



## ALCOHOL & DRUGS POLICY

### Introduction

Alcohol and drug misuse can have an adverse effect not just on an individual but on their colleagues, customers and the public. Having a safe working environment, providing excellent customer service by maintaining productivity levels and avoiding days being lost to illness are all critical to our success.

The Company requires all employees to comply with the alcohol and drugs policy. Breaches of the policy will be taken very seriously and may be dealt with under the Company's Disciplinary Policy & Procedure.

For the purpose of this policy, the term 'drugs' means illegal substances (or legal substances which induce similar effects to legal drugs) or other substances, for example, solvents. Drug misuse also refers to the misuse of prescribed medication.

### Policy

The Company strongly discourages employees from drinking any alcohol or taking drugs prior to driving or reporting to work. Employees must not attend work, or perform their work duties, under the influence of alcohol or drugs under any circumstances.

Employees must not drink alcohol or take drugs during working time or be under the influence of drugs or alcohol. Working time is any time between when an employee reports for work and the time they finish work and includes lunchtimes. It includes any period of call out whilst on standby duty or overtime working.

The use, possession, storage, transportation, promotion and/or sale of drugs or drug equipment is forbidden during working time, whether in the workplace or at another location on business.

### Prescribed medication

The policy does not stop employees from using prescribed medication, over-the-counter medication or herbal remedies. However, medication such as tranquillisers, sleeping pills, painkillers, decongestants, cough suppressants, antihistamines (for treatment of hay fever or other allergies) and antidepressants can make people feel drowsy and may affect their work performance or the safety of themselves or others. If an employee is taking any medication they should:

- check the possible side effects with their doctor or pharmacist;

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- let either their line manager or the People Team know, in confidence, that they are taking medication, the possible side effects and the whereabouts of the medication in the event of a medical emergency; and
  - enter details of their medication on the HR system (only visible to the People Team and stored in accordance with data protection legislation).

## **Assistance**

If an employee comes forward voluntarily and seeks help for an alcohol or drug problem, they will be given help and support by the Company. If an employee thinks they have a problem and may be violating this policy as a result, the Company strongly encourages them to come forward and seek help. The Company will be sympathetic and ensure the employee gets the help and support they need which may include direction to external specialists. If an employee volunteers information to the Company that they have an alcohol or drug problem they will be treated with dignity at all times.

Any discussions will be in the strictest of confidence.

The Company recognises that employees may continue to struggle with alcohol or drug dependency even after they have sought and are receiving assistance. The Company will make every effort to provide ongoing support to employees.

## **Absence**

If employees are absent from work due to their attendance for treatment in relation to alcohol or drug abuse, that absence will be treated as normal sickness absence.

## **Formal procedures**

Whilst the Company will be sympathetic to employees who are experiencing difficulties with alcohol and drugs, it may be appropriate to implement either the Disciplinary Policy & Procedure, or Performance Management Policy & Procedure as appropriate where conduct or performance is not satisfactory, which could result in termination of employment.

Criminal activity in the workplace involving drugs may require the Company to alert the police.

## **Work events**

At all work-related events, including but not limited to Company parties, off-site meetings, and client entertainment, employees are expected to consume alcohol responsibly and in moderation. While the Company may provide alcoholic beverages at certain events, it is each employee's responsibility to ensure that their behaviour remains professional and appropriate at all times. All employees are required to abide by our Code of Conduct during these events. Any form of discrimination, harassment, bullying, or other inappropriate behaviours will not be tolerated and will result in disciplinary action, up to and including termination of employment.

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Being intoxicated will not be accepted as an excuse for any form of misconduct. It is imperative that all employees conduct themselves in a manner that upholds the integrity and values of our Company, regardless of the social setting.

### **Amendments to this policy**

This policy is non-contractual and may be amended from time-to-time in line with changes to legislation and best practice.