

Drug and Alcohol Policy

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 staff and similarly our staff have a responsibility to themselves and their colleagues to carry out their jobs safely in an environment that is free from alcohol and drug misuse.

The use of alcohol and drugs may impair the safe and efficient running of the business and/or affect the health and safety, efficiency, productivity and attendance of our staff.

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 employees and other work colleagues, no member of staff 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.



All members of staff that operate machinery and 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.

Alcohol and drug/substance screening will normally be administered and conducted by an external provider.

A refusal to consent to drug, substance and or alcohol screening 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 member of staff 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).

Name	Peter Hannafin B.Eng
Position	Managing Director
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