



## ALCOHOL AND DRUGS POLICY

### POLICY STATEMENT

The Directors support fully the Alcohol and Drugs Policy drawn up to protect its staff and to further invest in their health, safety and well being.

It is pointed out that all employees of the company should adhere to its requirements at all times during their employment and that in the event of contravention action as per quoted in the policy will be taken.

In recognising their corporate responsibility particular attention is drawn to company vehicle drivers and those driving on company business. Any road traffic accident or arrest due to a driver being either under the influence of illegal drugs or above the alcohol limit will lead to dismissal from the company.

Signed .....  
(Managing Director)

Date ..... 23/8/21 .....

## ALCOHOL AND DRUGS POLICY

This policy has the full support of the company's senior management. Its operation and effectiveness will be kept under regular review. The policy is intended as guidance for management and employees. It does not confer any contractual rights on individuals.

### 1. The purpose of the policy

There is a clear link between misuse of alcohol and drugs and reduced safety and efficiency. The purpose of this policy, therefore, is:

- to ensure that employee's use of drugs or alcohol does not affect the health and safety of the individuals themselves, their fellow workers or others with whom they come into contact in the course of their work
- to ensure that employees' use of drugs or alcohol does not affect the efficient and effective operation of the company's business
- to set out the company's rules on drugs, alcohol and substance abuse
- to provide a procedure whereby employees who have a problem of drug or alcohol misuse or substance abuse can seek and be offered help in confidence
- to provide guidance on the effects of drugs and alcohol and the symptoms of drug and alcohol misuse and substance abuse.

### 2. Application

The company's policy applies to all its employees and to everyone employed at its premises, including any contractors working on the premises.

### 3. The company's rules on alcohol and drugs at work

The company's policy is that the working environment should be free from the influence of drugs and alcohol. This will help to ensure the health and safety of our employees and others with whom they come into contact, to maintain the efficient and effective operation of our business, and to ensure our customers receive from us the service (quality) they require. For those reasons the following rules will be strictly enforced.

No employee or contractor shall:

- report or try to report for work when unfit\* due to alcohol or drugs (whether illegal or not) or to substance abuse
- be in possession of alcohol or illegal drug\*\* in the workplace
- consume alcohol or illegal drugs or abuse any substance during normal working hours, i.e. hours of work as defined in the company handbook
- Company Vehicle Drivers – should not consume alcohol, illegal drugs or abuse any substance at any time when using company vehicles i.e. when such behaviour would render them over the legal limit to drive and/or their driving skills are impaired

Whether an employee is fit for work is a matter for the reasonable opinion of management.

Illegal drugs include heroin, cannabis/marijuana, cocaine, ecstasy and amphetamines.

Contravention of these rules is a very serious matter and the company will take disciplinary action – which may well be dismissal – in event of infringement. See below. In addition, possession of or dealing in illegal drugs on company premises will, without exception, be reported to the police.

#### 4. Disciplinary action

Where an employee contravenes the company's rules stated above, that contravention will be dealt with under the company's disciplinary procedure.

The company's disciplinary procedure may be suspended whilst investigation of whether the employee has a drink/drugs related problem amenable to treatment and, if so, for that treatment to be undertaken.

Whether the disciplinary procedure is suspended will depend on:

- the nature of the employee's alleged offence and
- the evidence that the employee has a health-related problem

Employees who decline to undergo appropriate treatment, or who discontinue treatment before its satisfactory completion, will be subject to the normal disciplinary procedure.

#### 5. Help available

The company will endeavour to ensure that advice and specialist help are made available to any employees who feel they have a problem with alcohol or drug misuse. Any employee who seeks the assistance of the company in finding treatment for drugs or alcohol problem has the company's complete assurance of confidentiality.

Early identification and treatment is essential if problems for the employee and for the company are to be avoided. Employees who feel they have a problem are encouraged to come forward and seek assistance. Employees who wish to seek help and advice should contact a Director who will arrange for the employee to have a counselling meeting at which the options available to the employee will be explained and a course of treatment or rehabilitation agreed.

During any period of absence from work for agreed treatment, the company's normal sick pay arrangements will apply.

In the event that an agreed or recommended course of treatment is not followed by an employee or is ineffective, lapses in the employee's performance, conduct or attendance will be dealt with in accordance with the company's normal disciplinary or sickness absence procedures appropriate.

Employees who are concerned that a colleague is exhibiting symptoms of an alcohol or drug related problem should notify a Director. Employees making false accusations in bad faith will be subject to appropriate disciplinary action, which could include dismissal.

