



HR POLICY:	Alcohol & Drugs Policy
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This policy does not form part of any employee's contract of employment and the Company may amend it at any time or depart from it where the Company consider appropriate.

1. Principle

It is the aim of the Company to provide a safe, healthy and productive workplace for all employees and to minimise the risk of injury or disturbance while at work.

The Company accepts that the decision to drink alcohol, use drugs or other substances within the law is a personal affair. However, the Company cannot ignore the inappropriate use of any such substances, particularly, where they impair job performance or seriously affect the safety of other employees, equipment, the environment or the public and bring the Company into dispute.

Where prescription drugs or pharmaceutical preparations may affect an employee's performance the advice of their manager and/or the Occupational Health & Safety department should be sought.

The Company recognises that drinking or drug taking may lead to physical, social or psychological problems. Assistance will be offered to employees who may benefit from counselling to assist them to return to good health. Employees are encouraged to seek help and advice in solving problems.

Rules for the possession or use of Alcohol, Drugs or mind-altering substances, on company property, are detailed in this document. Contravention of these may lead to disciplinary proceedings.

2. Objective

The primary objectives of this policy are the prevention of the adverse effects of drugs and alcohol in the workplace and the early diagnosis, treatment and rehabilitation of employees who have alcohol or drug-related problems.

The Company will ensure that there are confidential means whereby employees can seek assistance and advice for any drug or alcohol problem, whether by self-referral or at the request of the Company.

Employees should recognise that it is their best interests to seek help at the earliest possible stage, when treatment may be easier, and before the problem affects work sufficiently to become a disciplinary matter. If any employee with alcohol or drug problem fails to comply with the recommendations of the agreed programme of treatment, immediate disciplinary action may be taken.

3. Operational Responsibilities

Company employees, contract workers and trainees are required to be free of the effects of alcohol, drugs or other behaviour altering substances during working hours. Working hours are taken to include periods when a person is on-call.

As far as is reasonably practicable Line Managers will ensure that employees, trainees and contract workers do not attend work, either at the beginning of a shift or after rest breaks, if they are impaired by alcohol or other substance use.

The Human Resources Department and the appointed Health & Safety Manager are responsible for assisting, wherever reasonably possible, any employee with alcohol or other substance related

problems or dependency, to return to good health and effective work, by providing the support and referral where necessary, that is most beneficial to the employee.

It is the duty of all Line Managers to implement the agreed procedures regarding the recognition and handling of these disorders.

4. Rules

Alcohol

As alcohol impairs performance and can be a serious risk to the Health & Safety of employees, all employees, contractors and trainees are expected to be alcohol free during the working day. Therefore drinking on site is strictly prohibited and drinking off-site during breaks or before work is discouraged. Working hours shall be taken to mean the entire working day or shift (including meal breaks and time on-call)

The possession, sale or distribution of alcohol by way of business is prohibited on Company premises. Only authorised persons are permitted to purchase, maintain stocks or distribute alcohol. This ruling includes all social functions. A Director must sign a letter of authorisation stating the conditions under which alcohol may be held or consumed on the premises. The signatory is responsible for ensuring the conditions are adhered to, whether they attend or not.

Where the entertaining of customers and visitors requires the availability of alcohol, employees are to consider the effects and consequences of alcohol, particularly when in charge of a vehicle.

Drinking alcohol while at work without authorisation or working under the influence of alcohol may be considered gross misconduct.

Drugs

Where medically prescribed drugs or pharmaceutical preparations may affect the safety and efficiency of an employee they should seek medical advice as to their fitness to carry out normal duties. Employees should advise their managers of any medication they are taking which they are aware may have an affect on them whilst at work, e.g. antihistamines.

The Company prohibits unlawful drug use by its employees in any way which may possibly be deemed to affect their performance at work, or in any other way bring the name of the Company into disrepute.

The possession, sale, manufacture, known transportation or non-prescription use of controlled substances is prohibited and is also a breach of the law and will be treated as such.

Other substances

Any person found abusing or using as an intoxicant any solvents, substances or chemicals available on site will be subject to action under this policy.

Vehicles

Being in charge of a motor vehicle while under the influence of alcohol or drugs is a criminal offence. In the event of a conviction for this offence your driving licence may be revoked and the Company's reputation may be harmed.

If any member of staff commits a drink-driving or drug-driving offence whilst working for the Company or outside of working hours, this may be treated as gross misconduct and may lead to action under the Company's Disciplinary Procedure, including but not limited to Summary dismissal.

