

## Alcohol and Drugs Policy

### What this Policy Covers

The purpose of this policy is to set out the company's position on alcohol and drug misuse in the workplace, to protect the health and safety of workers and to comply with relevant legislation.

Breaches of the policy may be viewed as gross misconduct and may result in disciplinary action up to and including dismissal without notice.

### Your Responsibilities

You must not be under the influence of alcohol or drugs when you report for work or during working time. If you are taking medication or herbal remedies that may affect your work performance, or the safety of yourself or others, you must inform the company as soon as possible of which medication you are taking and the possible side effects. In line with this policy, full support from you is requested at all times.

The use, possession, storage, transportation promotion and/or sale of illegal drugs are forbidden in any situation connected to the company. The company reserves the right to involve the relevant authorities if it is deemed appropriate.

You are also expected to comply with any third party site rules, policies and procedures.

### Alcohol and Drugs Testing

To continually promote health and safety within the workplace, you may be required to undergo testing for alcohol or illegal drugs in certain circumstances. Testing may be undertaken in the following circumstances:

- When there are reasonable grounds for believing that you are intoxicated or under the influence of alcohol or drugs;
- When you have been involved in any accident or injury;
- On a random basis, without notice, for all employees, especially those who work in safety critical roles (please see below);
- Where you are participating in follow up monitoring or rehabilitation programme, you may be required, without notice, to verify your continued abstention from alcohol or drugs;
- Prior to joining the company; confirmation of employment will be conditional on a negative test result;
- If you work on client/third party sites that are subject to alcohol and drugs testing.

### Safety Critical Roles

Safety critical roles are identified through risk assessment and involve activities in which, due to risks to the individual or others, you need to have full and uninhibited control of mental and physical capabilities. Examples of these types of roles can include the following (but not limited to):

- Regular driving of vehicles for business use;
- Working on, or in the vicinity of, electrical and mechanical systems;
- Working at height or in confined spaces;
- Working with any electrical or mechanical plant and equipment;
- Working on or around the highways or in high risk areas for personal safety;
- Any other roles defined by the company.

Alcohol and drug testing will be carried out only by qualified and competent personnel who will use accepted and reliable methods and ensure that tests are carried out with the least possible intrusion to your privacy. All possible measures will be put in place to ensure confidentiality of test results and checks will take place to avoid any false results.

**Procedure**

The company value all workers and support your welfare and as such will respond to alcohol or drug problems as a health issue. Someone with an alcohol or drug problem can put themselves and their colleagues at risk of harm in work and it is with these matters that as a company, we are concerned.

The company will take all reasonable steps to prevent employees, agency workers and contractors carrying out work related activities if they are considered to be unfit or unsafe to undertake the work as a result of alcohol or drug consumption.

If you are suspected to be under the influence of alcohol or drugs during working hours or on company premises, the company reserves the right to send you home. This type of incident may be viewed as gross misconduct, which could result in dismissal without notice. If the company has reasonable grounds to believe that you were under the influence of alcohol or drugs at work you will not be paid for this day.

Support for Employees with Alcohol or Drug Problems

If you have, or believe you may have an alcohol or drug problem, please inform the company immediately and seek medical advice before it affects your health and safety, performance or conduct at work. If you seek help from the company regarding any alcohol or drug concern, all conversations will be treated sympathetically and all discussions will remain strictly confidential.

The company also welcome any employee wishing to come forward to talk about alcohol or drug related issues and where necessary, you will be provided with details of services that will be able to provide specialist advice and guidance.

The company will treat any absence due to alcohol or drug abuse in the same way as sickness absence on condition that you have obtained professional help and/or are receiving treatment. However, you must not be under the influence of alcohol or drugs at work throughout this time of support.

Refusing to undergo Testing

In circumstances in which you refuse to undergo a test, or which you fail and alcohol or drug tested administered by the company, client or third party, this will normally be treated as gross misconduct and may result in dismissal without notice.

Signed

Jerome Mathias

(Managing Director)

Review period: 12 Months