#### 6. Action by managers and supervisors

Directors and Managers should keep accurate records of instances of poor performance or other problems which may be related to a drugs or alcohol problem. Some of the features which may be associated with problem drinking or substance misuse are listed as in Appendix 2 to this policy.

Where a Director or Manager suspects an employee may have a problem with alcohol or drugs that is affecting his or her work performance – as opposed to suspecting the employee of being guilty of a single instance of drug – or alcohol – related misconduct (which will be dealt with under the disciplinary procedure) – he or she will initially hold an informal counselling discussion with the employee to ascertain whether the employee's poor performance is health related and to offer the company's assistance. If the employee does not accept this offer of assistance, he/she should be advised to discuss the matter with a colleague or a family member. If the employee then fails to accept the offer of assistance, his

or her performance, conduct or attendance will be dealt with in accordance with the normal company disciplinary or sickness absence procedure as appropriate. If the employee accepts the offer, a counselling meeting will be arranged as in 5 above.

## 7. Testing for drugs/alcohol

The company reserve the right to carry out drug/alcohol tests.

### Appendix 1

#### The effects of alcohol and drugs

Misuse of alcohol and drugs can cause absenteeism, accidents at work, poor performance, strained relationships with colleagues, lateness and long-term ill health (see Appendix 2) all of which are a concern to the company.

#### Alcohol

In terms of employees' health, including their liver, nervous system, heart, stomach and intestine, it may reduce immunity and the ability to fight off infection and it increases blood pressure.

Employees can help themselves by being aware of how much they drink each week, avoiding drinking binges and spreading their consumption over the week. The government recommends men limit their consumption to between 3 and 4 units per day or less, women to between 2 and 3 units per day or less. (Women who are pregnant or trying to become pregnant should drink no more than 1 or 2 units once or twice a week).

One unit of alcohol equals:

- half pint of ordinary strength beer, lager or cider
- a small glass of wine
- a single measure of spirits
- a small glass of sherry

It should be remembered that drinks poured at home are often more generous than bar measures.

It takes on average, one hour to eliminate one unit of alcohol from the body. However, a given amount of alcohol will generally result in higher blood alcohol level in women than in men.

To comply with the company's rule against reporting for work under the influence of alcohol, you should therefore:

- avoid consuming alcohol during meal breaks
- do not drink alcohol during paid on-call duty
- avoid consuming alcohol in the hours prior to reporting for work

#### Drugs and solvent abuse

Drug misuse – as well as being illegal – can cause considerable physical and mental harm and can kill. Solvent abuse can have the same effects. The effects of some of the drugs on the body and the mind may continue for a considerable time after consumption; indeed, many drugs are detectable by drugs tests for up to two or three months after consumption. The simple advice in relation to drugs is: don't.

## **Appendix 2**

### **Features that may be associated with substance misuse**

**Note:** These are features which **may** be associated with misuse of drugs, alcohol or other substances. Management should avoid jumping to conclusions from the presence of one or more of these features. Discussion with the employee and medical advice may be required.

- sudden mood changes
- unusual irritability or aggression
- confusion
- abnormal fluctuations in concentration and energy
- increasing unreliability and unpredictability
- impaired job performance
- accidents
- poor timekeeping
- increased short term sickness absence
- on the job absenteeism e.g. repeated absences from post, overlong breaks
- deteriorating relationships with colleagues, customers or management



**Appendix 3**  
**Useful addresses**

**Alcohol**

Alcohol Concern  
Waterbridge House  
32-36 Loman Street  
London SE1 0EE

**Alcoholics Anonymous**

**England and Wales**

General Service Officer of AA  
P O Box 1  
Stonebow House  
York  
YO1 2NJ  
Tel: 0171 352 3001 (helpline 10.00 a.m. –  
10.00 p.m.)  
Tel: 01904 644026 (administration)

**Scotland**

Scottish Service Officer of AA  
Baltic Chambers  
50 Wellington Street  
Glasgow  
G2 6HJ  
Tel: 0141 221 9027

**Northern Ireland**

AA Central Office  
152 Lisburn Road  
Belfast  
BT9 6AJ  
Tel: 01232 681084

**Drugs**

Drugs and the Workplace  
Response Line: Tel: 01206 391999  
<http://www.drugs-workplace.co.uk>

Standing Conference on Drug Abuse (SCODA)  
Waterbridge House  
32-36 Loman Street  
London SE1 0EE  
Tel: 0171 9500