

Alcohol & drug misuse or abuse can be a serious problem within the workplace. Employees who drink excessively or take unlawful drugs are more likely to work inefficiently, be absent from work, have work accidents and endanger their colleagues. The Company has a duty to protect the health, safety & welfare of all its employees. However, the Company recognises that, for a number of reasons, employees could develop alcohol or drug related problems. These rules aim to promote a responsible attitude to drink and drugs and to offer assistance to employees who may need it.

Definition

Alcohol covers all alcoholic beverages. Drugs include: all Class A, B, and C substances; 'legal highs' or psychoactive drugs; drugs which are only legally available on prescription; solvents which are misused; and any other drug that has an adverse effect on your ability to carry out your work in a safe and effective way.

Confidentiality

Where employees are taking medication for a pre-diagnosed condition, the type of drug and its possible contra-indications must be reported to their line manager. This sensitive information will be treated confidentially.

Advice and Counselling

It is the Company's intention to deal constructively and sympathetically with an employee's alcohol or drug related problems, such as alcohol or drug dependency. When it is known that an employee has an alcohol or drug problem the Manager, will be able to provide advice and guidance on how to seek suitable treatment. The primary objective of any discussions will be to assist the employee with the problem in as compassionate and constructive a way as possible.

Any discussions of the nature of an employee's alcohol or drug problem and the record of any treatment will be strictly confidential unless the employee agrees otherwise. If you have an alcohol or drug problem, you should seek appropriate help. If you have an alcohol or drug problem which affects your conduct or performance at work and you refuse the opportunity to receive help, the matter will be referred for action under the Company's disciplinary procedure as appropriate. Likewise, if after accepting counselling and assistance, and after following review and evaluation, your conduct or work performance reverts to problem level, the matter may also be dealt with through the disciplinary procedure.

Additionally, regardless of whether counselling and assistance is accepted, the matter will be dealt with under the Company's disciplinary procedure if they meet any of the criteria outlined in the "Disciplinary Action" section of this policy.

Prohibition on Alcohol & Drug Consumption in the Workplace

No alcohol or drugs must be brought onto or consumed on the Company premises at any time or whilst attending any training courses, whether internal or external, and for those purposes this includes performance-enhancing drugs used for "doping" purposes, even if they are not unlawful under the criminal law, unless they have been medically prescribed by the doctor.

Staff must never drink alcohol during or before working hours, or when they are on standby or on call. To confirm, this includes during breaks.

Taking drugs is strictly prohibited at all times.

Special Circumstances

Employees representing the Company at business/client functions or conferences or attending Company organised social events outside normal working hours are expected to be moderate if

drinking alcohol and to take specific action to ensure they are well within the legal limits if they are driving. They are prohibited from taking drugs on these occasions.

Social drinking after normal working hours and away from the Company's premises is, of course, generally a personal matter & does not directly concern the Company.

Alcohol and Drug Testing

Drug and/or alcohol testing may be carried out either by the Company or a third party on a random and/or "for cause"¹ basis and/or prior to certain contracts/projects. Alcohol testing will be carried out via breath or urine sample. Drug testing will be carried out via fingertip or urine sample.

Refusal of a drug test may result in your immediate removal from site and a report being made to the employee's management by any third party tester.

A non-negative result will result in suspension from site and/or work with immediate effect pending investigation and may result in dismissal.

Failure to meet the required standards may result in the permanent denial of admission to any and/or all sites.

If there is reasonable cause to believe that a staff member is under the influence of alcohol or drugs, or otherwise in breach of this policy, they will be immediately removed from site pending alcohol and/or drug testing.

For Cause testing is alcohol and drug testing carried out to assist in the determination of:

- An accident. This is defined as an unplanned, uncontrolled event which results in injury, death, damage to property or environment pollution.
- A serious incident. This is defined as an unplanned, uncontrolled event which under different circumstances could have led to major injury, death, significant damage to property or environment pollution.
- If an employee's behaviour gives grounds to suspect that that person is unfit to work due to drugs or alcohol.
- Following a credible report or tip off relating to a group of workers or a work location.

Disciplinary Action

Any employee who is found to be:

- Under the influence of drugs and/or alcohol during working hours;
- In possession of, or dealing in, illegal substances;
- Refusing a drug or alcohol test; or
- In receipt of a non-negative result on a drug test

during working hours will be suspended on full pay pending a disciplinary hearing. This may result in the employee's dismissal for gross misconduct.

Variation

The Company reserves the right to vary this policy at any time. You will be made aware of any changes in writing