MACINNES BROS LTD

BUILDING, CIVIL ENGINEERING & BUILDERS MERCHANT

Drugs and Alcohol Policy Statement

January 2026

DRUGS AND ALCOHOL POLICY STATEMENT

Introduction

This statement sets out MacInnes Brothers Ltd policy in respect of any employee or contractor employed directly by MacInnes Brothers Ltd whose proper performance of their duties is or may be impaired as a result of drinking alcohol or taking drugs.

MacInnes Brothers Ltd has taken into account the Transport and Works Act 1992 and provided that employees adhere to the provisions of this Policy they will normally be able to demonstrate compliance with this Act.

All persons concerned are to be made aware of this statement and become familiar with its content.

Policy

MacInnes Brothers Ltd will ensure that employees or contractors are made aware of the contents of this statement, together with the relevant sections of the Transport and Works Act 1992 and the implications thereof. Furthermore, as a responsible employer MacInnes Brothers Ltd will have in place procedures to prevent, in so far as is reasonably practicable, an offence under the Act and a monitoring process to measure the effectiveness of such procedures.

It is a requirement of MacInnes Brothers Ltd that no employee or contractor shall:

- Report or endeavour to report for duty or be on duty whilst under the influence of alcohol or drugs.
- Report for duty in an unfit state due to the use of alcohol or drugs.
- Be in possession of drugs of abuse in the workplace.
- Consume alcohol or drugs whilst on duty or in the workplace.

MacInnes Brothers Ltd will not tolerate any departure from these rules and will take the appropriate disciplinary action in the event of any infringement, which could also lead to criminal proceedings.

Drug Testing

Random – Individuals may be randomly selected and tested for drugs or alcohol regardless of their job function. A process will be used to select individuals for testing in such a way that there is no specific pattern, which may be carried out in house. The test is quick and non-invasive and involves

you placing your fingerprints onto a drug screening cartridge then results will be provided within 10 minutes. Random testing will be conducted unannounced.

RESULTS & OUTCOMES

Negative – No further action will be taken.

Non-Negative – The individual may be suspended from work or the workplace pending confirmation of the test result. As a non-negative result could be triggered by certain prescription or over-the counter medication, any current or recently taken medication should be declared prior to the test so it can be eliminated from the proceedings.

Positive – This will be considered a breach of this policy and gross misconduct. Employees will be dealt with in accordance with the Company's disciplinary procedure which may result in dismissal. Working arrangements for agency and temporary workers, contractors, volunteers and others working for the Company will usually be terminated.

Test Refusal – Failure to give consent, or be in a state unfit to give consent, or refusal to take part in a drug or alcohol test may be treated the same as a positive test result.

MacInnes Brothers will, where appropriate to do so, adopt a constructive and supportive approach when dealing with employees and others who may be experiencing drug or alcohol dependency. This means that employees seeking assistance will not automatically have their employment terminated simply because of their dependency. However, if despite any support and assistance that can be offered, performance, attendance or behaviour is unacceptable, then dismissal may be unavoidable.

Signed: Managing Director Date: 09.01.26