

Drug and Alcohol Policy



It is the responsibility of the Company to ensure, so far as is reasonably practicable the health, safety and well-being of all employees. Employees who are under the influence of drugs and or alcohol whilst at work may adversely influence their own safety and that of their colleagues.

Aim

The aim of the policy is to establish clear and comprehensive rules, which will apply to all employees. We aim to provide a supportive environment to those with a drug or alcohol related problem, and who are committed to changing their behaviour.

Definition

Alcohol covers all alcoholic beverages. Drugs include all Class A, B and C substances, drugs that are only legally available on prescription and solvents which are misused.

Rules

The taking of alcohol and drugs is strictly prohibited for 8 hours **before** working hours where appropriate functioning at work would be adversely affected and at **all times during** working hours. For the avoidance of doubt, working hours include meal and other breaks.

Special Circumstances

Where employees are entertaining clients, or attend social functions outside of the normal working day, the Company accepts that moderate amounts of alcohol may be consumed.

The Company insists that employees stay within the legal limit whilst driving a car and would strongly advise that no alcohol at all should be taken if driving.

Where employees are taking medication for a pre-diagnosed condition, the type of drug and its possible contra-indications must be reported by the employee to their Line Manager.

Confidentiality

An employee who has a drug or alcohol related problem may approach their Manager in confidence, within the provisions of the law, and receive help and support. Any absence during a rehabilitation period will be treated as normal sickness.

Disciplinary Action

- a) Any employee who is found to be under the influence of drugs and or alcohol during working hours will be summary dismissed for gross misconduct, or if they have worked for the company for more than two years will be suspended on full pay pending a disciplinary hearing which may result in the employee's dismissal for gross misconduct.

- b) Any employee found to be in possession of, or dealing in illegal substances will be summary dismissed for gross misconduct, or if they have worked for the company for more than two years will be suspended on full pay pending a disciplinary hearing, which may result in the employee's dismissal for Gross Misconduct.

In all instances of this kind, the employee will be reported immediately to the Police.

Breach of Health and Safety Regulations

In certain circumstances, breaches of Health and Safety Regulations, legislation or these Health and Safety at Work Rules may constitute gross misconduct and may result in instant dismissal and possibly civil or criminal proceedings. In any event, a failure to comply with the appropriate standards will render an employee liable to disciplinary action.