5. Disciplinary Action

Any person found to be incapable of performing their duties by reason of being under the influence of alcohol or other drugs will be subject to the Company's disciplinary procedure, which may result in dismissal for Gross Misconduct.

If a person appears to be affected by alcohol or drugs while at work, they may be invited to discuss the problem with a counsellor appointed by the Company.

As far as is reasonably possible, offers of help on behalf of the Company to an individual employee will not affect their normal work or their position. However further incidents of misconduct or failure to accept or respond to an assistance programme may result in disciplinary action being taken. Assistance under this policy with any counselling or treatment programme does not prevent recourse to normal grievance or disciplinary procedures.

6. Responsibilities

Alcohol and Drugs Advisor

The Company's current nominated Alcohol & Drugs Advisor is the HR Manager. The Alcohol & Drugs Advisor will be responsible for the introduction and operation of this policy and the procedure associated with it. The advisor will liaise with the Drug Advisory Service and organise training for key personnel and managers to enable them to implement the policy. They are also responsible for providing information for all employees on the sensible use and the consequences of misuse of alcohol or other mood altering substances and how it can affect their performance at work.

The Advisor will also arrange for referred employees to be assessed for appropriate education or counselling, including supported return to the workplace.

Line Managers

As well as their responsibility as an employee, Line Managers will carry out their duty to implement the policy and ensure that employees in their department are aware of this policy and procedure.

Line Managers will monitor performance at work, absenteeism and sickness in such a way that alcohol or drug problems are revealed and appropriately dealt with under the policy. Where a Line Manager considers that deterioration in work performance and/or changes in patterns of behaviour may be due to alcohol or drug misuse they will seek advice and assistance from the Occupational Health expert.

Line Managers are responsible for observing the behaviour of the staff they control and raising the issue of Alcohol and Drug use with them calmly and clearly and related to work performance and safety. If a Line Manager has reason to believe that a member of staff is suffering the effects of alcohol or drug misuse, an investigatory meeting may be held to discuss any deterioration in work performance and/or behaviour. The assistance of the Human Resources Department is to be sought where the issue cannot be resolved locally.

Line Managers will not be responsible for assessing or diagnosing alcohol or other drug problems but should refer them to the Drug & Alcohol Advisor via Human Resources.

All accident records should make specific mention of alcohol or other substance use, where it may be thought to be a contributing factor with any of the employees involved in the accident, whether they be the injured party or not. These facts will also be recorded on the individual's personnel file.

7. Contractors

Line Managers and Supervisors will ensure that all sub-contractors, consultants and visiting workers are made aware of the site rules pertaining to alcohol and drug use and they conform to these throughout the contract.

8. Employees visiting Customer's sites

When working on customers' premises, employees will maintain the same discipline in relation to the use of alcohol or other substances as apply on Company premises.

Increasingly, customers are requiring the right to randomly and non-randomly test contract workers as proof they are alcohol and drug free. On sites where the customer or main contractor's Alcohol and Drug testing policy and rules contain this requirement, the employees involved must be informed of the requirement and have given their assent to be tested before being sent to the site.

If the employee does not consent to medical screening, the Company will be forced to draw its own inferences from that refusal as it sees fit.

9. Searches

The Company reserve the right to conduct searches for alcohol or drugs on the Company premises, including but not limited to, searches of lockers, filing cabinets and desks, bags, clothing, packages and company vehicles.

10. Formal Screening Programmes

Where, by customer contract requirements or employees working in a safety sensitive area, general screening programmes are introduced, Line Managers will ensure that employees are fully informed of the procedures and consequences of positive screening.

Such screening, whether conducted on site or by independent screening services, will be conducted according to agreed collection procedures and protocol and under a legally acceptable chain of custody. Individual rights to privacy confidentiality and independent portions of screened samples are at all times to be upheld.

Positive initial test results will be confirmed by legally acceptable confirmatory testing, such as GC/MS Chromatography, Mass Spectrometry screen and reviewed by suitably qualified independent review officers.

11. Dealing with Screening results

Employees will be told the results of the screen as soon as practicable.

If the result of the screen is negative, but the employee's behaviour is of concern, the employee will be investigated and in appropriate cases the Company's disciplinary procedure will be instigated.

If the result is positive, the Line Manager will continue the investigation and medical advice will be sought.

If no drug or alcohol dependency is found or admitted, the Company's disciplinary procedure will be instigated and, depending on the seriousness of the conduct that gave rise to the investigation, may lead to the summary dismissal of the employee.

The Company may alternatively, at its absolute discretion, treat the employee's alcohol or drug dependency as an illness. Where appropriate the employee will be offered support and access to treatment for rehabilitation.