

# Drug and Alcohol Policy

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As an employer we have a duty to ensure, so far as is reasonably practicable, the health and safety and welfare at work of all our workers and similarly our workers have a responsibility to themselves and their colleagues to carry out their jobs safely in an environment that is free from alcohol, drug and substance misuse. For clarity drug and substance will be identified as drug throughout the remainder of this policy.

The use of drugs and/or alcohol may impair the health and safety of not only the worker but also others that may be affected by said workers actions, as well as impacting the efficient running of the business.

This policy does not form part of any employee's contract of employment, and it may be amended by the Company at any time.

In the interests of safety for individual workers and other work colleagues, no worker shall:

- Report for or undertake any work activity on behalf of the company whilst under the influence of alcohol or any controlled substance/drugs.
- Misuse, sell or distribute legitimate drugs, either purchased or prescribed for their own use whilst on company premises, client premises or otherwise undertaking company business.
- Use, possess, distribute, or sell non-prescribed or illicit controlled substances whilst on company premises, client premises or otherwise undertaking company business.
- Consume, possess, distribute, or sell alcoholic beverages, or items containing alcohol whilst on company premises, client premises or otherwise undertaking company business.
- Work with or allow any person employed by the company to work, whom they have reasonable cause to believe is under the influence of alcohol or drugs.
- be under the influence of alcohol or drugs whilst driving a company vehicle, driving on company business (whether in a company vehicle or any other) or using and/or operating machinery.

The company reserves the right to carry out searches of possessions, vehicles or other staff property whilst arriving at work, leaving work, or undertaking any other company business, including but not limited to searches of lockers, filing cabinets, desks, bags, packages, and clothing. Any alcohol or illegal drugs found as a result of a search will be confiscated and action may be taken under the Company disciplinary procedure.

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All workers (especially those that operate machinery and/or drive company vehicles) will be subject to random drugs substance and/or alcohol screening. Furthermore, staff may be selected for such screening where there is reasonable cause to suspect that they may be under the influence of drugs or alcohol.

All workers will be subject to drug and alcohol screening under the following circumstances;

- Random Testing: this will be conducted at an unspecified time at an unspecified location. Workers will be selected using an online random number generator (such as <https://www.calculatorsoup.com/calculators/statistics/random-number-generator.php>) to give a series of random numbers which will then be used to identify individual worker from the signing in log, with the first entry being number 1.
- With cause testing: this will be conducted if there is a strong belief that an individual is possibly under the influence of either/and drugs, substances or alcohol. This can be due to a person's behaviour or the smelling of drugs or alcohol.
- Post incident testing: Any worker involved in an accident or incident can be tested as part of the investigation.

Alcohol and drug/substance testing will normally be administered and conducted by an external provider, unless it is time sensitive then this may be conducted internally.

A refusal to consent to drug, substance and or alcohol testing will normally be considered to be an act of gross misconduct and will be dealt with under the Company's disciplinary procedure. In addition, such a refusal may be used in evidence against a worker as part of any action that may be taken (whether disciplinary or otherwise) for suspected drug, substance and/or alcohol misuse, consumption of or being under the influence of such substances whilst at work or some other similar allegation(s).

If you are an habitual user of drugs or alcohol and have a possible dependence issue you should raise this with your line manager or SHEQ manager this disclosure will be treated with the strictest confidence and you will be guided to seek professional advice.

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