

## **DRUG AND ALCOHOL POLICY**

### **AIMS**

The organisation recognises that for a range of reasons individuals can and do misuse drugs and alcohol, and that this represents a problem for the individual and for the business. The effects of drug and alcohol misuse range from absenteeism, low productivity and increased disciplinary action, to injury in the workplace. This policy has therefore been adopted in order to protect all employees and the business, and to offer appropriate help and support to the individuals concerned. The policy applies to all workers and employees from senior managers to temporary workers.

### **RESPONSIBILITY**

The organisation encourages all staff to take responsibility for awareness of the problems, but ultimately responsibility for the operation of this policy lies with the managing director.

### **DEFINITIONS**

- 'Alcohol misuse' is defined as consumption of alcohol during working hours, or attending work under the influence of alcohol.
- 'Drug misuse' refers to the use of illegal substances and the misuse of prescribed drugs and other substances such as solvents.
- 'During working hours' includes during breaks or on the way to work.

### **THE RULES**

The organisation does not permit:

- drug or alcohol misuse during working hours
- being under the influence of drugs or alcohol while at work
- encouraging others to misuse alcohol or drugs.

All employees/staff members/sub contractors engaged in employment activities will be tested at random for alcohol/drugs at regular intervals. In the event of suspected intoxication of alcohol or drugs by a employee/staff member/sub contractor the company can request a test to clarify the situation.

- Any person failing to co-operate with the screening procedures will be treated as a positive result, unless mitigating circumstances are established in the short term.
  - Positive results will lead to disciplinary action and immediate withdrawal from work activities.
  - It will be the Company policy to offer help to employees who appear to want to help themselves with their problems. Advice will be sought from doctors, caring organisations and self help groups.
  - The safety advisor will keep up to date with rehabilitation methods and report findings to management.
  - All drug and alcohol test results and medical details are kept in a central controlled file, with copies in the individual personnel files. All data is considered confidential.
- Appeals will be heard by the Managing Director and the outcome made in writing.
- All random drug and alcohol test results are identified separately.

### **KNOW THE FACTS**

You are considered unfit through alcohol & in breach of the policy if you have;

More than 29 milligrams of alcohol per 100ml of blood

More than 13 micrograms of alcohol in 100ml of breath

More than 39 milligrams of alcohol in 100 ml of urine

This usually equates to drinking less than 1.5 units of alcohol

### **SAFEGUARDS**

The organisation recognises the difficulties that can be faced by those who misuse drugs and alcohol,



and therefore:

- absence for treatment and rehabilitation for drug and alcohol problems will be regarded as normal sickness
- it will be recognised that relapses do occur
- this policy will be monitored and reviewed regularly in consultation with workplace representatives to ensure that it continues to be appropriate and effective.

#### CONFIDENTIALITY

If an employee requests help from the managing director prior to management being aware of poor performance, then in accordance with the disciplinary or capability procedure any information regarding an employee's problems with drugs or alcohol will be treated as confidential, subject to our legal obligations.

#### HELP

We can offer practical support to those experiencing problems. We may be able to refer employees to an appropriate advisory service, for example. The organisation encourages employees to seek specialist help if they feel that they have an alcohol or drug problem.

#### INFORMATION

The organisation is also committed to providing employees with information about the effects of drugs on health and safety.

#### DISCIPLINARY ACTION

Drug and alcohol misuse may become a matter for disciplinary action in accordance with the disciplinary or capability procedure, subject to the letter and spirit of this policy, particularly where

help is refused and/or impaired performance continues.

- Dismissal may result from disciplinary action.
- Possession of and dealing in illegal substances will be immediately reported to the police in all required cases

**This policy has been approved by managing director Chris Tobin**