

DRUGS AWARENESS POLICY

Bond operates a ZERO-TOLERANCE policy on the use or distribution of illegal substances of any kind.

Our aim is to help provide a safe and drug-free environment for our patrons and employees alike. With this goal in mind and because of the drug misuse problems that are potentially present within today's workplace environment, we are establishing the following policy for existing and future employees and patrons of the Company.

The Company explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, or prescription medicine without a prescription on our premises. This includes manufactured drugs (psycho-active substances) otherwise referred to as "legal highs".
- Being impaired or under the influence of such drugs whilst on our premises.
- The presence of any detectable amount of prohibited substances in the system of any staff member, security operative or anybody representing us, or any patron or client of the Company at any time whilst on the premises.

The Company will undertake the following action upon violation/suspected breach of this policy:

- Any person found to be in possession of any illegal substance whilst on the premises will be reported to the Police with a view to their arrest. Any available evidence will be provided of their offending in relation to controlled drugs and this will be secured and handed over as quickly as possible.
- Any person acting as if under the influence of an illegal substance will be asked to leave the premises immediately. The action is subject to an examination by a trained and appointed First Aider, establishing that there is no immediate Health & Safety risk to the person concerned.
- Any illegal substance found will be immediately confiscated and placed in a secure and sealed drugs box. This container will be stored in the safe, and the Manager on duty as well as a Witness will sign to confirm the origin of its contents. Additionally, a Log will be kept of all confiscated items.

The Licensee undertakes to maintain regular contact with Norfolk Constabulary in this respect, in order to arrange collection and destruction of said drug seizures. The

aforementioned Log should be signed by an appropriate Officer from the Police upon collection of said products, which in the meantime will be kept in a locked safe on our premises.

Should a risk assessment dictate, then the Company will undertake random searches. The Company reserve the rights to conduct random searches of its Patrons and Employees in order to uphold this policy.

Searching of Patrons is subject to the following:

- Searches will be conducted in accordance with guidelines as set out by the Police & Criminal Evidence Act 1984, the Security Industry Act 2001 and our own conditions for employment, entry and patronage at Bond.

In respect of searches of customers and potential customers:

- People enter Bond as our guests. We have the right to refuse entry with good reason. A member of the public who appears intoxicated due to some controlled drug or who declines to undergo a search when this policy applies prior to entry can be turned away. In these circumstances, voluntary search can be a condition of entry.
- Same sex searches unless extenuating circumstances apply
- Everybody has the right to refuse a search, however, entry will be refused on this basis.
- If a search is refused whilst the person is already on the premises, the person will be asked to leave.

Guidelines on Search:

- Where possible, non-intrusive searches should be conducted in full view of a CCTV camera.
- The Security Operative must obtain permission from the customer to conduct the search.
- Pat down searches must always be carried out by same-sex Security Operatives.
- You must explain what you are searching for, and give the customer the opportunity to refuse or accept the search. If the customer refuses, you must remind him/her of the policy in this respect and refuse entry. Should this occur, you must ensure that you log this occurrence on an Incident Report accordingly.
- If you have grounds to believe that the person is in possession of either illegal drugs or offensive weapons, note the person's description and which direction they take off in, and report this matter to the police.
- If you conduct a search without the person's permission, you are committing an assault. You can be legally prosecuted for this and you can be subject to criminal proceedings or civil action.
- Searches must be carried out efficiently and in a friendly and polite manner. Remember to thank the customer for their assistance afterwards.

- You must not ever remove items from a pocket, bag, or vessel of any kind. You must ask the customer to empty their pocket/bag onto a table in full view of both yourself and the person getting searched, after which you may then conduct a thorough “pat down”.
- It is advisable to have a witness present during searches.

In respect of **searches for employee possession of controlled drugs** the same principles apply although, in circumstances where there is reasonable suspicion; Management can request the member of staff show them the contents of their bag/clothing pockets/storage area for personal items. Where that request is declined or items are found which confirm the suspicion, the Police will be informed and the member of staff will be told as such.

Guidelines on Seizure:

- You have the power to seize illegal drugs or offensive weapons in order to stop an offence being committed.
- Any illegal items you do seize as a result of a search or otherwise must be handed to the person in charge of your duties as soon as is practicably possible, and an appropriate entry should be made in an Incident Report.
- The item(s) must be secured in the drugs box in the safe until they can be collected by the Police as evidence or for the purpose of destruction.
- The Security Operative must NEVER keep such items in his/her possessions for any longer than is absolutely necessary, and must NEVER leave the premises with the items in his/her possession.
- The Manager will have a procedure in place for the logging of such items.

Details included in your incident report should be:

1. Date & Time the article was found/seized
2. How and where the article was found/seized
3. If the article was found during a search, full description of person and any witnesses
4. Full description of item
5. What action was taken and where item has been placed
6. Names of people informed
7. Signature of Security Operative and Manager
8. Where applicable a downloaded CCTV recording should be made covering the search and seizure and this should be noted in the incident report accordingly.