

# Alcohol and Drugs Rules for Couriers

At Just Eat Takeaway.com, we're committed to a healthy and safe work environment. As a courier, you have to be alert to unsafe situations on the road. Being under the influence of alcohol or drugs affects your **ability to react** and increases the **risk of an accident**. Also, you represent the company and are in frequent contact with customers and restaurant partners. When at work, the following rules with regard to alcohol and drugs apply.



## Prohibition

***It is prohibited to be under the influence of alcohol or drugs and to be in the possession of illegal drugs at work.***

- A. You should come to work free of any adverse effects of alcohol or drugs.
- B. You are not allowed to consume or be under the influence of alcohol or drugs at work or when wearing work equipment.
- C. If you use a prescription drug when at work, you must ensure it does not impact your work performance. If a physician or pharmacist has informed you it may impact your work performance, you should inform your manager.
- D. You are prohibited from possessing, buying, selling, manufacturing or distributing any illegal drug at work or in work locations.

## Suspicion

***If you are suspected of being under the influence of alcohol or drugs or in the possession of illegal drugs you may be suspended.***

- A. If there is a reasonable ground to believe that you are under the influence of alcohol or drugs or in the possession of illegal drugs you may be suspended from work during the investigation.
- B. If you suspect that another courier is under the influence of alcohol or drugs at work, or if you suspect that they are in the possession of illegal drugs, you should inform your manager or HR.

**Example** behaviours or symptoms of being under the influence:

- Smell of alcohol; smell of urine or vomit
- Unsteady, fidgety, dizzy movements.
- Watery, dilated or constricted eyes; involuntary eye movements
- Flushed, sweating face; confused or blank look
- Slurred, slow or distracted speech; inability to verbalize thoughts
- Argumentative, agitated, irritable, drowsy emotion
- Yawning, twitching
- Sleeping, unconscious, no reaction to questions, slow response



## Testing

***If you're suspected of being under the influence of alcohol or drugs you may be requested to take an alcohol and/or drug test.***

- A. If you are suspected of being under the influence of alcohol or drugs, or if you have contributed to an accident resulting in injury or material property damage, you may be requested to take an alcohol and/or drugs test.
- B. An alcohol or drug test will be performed in accordance with local applicable procedures. An alcohol or drug test may also be requested by the police or other authorised party.

## Support

***If you have developed an alcohol or drug problem while being employed with us you should inform management.***

- A. If you develop an alcohol or drug problem while being employed with us, you should inform management. You may be offered support, such as reference to treatment providers or time off to attend treatment.
- B. If you have an alcohol or drug problem, the prohibition of being under the influence of alcohol or drugs at work remains applicable.

## Measures

***Having been found to be under the influence of alcohol or drugs or in the possession of illegal drugs at work could result in dismissal.***

- A. If it has been confirmed that you are under the influence of alcohol or drugs at work, or in the possession of or dealing, selling, manufacturing or distributing illegal drugs at work, you will be subject to disciplinary measures, which could include dismissal.
- B. If you have been suspected of being under the influence of alcohol or drugs, but have not taken an alcohol or drug test, you may still be subject to disciplinary measures, depending on the circumstances.
- C. If you are under treatment of an alcohol or drug problem, management may check up with you regularly. Where appropriate, further measures may be taken.

