



Drug, Alcohol & Substance Abuse Policy

Policy Statement

Optima Cars Limited supports the Motor Industry in their opposition to Drugs, Substance Abuse and Alcohol within the workplace and to this end the Company stringently enforces its Drugs and Alcohol Policy and any deviation from this policy will be regarded as a disciplinary matter.

Management are expected to rigorously impose the provisions of the policy. The Company requires personnel to: Undergo Drugs and Alcohol testing as part of its pre-employment process where applicable and; to co-operate in random/for-cause testing during employment with the Company.

Alcohol

The Company has a firm policy that it strongly discourages any consumption of alcohol during working hours. The influence of alcohol can be damaging in terms of employees' ability to perform their duties satisfactorily, and all employees should be aware of the dangers of alcohol abuse. The consumption or possession of alcohol (or drugs) is expressly forbidden for all staff when working, and any employee breaching this condition will be subject to disciplinary action. This also applies to employees who are random tested and test positive. No alcohol is allowed in any Company office without the express approval of the Managing Director. Such approval will only be given at certain social events (e.g., retirement parties, etc).

Testing For Abuse

The Company may, at any time undertake random Substance/Drug Testing of Optima Cars Limited personnel. Such tests are normally carried out by urinalysis screening. Every care is taken with such analysis in order that legitimate medication is excluded, and employees will be given the opportunity to declare any current medications prior to the test. It is a condition of employment that employees co-operate with the Company's random/for-cause tests and provide samples as required. Any positive test will result in the employee's immediate suspension. The Company reserves the right to direct any employee to undertake drug screening if it has reasonable suspicion that he/she has been taking unauthorised drugs.

Drink Driving

Any employee/s convicted of drink/driving whilst utilising a company or customer vehicle will be subject to disciplinary action. The Company operates a zero tolerance to employees being on work premises while over the legal limit.

Counselling

Notwithstanding the rules above the Company is always prepared to consider offering professional counselling to employees who approach the Company for help if they are suffering from alcohol/drug abuse. This will be treated confidentially.

Urfi Hossain
Managing Director
1st January 2020