


Policy

Title: Alcohol & Drugs Misuse Policy

Document No.	Version	Status	Effective Date
POL-11	03	APPROVED	10/02/2026

Document Approvals

	Print Name	Signature	Date
Approver	Fran Crowell		10/02/2026

1.0 Objective

The purpose of this alcohol and drugs misuse policy is to provide guidance for staff with regards to the misuse of alcohol and drugs within Remember Us

2.0 Scope

The scope of the document applies to all Employees, CE, TÚS Workers, Contractors and Volunteers of Remember Us.

3.0 Responsibilities

It is the responsibility of Remember Us to have a policy in place to provide guidance for its Employees, CE, TÚS Workers and Volunteers with regards to the misuse of alcohol and drugs within Remember Us.

It is the responsibility of Employees, CE, TÚS Workers and Volunteers of Remember Us to ensure they have read and understand the policy herein.

4.0 Policy

It is the policy of Remember Us to adhere to the Safety, Health and Welfare at Work Act, 2005 under which Employers are obliged to provide a safe workplace for all Employees.

The following applies during working hours to all Employees, CE, TÚS Workers and Volunteers of Remember Us, while they are on company premises or involved in offsite activities relating to their role with Remember Us:

- Employees, CE, TÚS Workers and Volunteers are responsible for following this policy as failure to do so may compromise the health, safety and welfare of themselves and their colleagues.
- Any Employee, CE, TÚS Worker or Volunteer involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and alcohol on company premises or work sites, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal and referral for prosecution.
- Where an Employee, CE, TÚS Worker or Volunteer is prescribed medication which they have been advised may have side effects, this should be brought to the attention of their manager, especially if such

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side effects may influence their ability to carry out their normal role within Remember Us.

Action where an Employee, CE, TÚS Worker or Volunteer is suspected of being unfit for Work:

- In any instances of suspected intoxication in the workplace, the Line Manager will record the factors supporting this conclusion, for example: smell of alcohol on breath, dilated pupils, impaired co-ordination or speech.
- The first step will be for the Line Manager to request an immediate meeting with the Employee, CE, TÚS Worker or Volunteer. The factors leading to the concern will be outlined to the Employee, CE, TÚS Worker or Volunteer who is suspected of being under the influence of drugs or alcohol. The Employee will be sent home immediately. Payment of wages may be deducted for that day.
- Where an Employee, CE, TÚS Worker or Volunteer is removed from the site/the premises, Remember Us will use reasonable endeavours to ensure that individual travels home in a safe manner.
- An Employee, CE, TÚS Worker or Volunteer found in possession of illegal substances will be reported to An Garda Síochána.
- An Employee, CE, TÚS Worker or Volunteer who is suspected of being under the influence of drugs or alcohol while at work, or who is otherwise unsafe for work, or who is suspected of having alcohol or drugs in their possession may be subject to disciplinary action, up to and including dismissal.

5.0 References

Not applicable

6.0 Revisions

Version Number	Description of Revision
01	First issuance of Policy for Alcohol & Drugs Misuse
02	Review and update of format
03	Addition of section 'Action where an Employee, CE, TÚS Worker or Volunteer is suspected of being unfit for Work:' Full review and update by Emer Burke and Karen Morris (01-2026)