

SUBSTANCE ABUSE POLICY

We are committed to providing a safe, healthy and productive working environment for all our staff, customers and visitors. This includes ensuring that all workers are fit to carry out their jobs safely and effectively in a working environment which is free from alcohol and drug misuse.

All workers are expected to arrive at work fit to carry out their jobs and to be able to perform their duties safely without any limitations due to the use or after effects of alcohol or drugs (whether prescribed, over the counter or illegal).

Misuse of alcohol and drugs can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgment and decision making and increased health and safety risks, not only for the individual but also for others. Irresponsible behaviour or the commission of offences resulting from the misuse of alcohol or drugs may damage our reputation and, as a result, our business.

We will not accept any worker arriving at work under the influence of alcohol or drugs, and/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.

1. SCOPE AND PURPOSE

The scope of this policy is extended to include all workers. Breach of this policy by any employees may be dealt with under our disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal. Any breach by other workers may result in the termination of their contract in accordance with the relevant provisions.

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:

- (a) All workers are aware of their responsibilities regarding alcohol and drug misuse and related problems.
- (b) Workers who have an alcohol or drug related problem are encouraged to seek help, in confidence, at an early stage.

2. IMPLEMENTATION OF POLICY

Managers and supervisors have an important role to play in identifying problems at work that are being caused or contributed to by alcohol or drug misuse.

(a) Where a manager [or supervisor] considers that a deterioration in work performance and/or changes in patterns of behaviour may be due to alcohol or drug misuse they should seek advice and assistance from [the Company's Occupational Health Providers **OR** [DEPARTMENT] **OR** [POSITION]].

(b) When a worker arrives at work and a manager [or supervisor] reasonably believes that they are under the influence of alcohol or drugs, they shall immediately contact [DEPARTMENT] **OR** [POSITION] in order that the worker can be [taken to the first aid room **OR** provided with assistance] and an investigation can be undertaken.

Where any member of staff notices a change in a colleague's pattern of behaviour they should encourage them to seek assistance through their manager [or supervisor] [or DEPARTMENT]. If they will not seek help themselves you should draw the matter to the attention of your manager [or supervisor]. You should not attempt to cover up for a colleague whose work or behaviour is suffering as a result of an alcohol or drug-related problem.

If you believe that you have an alcohol or drug-related problem you should seek specialist advice and support as soon as possible.

[Option]

Managers [and supervisors] will, depending on the level of responsibility and the knowledge and skills considered necessary for implementing this policy, be given training in:

- (a) The nature of alcohol and drug problems, their possible causes and effects.
- (b) The impact of alcohol and drug misuse on workplace safety and performance.
- (c) The assistance that can be provided by [our Occupational Health Providers]

3. DEFINITIONS

A "substance" is defined as a material that chemically modifies the body's functions resulting in physical, psychological or behavioural change.

A "prohibited substance" means a controlled drug as defined in the Misuse of Drugs Act 1971 or any other substance including prescription and over-the-counter medication taken in such a manner as to impair the individual.

These include, but are not limited to:

- Cannabinoids
- Cocaine
- Opiates
- Amphetamines
- Barbiturates
- Benzodiazapine
- Phencyclidine
- Propoxyphene
- Methadone
- Solvent or solvent based products
- Alcohol

“Substance abuse” means the use of a prohibited substance .

The Company adopts a “zero tolerance” approach to alcohol, which means any presence of alcohol within the blood will result in a “positive test result” for the purposes of alcohol. ONLY HEALTH & SAFETY CRITICAL POSITIONS.

OR

“Positive test result” for the purposes of alcohol means the presence at a level higher than [40 milligrams per 100 millilitres of blood (ie. half the UK “drink driving” limit] OR [80 milligrams per 100 millilitres of blood (ie. the UK “drink driving” limit)].

4. ALCOHOL AND DRUGS AT WORK

You must not report for work under the influence of a prohibited substance. “Under the influence”, means that there is a sufficient amount of the substance in the employee’s system to produce a positive result from a medical test or breathalyser unit, and/or that the employee shows erratic abnormal behaviour likely to pose a risk to others, or to interfere with their job performance.

