

## **Drug & Alcohol Policy**

### **1. Purpose.**

Top Magic Limited (the “**Company**”) is committed to providing a safe, healthy and productive work environment.

The misuse of drugs and alcohol can impair employee performance, health, and safety, and adversely affect the Company’s operations and reputation.

This Policy outlines our commitment to preventing drug and alcohol misuse and providing support to employees.

This Policy applies to all employees, contractors, consultants, temporary and agency staff, and any other individuals working for or on behalf of the Company within the UK.

### **2. Definitions.**

- **Drugs:** Any substance that, when taken, has the potential to impair an individual’s physical or mental faculties. This includes illegal drugs, prescription medications (used inappropriately), and over-the-counter drugs.
- **Alcohol:** Any beverage containing ethanol, including beer, wine, and spirits.
- **Under the Influence:** A state where an individual's physical or mental faculties are impaired by drugs or alcohol to the extent that job performance is affected.

### **3. Policy Statement.**

#### **3.1 Prohibited Conduct:**

- Possession, use, distribution, or sale of illegal drugs on Company premises or while conducting Company business.
- Reporting to work under the influence of drugs or alcohol.
- Consumption of alcohol or drugs during working hours, including breaks.
- Misuse of prescription or over-the-counter medications.

#### **3.2 Exceptions:**

The moderate consumption of alcohol may be permitted at company-sanctioned events or with prior authorisation from senior management, provided it does not impair work performance or pose a safety risk.

### **4. Responsibilities.**

#### **4.1 Employees:**

- Must comply with this Policy and report any violations.
- Are encouraged to seek help if they have a drug or alcohol-related problem.
- Must inform their supervisor or HR if they are taking medication that may affect their ability to work safely.

#### **4.2 Managers & Supervisors:**

- Must ensure that employees understand and comply with this Policy.
- Should monitor performance and behaviour for signs of drug or alcohol misuse.
- Are responsible for addressing any breaches of this Policy promptly and appropriately.

## **5. Testing & Searches.**

### **5.1 Drug and Alcohol Testing:**

- Top Magic Limited reserves the right to conduct drug and alcohol testing in the following circumstances:
  - Pre-employment screening.
  - Post-accident or incident.
  - Reasonable suspicion of impairment.
  - Random testing, where appropriate.

### **5.2 Searches:**

The Company reserves the right to conduct searches of Company property and premises, including lockers, desks and vehicles, where there is reasonable suspicion of Policy violation.

## **6. Support & Rehabilitation.**

- Employees with drug or alcohol problems are encouraged to seek assistance through the Company's Employee Assistance Programme (EAP) or through external support services.
- The Company will support employees in accessing treatment and rehabilitation programs and may provide reasonable adjustments during recovery.

## **7. Disciplinary Action.**

- Violations of this Policy may result in disciplinary action, up to and including termination of employment.
- Each case will be considered individually, and the appropriate action will be determined based on the severity of the violation and the circumstances.

## **8. Confidentiality.**

All information regarding drug and alcohol issues will be treated confidentially and disclosed only to those with a legitimate need to know.

## **9. Review & Monitoring.**

- This Policy will be reviewed regularly to ensure it remains current and effective.
- Feedback from employees and stakeholders will be considered in future revisions.

## **10. Communication.**

This Policy will be communicated to all employees, and training will be provided to ensure understanding and compliance.

## **11. Legal Compliance.**

This Policy complies with relevant UK legislation, including the Health and Safety at Work Act 1974 and the Misuse of Drugs Act 1971, as amended and in force.

## **12. Acknowledgment.**

All employees of Top Magic Limited are required to acknowledge their understanding and commitment to this Drug & Alcohol Policy.

Last Updated: 05 February 2026