

## Fitness to Work Policy

### About Bisley

The Bisley Office Furniture Group conducts its business from its manufacturing site at Newport in South Wales, Bagshot in Surrey and the showrooms located in Dallington Street, London and the Calico Building, Manchester. Bisley is a UK manufacturer of a wide range of steel storage products predominantly for the business workplace, with ranges designed for those working from home for both the UK and international markets. Bisley also manufactures industrial storage products designed for use in heavy engineering environments for both the commercial and private sectors.

### Scope

Bisley recognises its responsibility to ensure its employees are fit for work while they are on Bisley premises or undertaking activities on behalf of Bisley.

The primary objective of our Fitness for Work Policy is to provide a workplace free from the harmful effects of fatigue (physical and mental), medical conditions, stress, illicit drugs, inappropriate use of alcohol, over the counter medications and prescription medications.

### Our Commitment

Our commitment to actively manage all aspects of our workforce's fitness for work is a critical part of our commitment to Health and Safety.

To achieve our commitment to fitness for work, we:

- Do not permit any person to work while impaired by drugs or alcohol.
- May conduct pre-employment medical examinations (where relevant) in order to determine medical fitness to undertake position responsibilities.
- May conduct random and for-cause drug and alcohol screening of its employees and others at its workplaces.
- Facilitate employees reporting any medical condition that could affect their fitness for work through provision of our Occupational Health support facility.
- Apply a system of management to ensure employees who are deemed unfit or partially fit for work are dealt with in a fair and constructive manner.
- Foster a culture that encourages all employees to take a proactive approach to fitness for work within themselves and others.
- Ensure all employees take reasonable care of their own safety and health and that of other personnel that may be affected by their actions.
- It is the responsibility and a condition for all employees to adhere to this policy.



Signed .....

Richard Costin  
Chief Executive

Date 1<sup>st</sup> August 2024