



DRUG AND ALCOHOL POLICY

PURPOSE

This policy is designed to clarify and provide guidance for employees and managers to follow in order to adhere to the drug and alcohol policy.

A summary of areas covered by this policy is detailed below. Should you have any questions in relation to this document, please speak to your line manager:

- General principles
- Risk assessment
- Alcohol consumption
- Drug misuse
- Breaches of policy

GENERAL PRINCIPLES

It is the company's approach that:

- It is committed to ensuring the health, safety and welfare of its employees and those affected by its activities
- It will take all reasonable steps to reduce, if not eliminate, the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol or substance abuse
- It regards employees that are unfit/unsafe to undertake work as a result of alcohol consumption or substance abuse as gross misconduct which could lead to dismissal

RISK ASSESSMENT

The company will undertake risk assessments in safety critical roles to identify and assess the risks associated with alcohol and substance abuse. The risk assessments will consider the scope of work activities undertaken by team members carrying out these activities, to determine the appropriate policies and arrangements for managing the risks associated with alcohol and substance abuse by employees and, where relevant, contractors, customers and the public.

ALCOHOL CONSUMPTION

The company prohibits the drinking of alcohol by employees and contractors in the workplace or on company business other than reasonable drinking of alcohol in connection with approved social functions.

The company regards drinking to an 'unreasonable level' as any of the following situations:

- In the opinion of management, the individual's performance is impaired
- In the opinion of management, the individual's behaviour may cause embarrassment, distress or offence to others
- The individual continues to drink when instructed to stop by a manager

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



DRUG MISUSE

The company expressly prohibits the use of any illegal drugs or any prescription drugs that have not been prescribed for the user.

It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on company premises, in company vehicles or at a company function, they will be regarded as serious, will be investigated by the company, and may lead to disciplinary action and possible reporting to the police.

BREACHES OF POLICY

No employee or other person under the company's control shall, in connection with any work-related activity:

- Report, or endeavour to report, for duty having consumed drugs or alcohol likely to render themselves unfit and/or unsafe for work
- Consume or be under the influence of drugs or alcohol whilst on duty (unless, in the case of alcohol, with the agreement of line management for the purposes of official company entertaining)
- Store drugs or alcohol in personal areas such as lockers and desk drawers
- Attempt to sell or give drugs or alcohol to any other employee or other person on the company premises

Employees must inform their line manager regarding any prescribed medication that may have an effect on their ability to carry out their work safely, and must follow any instructions subsequently given. Drugs that cause drowsiness must not be used whilst at work.

Any employee suffering from drug or alcohol dependency should declare such dependency, and the company will subsequently provide reasonable assistance, treating absences for treatment and/or rehabilitation as any other sickness absence. Failure to accept help or continue with treatment may render the employee liable to normal disciplinary procedures.

FURTHER INFORMATION

The company will review policies and procedures periodically to reflect changes in legislation, good practice, etc.

ADDITIONAL RELEVANT POLICIES

- Disciplinary policy

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