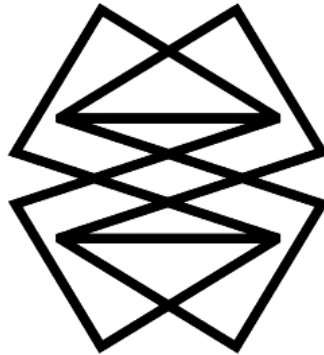


ANDERSON WORLDWIDE LIMITED

Zero Tolerance Drugs Policy



Zero Tolerance Drugs Policy

1. Purpose and Scope

This policy relates to the use of illegal drugs and misuse of alcohol or other harmful substances on ANDERSON premises or the premises that ANDERSON are occupying for events or any other purpose relating to the business.

Its purpose is to:

- a) Comply with the Misuse of Drugs Act 1971 by ensuring that ANDERSON does not knowingly permit use or supply of controlled drugs within the business area.
- b) Provide a safe working environment for staff and customers.
- c) Minimise drug use at events.
- d) Prevent drug dealing on ANDERSON premises.
- e) Safeguard customers who have used drugs or misused other substances.
- f) Support customers seeking help regarding their own or others' drug use.

2. Policy Statement

ANDERSON:

- Will not condone the possession, use or supply of illegal drugs, nor the misuse of alcohol or other substances, on its premises.
- Will promote supportive and caring strategies which reduce the risks associated with drug use/misuse.
- Will provide a safe, healthy and supportive environment for staff, customers and visitors.
- Will promote knowledge, awareness and understanding to enable customers to make informed choices.

3. Policy in relation to Staff

All permanent and casual staff working at ANDERSON events will receive training on this policy as part of their induction process. Written procedures will be available to assist in implementing the policy. Awareness will be maintained by refresher training at least every 18 months or when changes are introduced following new legislation.

4. Policy in relation to Customers

ANDERSON's responsibilities are to:

- Provide suitable advice and facilitate access to that advice.
- Provide information, to develop awareness and to support projects relating to drug prevention and harm minimisation.
- Liaise as appropriate with other organisations.

The policy will be communicated to customers by:

- Posting a copy on the ANDERSON website.
- Raising awareness of the policy at entrances to venues and, when appropriate, on tickets.

5. Preventing drug use at venues

In order to prevent drugs being brought onto the premises, it will be a condition of entry to ANDERSON events that customers acknowledge ANDERSON's right to conduct searches prior to entry. Searches will be undertaken in a polite and respectful manner by SIA trained members of staff of the same sex as the customer. Where a same sex SIA trained member of security staff is not available then an ANDERSON team member will be called to carry out the search. Where this is refused, the customer will not be allowed entry to the venue.

6. Preventing drug dealing on ANDERSON premises

All staff working at events will be vigilant in monitoring activity. Security staff will regularly monitor key areas within the premises for suspicious activity. Where ANDERSON staff suspect dealing may be taking place, customers will be asked to undergo a search. This will be conducted in the presence of another member of staff in a discreet area following the procedures outlined above. Anyone refusing to be searched will be asked to leave the premises.

7. Finding Drugs

The responsibility for decisions will rest with a senior member of the ANDERSON team. All suspected drugs incidents will be documented using an incident form, to include the names and addresses of all those involved. Given that incidents may vary from finding drugs on the premises, finding customers in possession of a small amount of illegal drugs, or finding customers in possession of a large amount of drugs, the procedure to be followed will vary as follows:

- If a customer is in possession of what is thought to be a class A drug (Heroin, methadone, cocaine, Ecstasy, LSD, amphetamines (if prepared for injection) or magic mushrooms, regardless of the amount involved, the police will be called using the 999 system and the person found in possession of the drugs held under citizen arrest.
- If a customer is found in possession of a small amount of suspected illegal drugs not covered in the list above and those drugs are deemed to be for personal use, these will be confiscated, placed in sealed bag, labelled and left in a secure place out of the public domain. The incident will be recorded on an incident report together with the customer's details, if they are given. Any suspected illegal drugs found, together with details of the incident, will be passed at an appropriate time to the police who will determine what further action will be taken. Where a customer refuses to hand over the suspected drugs, the police will be called immediately.

- If a customer is found in possession of what is believed to be nitrous oxide, the following will apply: - Whilst not an offence, if the customer is in possession of a small quantity (i.e. what could be deemed for personal use) then it will be a condition of entry that the item is confiscated. If confiscation is refused, then entry will be denied. - If in possession of a larger quantity, suspected to be for distribution, then the items will be confiscated and an incident form completed. Details of the incident, as well as the confiscated items, will be passed to the police.
- If customers, staff or visitors find suspected illegal drugs on the premises, the drugs will be removed to a secure space, having first been bagged and labelled. Any drugs found, together with details (day/time etc), will at an appropriate time be passed to the police.
- If a large amount of suspected illegal drugs is discovered or staff have grounds for suspecting dealing may be taking place on ANDERSON premises, the police will be called immediately.

Zip bags suitable for drug storage will be kept in the employee area or back stage area at events.

8. Sanctions

People found to be in possession of illegal drugs suspected for dealing will be subject to an immediate lifetime ban from ANDERSON premises/events. Any customer found to be in possession of illegal drugs may be subject to a ban from ANDERSON events. The length of the ban will be in proportion to the incident. Decisions to ban customers will be taken by the Event Manager after considering all the information available.

9. Keeping Customers Safe.

ANDERSON will have the following activities in place to keep customers safe and minimise harm related to drug use:

- Drinking water will be offered free of charge at all events to persons suspected to need water for health reasons.
- Staff will be vigilant in identifying anyone who is suffering from the effects of consuming an excessive amount of alcohol or from suspected drug use. In these circumstances, ANDERSON staff will inform the bar staff to refuse further alcohol. Where staff believe a customer's well-being is at risk, that customer will be monitored and if necessary arrangements made either for their safe return home or for appropriate medical treatment.
- Sufficiently trained staff will be present at all events. In an emergency staff will call an ambulance. In all such circumstances an incident report form will be completed.
- At ticketed ANDERSON events there will be adequate professional First Aid cover provided by a third party organisation.

10. Record keeping

Incident forms will be kept on file and details of any incidents will be made available to the police if requested.

11. Feedback and Complaints

Customers have the opportunity to give feedback on ANDERSON's policy through the website – www.andersonlegit.co.uk or via individual members of the ANDERSON team. Any complaints regarding the policy or its implementation will be pursued through ANDERSON complaints procedures.

12. Disclosure and access to information/advice

ANDERSON will provide a supportive role to customers needing help and advice in a non-judgemental way who will respect their confidentiality. The boundaries of confidentiality will be explained to customers in these circumstances.

13. Monitoring and Review

This policy will be a dynamic document which is reviewed bi-annually and in the light of new developments in drug use and H&S legislation.

This policy was last amended **August 2018**.and is therefore due for review no later than the end of **February 2019**.

