohol during working hours.

Personnel must:

- Report for duty fit to work
- Not be under the influence of drugs or alcohol
- Not consume alcohol or illegal substances during shifts
- Not possess, use, or distribute illegal drugs on any site

Prescription or over-the-counter medication that may affect performance must be reported to management.

4. Responsibilities

The Director

- Ensures this policy is implemented and reviewed
- Takes appropriate action where breaches occur

Supervisors

- Monitor staff fitness for duty
- Address concerns promptly
- Record and report incidents

Employees

- Present themselves fit for work
 - Comply with this policy at all times
 - Inform management of any medication or issues that may affect performance
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5. Testing (if applicable)

Where required by clients or specific sites, Trinity Guards may implement drug and alcohol testing in line with contractual obligations.

Refusal to participate in required testing may be treated as a breach of this policy.

6. Breach of Policy

Any breach of this policy may result in disciplinary action, including removal from site or termination of engagement.

Serious breaches may be reported to relevant authorities where appropriate.

7. Support & Assistance

Trinity Guards recognises that drug or alcohol dependency can be a health issue and is committed to supporting individuals where possible.

Where an individual voluntarily discloses a problem:

- The matter will be treated confidentially
- Support and guidance will be offered where appropriate
- Adjustments or time off may be considered to seek help
- Individuals may be signposted to professional support services

Employees are encouraged to seek help at an early stage.

However, support will not prevent disciplinary action where safety is compromised or where there has been a breach of this policy.

8. Review

This policy will be reviewed periodically to ensure it remains effective and compliant with current legislation and industry standards.

Signed: *Ko. Adam*

Name: Authorised Signatory
Position: Director
Company: Trinity Guards
Date: 01/04/2026

