



1. Introduction/ Background	Alcohol and drugs can have both short and long term effects. The important effects in connection with work include impairment of judgement and/or concentration and behavioural changes. As a result of impairment, an individual may be unable to perform their job properly and may jeopardise the health and safety of both themselves and others in the workplace. Other consequences of both short and long term alcohol and drug abuse are performance issues at work, e.g. absenteeism or lateness, reduced efficiency, and increased risk of accidents.
2. Status	Corporate Policy
3. Purpose	This policy sets out how to minimise the effects of drug and alcohol abuse on work, whilst allowing individual employees to seek assistance in dealing with long term alcohol or drug use and consequent dependency. The Company recognises the importance of health and well-being in its workforce and seeks to ensure that misuse of drugs or alcohol does not affect the ability to work safely and responsibly
4. Definitions /Scope	<p>This policy will apply to all employees within the Company.</p> <p>Impairment Physical or behavioural consequences of the intake of either alcohol or drugs, e.g. loss of co-ordination, slurred speech, loss of balance, inability to concentrate, drowsiness, aggression, loss of inhibition, failure to appreciate danger or lack of ability to comprehend.</p> <p>Misuse Although alcohol is a legal substance widely used in society, its misuse is defined as persistent or recurrent social, occupational, psychological or physical problems. In certain circumstances 'binge' drinking can lead to short term health affects which can lead to anti-social behaviour and serious risk to health.</p> <p>Drug misuse is defined as any of the following:</p> <ul style="list-style-type: none">• Any use of an illegal substance• The use of a legal substance in a non-medical or unsanctioned way, e.g. inappropriate use of prescribed or over-the-counter medication• The psychoactive use of a substance which is normally used in another capacity, e.g. glue sniffing <p>Long Term In this context refers to more than a single instance, i.e. repeated or continuous misuse or its consequences</p>
5. Process	<p>Alcohol for personal consumption and illegal substances are not permitted on any of the company's premises. The only exception is where a company Director provides written authorisation for alcohol consumption at a celebration to be held on company premises.</p> <p>Impairment due to alcohol or misused drugs whilst at work is a serious matter and will be dealt with through the disciplinary procedure, regardless of the context of short or long term abuse.</p> <p>The Company encourages employees who believe they have an alcohol or drug problem to seek help and treatment voluntarily through their general practitioner or occupational health service. If an employee is identified as suffering from a long term problem with alcohol or drug misuse, whether from self-referral or following investigation of deterioration in work performance, The Company will provide the opportunity for professional help.</p> <p>Where the company agrees to provide the opportunity for, or assistance with rehabilitation, it is implicit that as a result of providing that help there will be an</p>



improvement in work performance. The timescale for expected improvement will be determined by the company but will typically be a number of months. In circumstances where help is provided, the company will expect the individual's consent for occupational health advisers to provide management with information specifically relating to progress and compliance. If the employee's performance does not improve, disciplinary action may be invoked in accordance with the individual's terms and conditions of employment.

A person undergoing treatment or rehabilitation will be regarded in the same way as an employee on sick leave and will be entitled to normal sickness benefits and job rights as detailed in their terms and conditions of employment

Every effort will be made to ensure that after treatment, an employee will return to the usual job unless unable to undertake it, in which case attempts will be made to find suitable alternative employment.

Whilst the policy detailed above will apply generally, there are circumstances where legislation may apply. This will always take precedence and issues will be dealt with in accordance with existing disciplinary procedures and/or the process of law, for example where:

- Consumption of alcohol or drugs results in an offence under the Road Traffic Act. If possession of a driving licence is a requirement of the job, the consequence of its loss may be dismissal.
- Behaviour in the workplace which constitutes an offence under the Misuse of Drugs Act.

Handling or possession of certain drugs is subject to statutory control and breaches of the law may lead to prosecution followed by fines and/or imprisonment on conviction. It is the Company's policy to inform and cooperate with the police if any breach of the law has occurred and to regard handling or possession of such drugs as gross misconduct and to deal with such an event under the disciplinary procedure.

Individual sites or divisions within the Company may instigate drug and/or alcohol testing in order to monitor employee's compliance in areas where addiction or misuse could result in serious health and safety consequences, however, this action should be supported by local policy and procedures that take into account best practice.

6. Duties and responsibilities

Management

To deal with issues arising from either short term impairment or long term performance due to alcohol or drugs.

Employees

To attend work in a fit state, i.e. not impaired in any way by alcohol or misused drugs.

Occupational Health & Wellbeing

Employees who admit to an addiction issue will be referred to Occupational Health via the management referral system. Occupational Health will arrange appropriate help for employees with long term problems, through the individual's own medical adviser, and provide management with information regarding progress of rehabilitation.

7. Training

Managers will receive training in how to recognise and deal with suspected alcohol and drug misuse in the workplace

8 Associated Documentation

Risk Assessment, sickness absence management policy, management referral to Occupational Health