

ALCOHOL & DRUG ABUSE POLICY 2025

1. About this Policy.

- 1.1 We are committed to providing a safe, healthy and productive working environment. This includes ensuring that all staff are fit to carry out their jobs safely and effectively in an environment which is free from alcohol and drug misuse.
- 1.2 The purpose of this policy is to increase awareness of the effects of alcohol and drug misuse and its likely symptoms and to ensure that:
- All staff are aware of their responsibilities regarding alcohol and drug misuse and related problems.
 - Staff who have an alcohol or drug-related problem are encouraged to seek help, in confidence, at an early stage.
 - Staff who have an alcohol or drug-related problem affecting their work are dealt with sympathetically, fairly and consistently.
- 1.3 This policy is not intended to apply to 'one-off' incidents or offences caused by alcohol or drug misuse Outside work where there is no evidence of an ongoing problem, which may damage our reputation, and which are likely to be dealt with under our Disciplinary Procedure.
- 1.4 This policy does not form part of any contract of employment or other policy to provide services, and we May amend it at any time.
- 1.5 Any information you provide to us about your health will be processed in accordance with our Data Protection Policy. We recognise that such data is sensitive and will handle it in a confidential manner.

2. Who does this policy apply to?

- 2.1 This policy applies to all employees, officers, consultants, self-employed contractors, casual workers, agency workers, volunteers and interns.

3. Our approach to alcohol and drug misuse

- 3.1 We will not accept staff arriving at work under the influence of alcohol or drugs, or whose ability to work is impaired in any way by reason of the consumption of alcohol or drugs, or who consume alcohol or take drugs (other than prescription or over the counter medication, as directed) on our premises or those of our customers.

4. Identifying a problem

- 4.1 If you notice a change in a colleague's pattern of behaviour you should encourage them to seek assistance through their line manager. If they will not seek help themselves, you should draw the matter to the attention of your line manager. You should not attempt to cover up for whose work or behaviour is suffering as a result of an alcohol or drug-related problem.
- 4.2 If you believe that you have an alcohol or drug-related problem you should seek specialist advice and support as soon as possible. Your line manager can assist you and will, where possible, do so in confidence.

5. Alcohol and Drugs at work

- 5.1 Alcohol and drugs can lead to reduce levels of attendance, reduced efficiency and performance, impaired judgement and decision making and increased health and safety risks for you and other people. For example, your ability to drive or operate machinery may be impaired. Irresponsible behaviour or the commission of offences resulting from the use of alcohol or drugs may damage our reputation and, as a result, our business.
- 5.2 You are expected to arrive at work fit to carry out your job and to be able to perform your duties safely without any limitations due to the use or after-effects of alcohol or drugs. In this policy drug use includes

the use of controlled drugs, psychoactive (or mind altering) substances formerly know as 'legal highs', and the misuse of prescribed or over the counter medication.

- 5.3 You should not drink alcohol during the normal working day, at lunchtime, at other official breaks and at official work-based meetings and events. Drinking alcohol while at work without authorisation or working under the influence of alcohol may be considered serious misconduct.
- 5.4 You must comply with drink-driving laws and drug-driving laws at all times. Conviction for drink-driving or drug-driving offences may harm our reputation and, if your job requires you to drive, you may be unable to continue to do your job. Committing a drink-driving or drug-driving offence while working for us or outside working hours may lead to action under our Disciplinary Procedure and could result in dismissal.
- 5.5 If you are prescribed medication you must seek advice from your GP or Pharmacist about the possible side effects on your ability to carry out your job and whether your duties should be modified or you should be temporarily assigned to a different role. If so, you must tell your line manager without delay.

6. Searches

- 6.1 We reserve the right to conduct searches for alcohol or drugs on our premises, including but not limited to, searches of **lockers, filing cabinets and desks, bags, holdalls, clothing and packages.**
- 6.2 Any alcohol or drugs found as a result of a search will be confiscated and action may be taken under our Disciplinary Procedure.

