



DRUG AND ALCOHOL POLICY

1 INTRODUCTION

This drugs and alcohol policy is primarily concerned with ensuring the protection of the health and safety of all our employees, workers, sub-contractors and visitors. Employees who misuse drugs and alcohol in the workplace threaten their health and safety, their colleagues' safety and ultimately the success of our business.

This policy explains what is and is not acceptable behaviour in the workplace and sets out the principles which we will aim to follow on occasions when a problem arises. However, no policy can cover every eventuality, we reserve the right to vary or amend the policy as and when necessary.

Any suspected breach of this policy will be fully investigated and, depending on the nature of the conduct, disciplinary action up to and including dismissal without notice may be taken.

2 POLICY PRINCIPLES

We owe duties to protect the health and safety of our employees in the workplace. In addition to this, all employees are responsible for their own health and safety and also the safety of others who may be affected by their acts and omissions. Consumption of alcohol and/or drugs may affect an employee's ability to properly perform their job and endanger the health and safety of others: it is therefore taken extremely seriously by us.

The use, possession, distribution, purchase, sale or being under the influence of alcohol (except on authorised occasions) or any controlled drugs whilst at work or on our premises is prohibited and will be regarded as an act of gross misconduct entitling us to dismiss without notice.

3 ENFORCEMENT

Where we have a reasonable suspicion that an employee is in violation of this policy, we reserve the right to require the employee to undergo a drug or alcohol test. While this will only be carried out with the employee's consent, refusal to consent and provide appropriate samples may lead us to draw negative inferences against the employee. Disciplinary action may be taken whether or not the employee consents to testing.

In order to ensure compliance with this policy, we reserve the right to conduct a search of any employee, and any relevant items of property, for drugs and/or alcohol where we reasonably suspect an employee may be misusing drugs and/or alcohol. The search may cover the individual's person (including clothing) or items of property (including their personal belongings, lockers, bags, work station, car, any parcel or container brought onto our premises etc.) This will

only be carried out with the employee's consent. However, refusal to consent to any search we reasonably request may lead us to draw negative inferences.

Employees are required to advise their manager if they are taking prescribed medication as soon as such medication is prescribed if there is any risk that the effects of such medication could have consequences in the workplace e.g. drowsiness.

Where an employee's use of drugs or alcohol in their private life has an actual or potential adverse effect on the employee's performance of their duties, the health and safety of other employees or the best interests of our business, we may still take disciplinary action. This is notwithstanding the fact that the drug and/or alcohol abuse may be outside the employee's working hours or not on work premises.

4 PREVENTION AND REHABILITATION

Employees should recognise that it is their responsibility and in their best interests to seek help at the earliest possible stage in respect of drug and/or alcohol related problems. At an earlier stage, treatment may be easier and can prevent the problem affecting work, health and safety and/or the business. Employees enrolled on a rehabilitation programme will usually be subject to normal sickness/absence rules.

5 CRIMINAL OFFENCES

Employees should be aware that the Misuse of Drugs Act 1971 makes it a criminal offence for us to knowingly allow the production or supply on the company premises of any controlled drugs, and for any individual who allows such activities by his neglect or connivance. We will press for the prosecution of any employee found breaking this law on our premises.

6 SUB CONTRACTORS AND AGENCY WORKERS

In the case of sub-contractors and agency workers who commit breaches of this policy, contracts for services may be terminated with immediate effect.



J Jones
Managing Director

23rd January 2018