

# ALCOHOL & DRUGS POLICY



The Company expects its employees/partners to attend for work in a fit and appropriate state with no impairment from the effects of alcohol or drugs. Employees/partners who misuse drugs or alcohol may have their judgement, safety awareness and work performance adversely affected. Any such employees/partners put themselves at risk and, also can be a danger to their fellow employees/partners, to customers and to members of the general public. The Company has a statutory duty under the Health and Safety at Work etc Act 1974 to ensure the Health and Safety at work of all its employees/partners. Employees/partners attending work in these circumstances additionally put the company at risk commercially and may bring it into disrepute.

## Scope

This policy is designed to make all employees/partners aware of their obligations and responsibilities regarding alcohol and drugs, and to encourage any employees/partners who may have a dependency on alcohol or drugs to seek help or advice. It sets minimum standards that are applicable to all the company employees/partners.

Certain business sites may need to set more stringent standards in order, to meet specific legal, operational or safety requirements, including meeting standards required by the clients. Where this is the case this policy may be adapted to meet the client or business unit requirements.

This policy specifically recognises and endorses the likelihood that any more stringent policies may involve use of drugs and alcohol screening, but this would only be introduced in association with appropriate consultation.

## Policy

It is the express policy of the company:

- Not to allow any employee/partner to work within any of its offices, or at any location at which it is engaged to carry out work, whilst their performance is impaired by the misuse of alcohol or drugs.
- To require any employee/partner taking prescription drugs which may impair performance or judgement to inform their manager. Failure to do so may be treated as drugs abuse.
- To provide training and information to employees/partners to minimise the problems arising from drugs and alcohol abuse and to draw attention to the harmful effects on health and wellbeing of such abuse.
- That employees/partners who attend for work and whose efficiency, work performance or behaviour is affected due to alcohol or drugs abuse will be dealt with under the Company's disciplinary procedures. The offence will be regarded as gross misconduct and may lead to dismissal.
- To assist employees/partners who bring to the Company's attention their dependency on alcohol or drugs and who are prepared to seek treatment to overcome the dependency.
- To reserve the right to redeploy into a suitable alternative post or, if no such post is available, to suspend on full pay, any employee/partner undergoing treatment whose normal duties are safety critical or commercially sensitive.

Doc No:	IMS-POL-04
Revision:	5
Date:	31.05.2022
Page:	Page 1 of 2

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- Not to allow the consumption, possession or sale of illegal drugs (i.e. those subject to control under the Misuse of Drugs Act 1971) in any office or on any site under the control of the Company. This is a criminal offence, which will be reported to the appropriate authority and may lead to prosecution. The Company regards an offence of this nature as gross misconduct and will lead to dismissal.
- Not to allow the drinking of alcohol during working activities. The only exceptions will be in the case of business entertainment or other functions arranged for clients, business visitors or special presentations to employees/partners where a manager may authorise the serving of alcohol. Soft drinks will always be available at such functions.

## Roles and Responsibilities

The effective implementation of this policy places the following responsibilities on those identified:

Employees/partners are responsible for their own compliance with the policy and are expected to seek help if they have a dependence on drugs or alcohol. In addition, each employee/partner has a responsibility for their fellow employees/partners and are required to advise their supervisor or manager if they have any reason to suspect colleagues of attending work whilst under the effects of drugs or alcohol.

Managers and supervisors are responsible for ensuring that they are aware of the requirements of the policy and for monitoring employees/partners for whom they are responsible to ensure compliance. Managers must understand how to access support for employees/partners seeking help in relation to drugs and alcohol abuse and must be aware of the company disciplinary policy and how to apply it in the event of breaches of this policy.

AUTHORISED BY:

A handwritten signature in black ink, appearing to be 'P. Ingram', written over a horizontal line.

**Mr. P. Ingram - Director**

Doc No:	IMS-POL-04
Revision:	5
Date:	31.05.2022
Page:	Page 2 of 2