Drug, Alcohol and Substance Misuse Policy

MOG-POL-DA-001 | Revision 1 | Reviewed: 16 October 2026 | Status: Approved

OPERATING STRUCTURE

Company operating structure: Mogas Design Limited is a director-led, husband-and-wife engineering consultancy owned 60%/40% by its two directors. It has no salaried employees. Engineering services are performed by the directors and independent self-employed or limited-company contractors, normally working remotely from their own premises. The principal day-to-day working location is a converted garden office at a director's home. The central London address is a postal/correspondence address only, not a staffed operational office. Directors may undertake client-authorised gas-site visits.

Company No. 15188968 • 5th Floor, 167–169 Great Portland Street, London, W1W 5PF, UK (correspondence address)

1. Statement

Mogas operates a zero-tolerance approach to working under the influence of alcohol, illegal drugs or any substance that impairs safe performance, particularly at gas sites, during driving, or in safety-critical engineering decisions.

2. Requirements

Personnel shall not possess, use, supply or work under the influence of illegal drugs while acting for Mogas. Personnel shall not consume alcohol while performing duties or attend work impaired by alcohol. Comply with any stricter client/site rules.

3. Prescription and over-the-counter medication

Lawfully prescribed or over-the-counter medicines may still impair alertness. Workers shall check warnings and seek appropriate medical or pharmacy advice. Inform the Director or site controller when fitness to undertake a task may be affected; detailed health information should be handled confidentially.

4. Suspected impairment

Stop the relevant activity, remove the person from safety-critical exposure, arrange safe travel home where necessary, document factual observations and refer to site rules and contractual processes. Testing, where applicable, will be handled only through lawful, proportionate and contractually established arrangements.

5. Support and review

Raise concerns early and seek professional support as appropriate. Breaches may result in work suspension or contract action following fair and proportionate consideration. Review annually and following incidents or changes in law/site requirements.

Document control and approval

Document owner	**Mohammed Fasiuddin, Director**
Reviewed on	16 October 2026
Next scheduled review	16 October 2027 (or sooner if circumstances change)
Director signature / approval	Signed copy held on file – available on request. Signed: 16 October 2026

Director approval recorded on 16 October 2026. Review earlier if legislation, work activities or contractual requirements materially change.