Workers may be tested at any time during working hours where they are suspected of being “under the influence” or where the Company has reasonable cause to believe they are under the influence. This includes the start of any shift (including the start of a second shift in the instance of an employee working split shifts).

You should not drink alcohol during the normal working day, at lunchtime, at other official breaks and at official work-based meetings and events without authorisation. Drinking alcohol whilst at work without authorisation or working under the influence of alcohol may be considered gross misconduct and lead to summary dismissal for employees.

We expect you to demonstrate responsible behaviour at work, work-related functions and work-related social events and to act in a way that will not have a detrimental effect on our reputation. If you entertain clients or represent us at external events where alcohol is served, you are considered to be "at work" regardless of whether you do so outside normal working hours. Consequently, we will expect you to remain professional and fit for work at all times.

Managers should act to prevent excessive consumption of alcohol by any worker and should take steps to deal with any unacceptable conduct that occurs at such functions. Any such behaviour may lead to disciplinary action.

We expect all our workers to comply with the drink-driving legislation at all times. Our reputation will be damaged if you are convicted of a drink-driving offence and, if your job requires you to drive and you lose your licence, you may be unable to continue to do your job. Committing a drink-driving offence outside or during working hours or while working for us may lead to disciplinary action and could result in summary dismissal in accordance with our Disciplinary Procedure.

If you are prescribed medication you must seek advice from your GP or pharmacist about the possible effect on your ability to carry out your job and whether your duties should be modified or you should be temporarily reassigned to a different role. If so you must tell [your line manager **OR DEPARTMENT**] without delay.

5. SEARCHES

We reserve the right to conduct searches for alcohol or drugs, including, but not limited to, searches of [lockers, filing cabinets and desks [[and] [packages sent to our address] [ADD ANY FURTHER ITEMS] [which are on our premises]].

Any alcohol or drugs found as a result of a search will be confiscated and may lead to disciplinary action up to summary dismissal for employees.

6. ALCOHOL AND DRUG TESTING

In cases where there is reasonable cause to suspect that an individual's performance is impaired as the result of alcohol or drugs they will be asked to participate in a substance abuse test.

OR

[We will operate a rolling programme of random alcohol and drug testing.]

Alcohol and drug testing will be conducted by our occupational health providers. Arrangements will be discussed with affected members of staff at the start of each screening programme.

7. MANAGEMENT OF SUSPECTED SUBSTANCE ABUSE

If your manager [or supervisor] has reason to believe that you are suffering the effects of alcohol or drugs misuse, for example, due to a deterioration in your work or behaviour, 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 and/or behaviour; and
- (b) where appropriate, to request you attend an appointment with our occupational health providers for a substance abuse test.

If, as the result of the interview, your manager [or supervisor] continues to believe that you are suffering the effects of alcohol or drugs misuse and you refuse to attend [the Occupational Health Department **OR** [DEPARTMENT]] the matter may be dealt with under our Disciplinary Procedure in the case of employees.

If you agree to be referred to Occupational Health your manager will request an urgent appointment and advise you of the details. You may be suspended on full pay pending the outcome of the alcohol and drug test.

8. PROVIDING SUPPORT

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 issues. Support will be provided where possible with a view to facilitating a full recovery, allowing a return to work and the full range of your duties.

9. MONITORING THIS POLICY

This policy reflects the law and the Company's practice. The [INSERT DEPARTMENT], in conjunction with the [audit committee **OR** board] shall be responsible for reviewing this policy from a legislative and operational perspective at least annually.

The JOB TITLE OR Senior Management has responsibility for ensuring that any personnel who may be involved with administration or investigations carried out under this policy receive regular and appropriate training to assist them with these duties.

Workers are invited to comment on this policy and suggest ways in which it might be improved by contacting JOB TITLE or Senior Management.

This policy is in template form and will require to be tailored in line with contractual provisions and company practices. This policy should not be regarded as an authoritative or complete statement of the law and you should always seek advice for each specific situation.