

The company is committed to maintain healthy, safe and productive working conditions for all employees. The company recognises the impact that both alcohol and drugs may have upon an individual's ability to work safely and correctly and, as such, the company aims to ensure a working environment free from the inappropriate use of substances and where its staff are able to carry out their duties in a safe and efficient manner.

Objective

To alert all employees to the risks associated with drinking alcohol and using non-medical drugs and to promote good practice and a progressive change of behaviour and attitude concerning use. To encourage and assist employees who suspect or know that they have an alcohol or drug problem to seek help at an early stage.

Application

This policy will apply to all employees within the company for the purposes of this policy the term drug includes: substances covered by the misuse of drugs act (referred to as Controlled Drugs) any other-over-the-counter drugs and solvents and any other substances.

Disciplinary

The standards are as follows:

- The consumption of alcohol by any employee is inappropriate at any time when working or before work whenever work performance will be adversely affected.
- Where drugs are prescribed by an employees doctor which may affect his or her ability to perform work he or she should immediately discuss the problem with his or her manager.
- Dispensing, distributing, possessing, using, selling or offering to buy controlled drugs at work is prohibited.
- Any such activity (including reasonable suspicion of it) on the company premises will be reported immediately to the police.
- Any employee who is found to be in breach of these rules, will be liable to instant dismissal on the grounds of gross misconduct under the company's disciplinary procedures.

Medical Examination

If the company suspects that there has been a breach of the above provisions or an employee's work performance or conduct has been impaired through drug or alcohol abuse, the company will immediately invoke its disciplinary procedure which may result in the employee's instant dismissal. In investigating the incident, however, the company may require the employee to undergo a medical examination to determine the cause of the problem. If, having undergone a medical examination, it is confirmed that the employee has no underlying drug or alcohol problem, the company will continue to deal with the issue under its disciplinary procedure.

Power of search

To assist in the effective implementation of this policy, the company reserves the right to have tests carried out on employees following any incident, where there is a suspicion on the part of the manager that drugs and/or alcohol may have been a contributory factor. Where testing takes place, the individual will be expected to sign a written consent to be tested. Failure to give consent or refusal to supply the urine or other samples will be considered to be a breach of these rules and may lead to disciplinary action being taken. The company reserves to search employees or any of their property held on the company premises at any time if the employee's manager that the prohibition on substances is being or has been infringed. If any employee refuses to comply with the search procedure, such refusal will normally be treated as gross misconduct and will entitle the company to take disciplinary action.