

DRUG & ALCOHOL ABUSE POLICY

Section 1: Purpose

The aim of this policy is to provide staff with a safe working environment and to safeguard, so far as reasonably practicable, the health, safety and welfare of our employees and others who may be affected by the Company's operations (i.e. the general public, contractors etc.). As abuse of drugs and alcohol is known to impair performance and increase the likelihood of accidents, the provision of this policy is fundamental in meeting this responsibility to ensure the safety of all employees, workers, and visitors by having clear rules in place regarding use and possession of alcohol and drugs, and to support those who have reported a problem with alcohol or drug dependence.

The Company aims to prevent, where possible, alcohol and drug abuse amongst employees and contractors and to detect at an early stage, individuals with problems. The Company also aims to ensure that its business and commercial interests are not jeopardised as a consequence of such misuse.

Section 2: Scope

The Company's alcohol and drugs policy applies to all employees. The *rules* laid out in this policy apply to all employees, workers and contractors.

Section 3: Definitions

For the purpose of the policy, alcohol dependence is defined as:

"The habitual drinking of intoxicating liquor by an employee, whereby the employee's ability to perform his/her duties is impaired or his/her attendance at work is interfered with, or he/she endangers the safety of others".

For the purpose of the policy, drug dependence is defined as:

"The habitual taking of drugs by an employee other than drugs prescribed as medication, whereby the employee's ability to perform his/her duties is impaired, or his/her attendance at work is interfered with, or he/she endangers the safety of others".

Section 4: Principles

- o All employees and workers will be treated consistently and fairly in line with this policy.
- o The rules on alcohol and drugs will be strictly enforced.
- o Those who admit to having a problem with alcohol or drugs shall be fully supported by their line manager.
- o Employees with an illness related to alcohol or drugs are encouraged to disclose this at the earliest opportunity to ensure support and help with treatment.
- o All matters concerning alcohol and drugs shall be treated as confidential.
- o This policy is designed to comply with relevant legislation but not limited to the following such as the Health & Safety at Work Act 1974, The Workplace (Health, Safety and Welfare) Regulations 1992, Management of Health & Safety at Work Regulations 1999, The Transport & Works Act 1992 and The Misuse of Drugs Act

Misconduct in relation to alcohol and drugs will be dealt with in relation to the misconduct procedure within the Employees Handbook.

Poor performance in relation to alcohol and drugs will be dealt with in line with capability procedure within the Employees handbook.

Problems with attendance or a long-term alcohol/drugs related illness will be managed in line with the sickness absence and the capability procedures in the Employee Handbook.

Section 5: Rules

The Company's policy is that during working hours and at all times whilst on work premises employees must be free from the influence of drugs or alcohol. This will help to ensure the health and safety of employees and others with whom they come into contact, to maintain the efficient and effective operation of the business, and to ensure customers receive the service they require. For those reasons, the following rules will be strictly enforced.

No employee, worker or contractor shall:

- o report or try to report for work when unfit due to alcohol or drugs (whether illegal or not) or to substance abuse. Whether an employee is fit for work is a matter for the reasonable opinion of management;
- o be in possession of alcohol or illegal drugs in the workplace;
- o supply others with illegal drugs or alcohol in the workplace;
- o consume alcohol or illegal drugs or abuse any substance whilst at work.

In addition, employees, workers or contractors must:

- o ensure they are aware of the side effects of any prescription drugs;
- o advise their line manager or a member of the management team immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others. For example, drowsiness.

Contravention of these rules is gross misconduct and the Company will take disciplinary action for any breach of these rules, which may include summary dismissal. In the case of agency workers or contractors, services may be terminated immediately upon a breach of these rules.

Employee's may be required to undertake a drug and alcohol test in the event of a safety incident or RTA, when randomly selected as part of client procedures or when there is reasonable belief that an individual is under the influence of drugs or alcohol. Refusal to undergo the test falls under the disciplinary procedures and, in cases where refusal cannot be backed up with good excuse, could be considered gross misconduct.

When there is reasonable belief that an individual is under the influence of alcohol or drugs, upon reporting for work or during the course of work, they must be removed from site immediately, a drugs and alcohol test carried out where necessary and then sent home pending investigation.

In addition, possession of or dealing in illegal drugs on Company premises will, without exception, be reported to the Police.

Section 6: Help & Support

The Company will endeavor to ensure that advice and help are made available to any employee who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be encouraged to seek help from their General Practitioner.

Under these circumstances and with the employee's consent, a referral will be made to the Occupational Health service. It may occasionally be necessary to request that the employee refrains from work temporarily or undertakes restricted duties to ensure their own safety and that of others. The Company may also allow additional time off (normally unpaid) for employees to obtain treatment or attend support groups.

Any employee who seeks the assistance of the Company in finding treatment for a drugs or alcohol problem has the Company's complete assurance of confidentiality.

Some useful links to websites are provided below:

Alcoholics Anonymous	-	Tel 0845 769 7555	-	www.alcoholics-anonymous.org.uk
ACAD (Advice and Counselling on Alcohol and Drugs)	-		-	www.acad.org.uk
FRANK	-	Tel 0800 776 600 (24 hours)	-	www.talktofrank.com
NHS (Information and advice from the National Health Service)	-		-	www.nhs.uk

Section 7: Document History

October 2016	New Document
April 2018	Amended with new branding