7. Alcohol and Drug Screening

- 7.1 We will operate a rolling programme of random alcohol and drug testing for all staff and on any member of staff where there is reasonable cause to suspect that the individual has been under the influence of alcohol or drugs at work or that their work has been affected by alcohol or drug misuse.
- 7.2 Alcohol and drug screening will be carried out by an external provider.
- 7.3 If you refuse to undergo alcohol and/or drug screening, action may be taken under our Disciplinary Procedure.

8. Managing suspected abuse

- 8.1 Where a line manager considers that a deterioration in work performance or changes in patterns of behaviour may be due to alcohol or drug misuse they should seek assistance from the company HR department.
- 8.2 If your line manager has reason to believe you are suffering the effects of alcohol or drug misuse, they will invite you to an investigatory interview. The purpose of the interview is to:
 - a) Discuss the reason for the investigation and seek your views on, for example, the deterioration of your work performance or behaviour; and
 - b) Where appropriate, offer to refer you for medical or specialist advice.
- 8.3 If you arrive at work and a manager reasonably believes you are under the influence of alcohol or drugs, they shall immediately contact the company HR department in order you can be provided with assistance and an investigation can be undertaken.
- 8.4 If you agree to be referred for assistance or specialist advice, your line manager will request an urgent appointment and prepare a letter of referral, a copy of which will be provided to you.
- 8.5 You may be asked for your consent to approach your GP for advice. A report will be sent to your line manager who will then reassess the reasons for their investigatory meeting with you and decide on the way forward.
- 8.6 If, as a result of the meeting or investigation, your line manager continues to believe that you are suffering the effects of alcohol or drug misuse and you refuse and offer of referral to appropriate treatment providers, the matter may be dealt with under our Disciplinary Procedure.

9. Providing support

9.1 Alcohol and drug-related problems may develop for a variety of reasons and over a considerable period of time. We are committed, in so far as possible, to treating these problems in a similar way to other health problems. We will support where possible with a view to return to full duties. This may include:

- a) Referral to appropriate treatment providers, where necessary in conjunction with your GP.
- b) Time off work to attend treatment and recognition of any periods of absence for such treatment as periods of sickness absence.
- c) Adjusting your duties or other support as recommended by your GP or specialist during treatment and for an agreed period afterwards, subject to operational requirements and feasibility.

9.2 If you do not finish a programme of treatment, or your recover and return to work does not go as planned, a warning will be issued to the individual requiring a full recovery. If matters do not improve, your employment may be terminated.

9.3 Our approach to providing support and rehabilitation does not affect the company's right to dismiss, without notice, for gross misconduct any employee who consumes, or is under the influence of alcohol or drugs whilst at work, during their employment with the company.

10. Confidentiality

10.1 We aim to ensure that the confidentiality of any member of staff experiencing alcohol or drug-related problems is maintained appropriately. However, it needs to be recognised that, in supporting staff, some degree of information sharing is likely to be necessary.

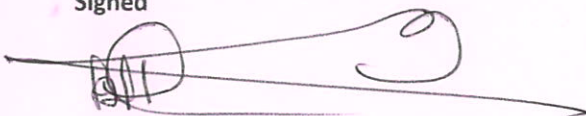
10.2 If you seek help with an alcohol or drug-related problem directly from the HR Department and you wish to keep matters confidential from your colleagues, this will be respected unless there is reason to believe that this could put you, your colleagues or anyone else at risk or carries some other material risk for the business. In those circumstances the HR Department will encourage you to inform your line manager and will give you sufficient time to do so before discussing the matter with them.

11. Performance and disciplinary issues

11.1 Breaches of this policy will be treated as gross misconduct, which may result in dismissal.

11.2 If you agree to undertake appropriate treatment or rehabilitation for an acknowledged alcohol or drug-related problem to regain good health, depending on the progress made on the course of treatment, any disciplinary action may be suspended for a specified period, discontinued or restarted at any time as we see fit.

Signed



DH Cartwright – Chairman

Date 06/01/2025