


Alcohol, Drug and Substance Abuse Policy

1. The Company has a duty to protect the health, safety and welfare of all employees and we recognise that in some circumstances employees may develop alcohol or drug related problems. We have adopted this policy to facilitate the early identification of alcohol, drug or substance abuse related problems to produce a constructive and preventative strategy to assist all of our employees, whatever their position.
2. Such problems can affect an individual's health and wellbeing and cause a wide range of social problems. In the context of this policy, alcohol, drug, or substance abuse related problems are defined as any usage, either intermittent or continual, which interferes with an employee's conduct or work performance in the areas of efficiency, productivity, safety, or attendance at work. When it becomes apparent that an employee has a problem of this nature that is affecting their conduct at work or work performance, that employee will be asked to discuss the matter with their line manager.
3. If an employee has an alcohol or drug problem, they should seek advice from the appropriate authorities. If the problem affects their conduct or work performance and the employee refuses the opportunity to receive support the Company will have no alternative but to manage the situation based on the limited information available to them. Please note the disciplinary procedure may be invoked where it is deemed relevant. If after accepting assistance the employee refuses to attend or their conduct at work or work performance reverts back to a level which is unacceptable; the matter may also be dealt with through the disciplinary procedure; up to and including dismissal.
4. Managers may offer the employee the opportunity to seek an external assessment or treatment from an appropriate agency. Any direct costs of such treatment will be payable by the employee; reasonable unpaid time off to seek such support will be allowed by agreement with the employee's line manager. It may also be agreed that adjustments be made to the employee's job duties and /or hours of work on a temporary or permanent basis. Any such adjustments together with any salary adjustments will be agreed with the employee before any changes are implemented.
5. All discussions with any employee in connection with this policy will be strictly confidential. This will equally be the case with any counselling or other treatment undertaken by the employee.
6. Regardless of any treatment, employees should be clear that, in order to ensure general safety and appropriate conduct within the workplace, the consumption of alcohol or the use of illegal drugs and other illegal substances whilst at work is strictly forbidden and will be dealt with through the disciplinary process. We have a duty to notify the police where they believe that there has been a use of controlled drugs on our premises or in our vehicles.
7. No employee should attend work in a state where they are intoxicated or still under the influence of alcohol or drugs. The drinking of alcohol is allowed within moderation at any


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formal or social functions where employees have been formally notified that this is permitted. This does not affect any person who is driving a vehicle and the guidance will still apply to those persons that they should not drive when they have consumed any amount of alcohol.

8. No alcohol or non-prescribed drugs are permitted to be brought onto the premises. The Company reserve the right to search employees and their personal belongings whilst at their place of work or on the Company premises where they have reasonable belief such items may be in the premises or as a random check which may be conducted from time to time. Employees have the right to be accompanied by a colleague of their choice during such a search.
9. The Company reserves the right to carry out alcohol and drug screening tests where they have reasonable belief the employee may be under the influence of alcohol or drugs or to carry out random tests.
10. The Company reserves the right, in any circumstances, to escort the employee off the premises immediately and send the employee home without pay for the remainder of the day/shift. The Company also reserves the right to suspend employees, pending a thorough investigation on full pay.

Employees are reminded that they have a duty of care and will be expected to report to their manager any concerns that they may have in relation to incidents relating to drink or drugs or where they suspect other staff of misuse or abuse.

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